



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

- Parameters:** Contains various filters and selection options. 'Pay Status' has radio buttons for 'Active', 'Inactive', and 'Both'. There are dropdown menus for 'Pay Type', 'Job Code', 'Accrual Code', 'Primary Campus', 'Play Campus', 'Contract Begin Date', 'Contract End Date', 'Frequency', 'Salary Concept', and 'Extract ID'. There are also input fields for 'Pay Grade', 'Prior Yr Emp Date', 'Contract Months', 'Payoff Date', 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 a dropdown for 'If Deduction Code:'. It includes input fields for 'New Code', 'Net Amount' (with a '.00' suffix), 'Remaining Payments' (with a '0' suffix), and 'Emplr Contrib' (with a '.00' suffix). Below these are two groups of radio buttons: 'Refund' (with 'No Update' selected) and 'Cafe 125' (with 'No Update' selected). An 'Execute' button is located to the right.

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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