



(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'. Below that, there are tabs for 'Parameters', 'Method', and 'Change Deduction Info'. The 'Parameters' section contains various dropdown menus and input fields for filtering and defining the update criteria, such as 'Pay Status', 'Primary Campus', 'Payoff Date', 'Pay Type', 'Job Code', 'Accrual Code', 'Pay Grade', 'Contract Begin Date', 'Contract End Date', 'Contract Months', 'Frequency', 'Salary Concept', 'Extract ID', and 'Employee Nbr'. There is also a 'Reset' button. The 'Method' section has a list of radio buttons for selecting the type of update, with 'Change Existing Code and Amounts to Another' selected. The 'Change Deduction Info' section includes fields for 'New Code', 'Net Amount', 'Remaining Payments', and 'Emplr Contrib', along with 'Refund' and 'Cafe 125' options. An 'Execute' button is visible at the bottom right of the form.

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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