



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



# Table of Contents



# 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 'Mass Update Deductions' utility interface. At the top, there's a breadcrumb trail: 'Utilities > Mass Update' and a 'Payroll' dropdown. On the right, there are fields for 'Year: N' and 'Frequency: 0'. The main area is divided into three main sections:

- Parameters:** Contains various filters and search criteria. 'Pay Status' has radio buttons for 'Active', 'Inactive', and 'Both'. Other fields include 'Pay Type', 'Job Code', 'Accrual Code', 'Pay Grade', 'Prior Yr Emp Date', 'Primary Campus', 'Play Campus', 'Contract Begin Date', 'Contract End Date', 'Contract Months', 'Payoff Date', 'Frequency', 'Salary Concept', 'Extract ID', and 'Employee Nbr'. A 'Reset' button is located to the right.
- Method:** A list of radio buttons to select 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 for the selected method, containing:
  - 'If Deduction Code:' field with a dropdown.
  - 'New Code:' field with a dropdown.
  - 'Net Amount:' field with a value of '.00'.
  - 'Remaining Payments:' field with a value of '0'.
  - 'Emplr Contrib:' field with a value of '.00'.
  - 'Refund' section with radio buttons:  No Update,  Update All Records to N,  Update All Records to Y.
  - 'Cafe 125' section with radio buttons:  No Update,  Update All Records to N,  Update All Records to Y.

An 'Execute' button is located at 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.



## Back Cover