



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



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# Mass Update Deductions

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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.

Mass update the Employer Contribution amount and remaining payments, if applicable, on all employees with health care and other employer paid deductions.

The screenshot shows the 'Mass Update Deductions' utility interface. At the top, there's a breadcrumb trail: 'Utilities > Mass Update'. The main area is divided into several sections:

- Parameters:** Contains various filters and selection options. 'Pay Status' has radio buttons for 'Active', 'Inactive', and 'Both'. Other fields include 'Primary Campus', 'Pay Campus', 'Payoff Date', 'Pay Type', 'Job Code', 'Accrual Code', 'Pay Grade', 'Prior Yr Emp Date', 'Contract Begin Date', 'Contract End Date', 'Contract Months', 'Frequency', 'Salary Concept', 'Extract ID', and 'Employee Nbr'. A 'Reset' button is located to the right.
- Method:** A list of radio buttons for selecting the type of update:
  - 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:** A sub-section with an 'If Deduction Code' field and an 'Execute' button. It includes:
  - 'New Code' field
  - 'Net Amount' field (value: .00)
  - 'Remaining Payments' field (value: 0)
  - 'Empir Contrib' field (value: .00)
  - 'Refund' options:  No Update,  Update All Records to N,  Update All Records to Y
  - 'Cafe 125' options:  No Update,  Update All Records to N,  Update All Records to Y

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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