

Perform staff benefits update

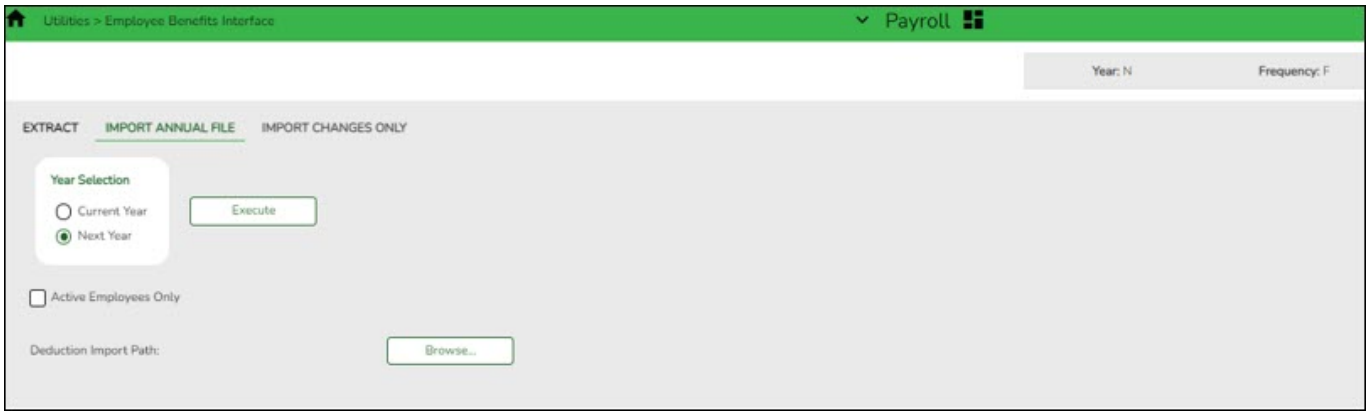
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Log on to the next year pay frequency.

Payroll > Utilities > Employee Benefits Interface > Import Annual File

Perform the employee benefits update and import process.



❑ Under **Year Selection**, select one of the following:

- **Current Year**
- **Next Year**

Active Employees Only	Select to base the selected pay frequency for the records on the highest pay frequency in which the employee is active.
Deduction Import Path	Click **Browse**, and then select the folder to which a copy of the deductions is to be imported. Click **OK** to select the folder or **Cancel** to close the dialog box without processing.

❑ Click **Execute** to start the import process.

- In the application dialog box, verify the path of the import, and click **Yes** to continue the import or **No** to return to the import dialog box.
- In the archive password dialog box, type a password for this imported file. Click **OK**.
- The files are imported, and a message is displayed indicating the import process completed successfully. Click **OK**.

If any errors are encountered during the import process, an error report is displayed. If there are no errors, the error report is not displayed.

If no errors are encountered during the import process, or you clicked **Continue** from the error report, the import report is displayed.

Review the report.

❑ Click **Continue** to proceed.

❑ If you click **Process**, a message is displayed indicating that the data was imported. Click **OK**.


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