



(If applicable) Mass update employer contribution and remaining payments

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Mass Update Deductions

Mass update the Employer Contribution amount and remaining payments, if applicable, on 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' screen in the Payroll module. The 'Parameters' section includes fields for Pay Status (Active), Primary Campus (All), Payoff Date, Frequency (F-MONTHLY-NYR), Salary Concept (All), Extract ID, and Employee Nbr. Below these are dropdowns for Pay Type (All), Job Code (All), Acronym Code (All), Contract Begin Date, Contract End Date, Contract Months, and Pay Grade. A 'Prior Yr Emp Date' field shows '00-00-0000'. The 'DEDUCTIONS' tab is selected, showing a 'Method' section with radio buttons for changing deduction codes and amounts to another employee. A preview report on the right shows a table with columns 'Refund', 'Cafe 125', and 'Update Options' (No Update, Update All Records to N, Update All Records to Y). The preview report table has rows for 'New Code', 'Net Amount', 'Remaining Payments', and 'Emply Ctrb'.

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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