



(If available) Import annual benefits file

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[Payroll > Utilities > Employee Benefits Interface > Import Annual File](#)

If available, import your LEA's file of employee deduction records file created by your third-party administrator.

The screenshot shows a web interface for 'Utilities > Employee Benefits Interface'. At the top, there is a green header with a home icon and the breadcrumb 'Utilities > Employee Benefits Interface'. Below the header, there are three tabs: 'EXTRACT', 'IMPORT ANNUAL FILE' (which is selected and underlined), and 'IMPORT CHANGES ONLY'. Under the 'IMPORT ANNUAL FILE' tab, there is a 'Year Selection' section with two radio buttons: 'Current Year' (selected) and 'Next Year'. To the right of these radio buttons is an 'Execute' button. Below the 'Year Selection' section is a checkbox labeled 'Active Employees Only'. At the bottom, there is a label 'Deduction Import Path:' followed by a 'Browse...' button.



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