

Import Annual File - HRS8500

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

This tab is used to import a text file to create, change, and delete employee deduction records for those deductions that have the **Extract Ded Cd** field populated on the Tables > Tax/Deductions > Deduction Cd tab. Only those records are influenced by the import. If the deduction record that has an extract deduction code does not exist on the imported file but exists on the employee's master deduction record, it is deleted from the master deduction record. It is important that the vendor provides an import that includes all active deductions for employees that have a deduction with an extract deduction code and not just those that are being changed or added.

The import file should contain monthly amounts. The import process makes adjustments based on the pay frequency as follows:

- Pay frequency 4 = amount x 12/26
- Pay frequency 5 = amount/2
- Pay frequency 6 = amount

To import changes more frequently, go to Import Changes Only - HRS8500.

Import Annual Changes File Layout

Import employee benefits:

❑ Under **Year Selection**, select from 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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