



## **Perform staff benefits update**



# Table of Contents



Perform the employee benefits update and import process.

Image

The screenshot displays the 'Utilities > Employee Benefits Interface' window. The top navigation bar shows 'Utilities > Employee Benefits Interface' on the left and 'SessionTimer: 59 min and 49 sec' on the right. Below the navigation bar, there are three tabs: 'Extract', 'Import Annual File' (which is selected), and 'Import Changes Only'. The main content area of the 'Import Annual File' tab includes a 'Year Selection' section with two radio buttons: 'Current Year' and 'Next Year' (which is selected). To the right of these radio buttons is an 'Execute' button. Below the 'Year Selection' section, there is a checkbox labeled 'Active Employees Only' which is checked. At the bottom of the form, there is a label 'Deduction Import Path:' followed by a 'Browse...' button.

Human Resources > Utilities > Employee Benefits Interface > Import Annual File



## Back Cover