



## **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 the other 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**

Field	Description
<b>Demo Extract Path</b>	<p>Perform one of the following functions:</p> <p>Type the drive and folder name in which the demographic extract is to be saved (e.g., C:\lakeview).</p> <p>Click <b>Browse</b>, and then select the folder to which a copy of the demographic information is to be exported. Click <b>OK</b> to select the folder or <b>Cancel</b> to close the dialog box without processing.</p> <p><b>Note:</b> The system saves the extract as a text file (e.g., lakeview_500_05-21-2007.txt, where lakeview refers to the district, 500 refers to employee demographics, and 05-21-2007 is the date the extract was performed).</p>

Field	Description
<b>Deduction Extract Path</b>	<p>Perform one of the following functions:</p> <p>Type the drive and folder name in which the deduction extract is to be saved (e.g., C:\lakeview).</p> <p>Click <b>Browse</b>, and then select the folder to which a copy of the deduction information is to be exported. Click <b>OK</b> to select the folder or Cancel to close the dialog box without processing.</p> <p><b>Note:</b> The system saves the extract as a text file (e.g., lakeview_900_05-21-2007.txt, where lakeview refers to the district, 900 refers to employee deductions, and 05-21-2007 is the date the extract was performed).</p>

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



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