



# **(If applicable) Mass update employer contribution and remaining payments**



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### Log on to the next year pay frequency.

Use the Mass Update utility to update employee data in preparation for the new school year. This utility allows you to quickly and easily mass change data resulting in minimal manual changes to individual employee records with less possibility of manual entry errors.



**CAUTION:** To avoid entering data in an incorrect pay frequency, be mindful of the pay frequency to which you are logged on as you may be changing back and forth between the current year and next year's pay frequencies for several months.

If applicable, mass update the **Employer Contribution** and **Remaining Payments** for all employees with health care and other employer paid deductions.

**It is recommended** to update the number of remaining payments for deductions to ensure they are fully budgeted for.

[Payroll > Utilities > Mass Update > Deductions](#)

This utility is used to update deductions for a number of employees at a single time. Deduction data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Deductions tab allows users to add, change, and delete deduction codes as well as alter the number of remaining payments and the existing dollar amounts associated with the deductions. Mass deduction updates are very useful at the beginning of the year when many employees are being added to insurance programs. Once deductions are added using this tab, they are reflected in the individual deduction records.

The screenshot shows the 'Utilities > Mass Update' payroll interface. The top navigation bar includes 'Utilities > Mass Update' and 'Payroll'. The interface is divided into several sections:

- Parameters:** Contains various dropdown menus and radio buttons for selection. Options include 'Pay Status' (Active, Inactive, Both), 'Primary Campus', 'Payoff Date', 'Pay Type', 'Job Code', 'Accrual Code', 'Pay Grade', 'Prior Yr Emp Date', 'Primary Campus', 'Pay Campus', 'Contract Begin Date', 'Contract End Date', 'Contract Months', 'Payoff Date', 'Frequency', 'Salary Concept', 'Extract ID', and 'Employee Nbr'. A 'Reset' button is located in the top right.
- DEDUCTIONS:** Contains a 'Method' section with several radio button options:
  - Change Existing Code and Amounts to Another
  - Change Remaining Deduction Payments
  - Change Dollar Amount on Existing Code
  - Add Deduction Code to Employees
  - Delete: Deduction Code from Employees
  - Delete: Deduction Code with Zero Remaining Payments from Employees
  - Change Existing Code only to Another
- Change Deduction Info:** Contains input fields for 'New Code', 'Net Amount', 'Remaining Payments', and 'Empir Contrib'. It also includes 'Refund' and 'Cafe 125' options with radio buttons:
  - No Update
  - Update All Records to N
  - Update All Records to Y
  - No Update
  - Update All Records to N
  - Update All Records to Y

An 'Execute' button is located in the bottom right of the 'Change Deduction Info' section.

Under **Parameters**, select the employees whose deduction data is to be changed.

**TIP:** Prior to processing a mass update, capture a screenshot of the parameters used for future reference.

Under **Method**, select the type of deduction change to be implemented.

Click **Execute**. A preview report is displayed. [Review the report.](#)

Click **Process** to accept the changes and continue. Or, click **Cancel** to return to the Mass Update page.



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