



Extract - HRS8500

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Payroll > Utilities > Employee Benefits Interface > Extract

This utility is used to create a text file that can be used with a third-party employee benefits system. The extract process always creates two text files (one with employee demographic information and one with current employee deduction information).

Notes:

Substitute employees are not included in the extract process.

XTRA jobs (regardless of pay type) are not included in the extract process.

Only deduction codes that have an **Extract Ded Cd** (extract deduction code) on the [deduction code table](#) are extracted.

[Demographic record layout](#)

[Deduction record layout](#)

Extract employee benefits:

Under **Year Selection**, select from the following:

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

Click **Execute** to start the extract process. If any duplicate deduction codes are encountered during the extract process, a Duplicate Deduction Report is displayed. If there are no errors, the error report is not displayed. [Review the report](#).

If no errors are encountered during the extract process, or you clicked **Continue** from the Duplicate Deduction Report, the extract report is displayed. [Review the report](#).

Click **Process** to continue. A dialog box is displayed with a preset File name (e.g., lakeview_500_05-21-2020.txt, where lakeview refers to the LEA, 500 refers to employee demographics or 900 refers to employee deductions, and 05-21-2020 is the date the extract was performed). Save the files on your computer or network.

A message is displayed indicating that the data was extracted. Click **OK**.



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