



## **Extract Deduction Codes - HRS7920**



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## Human Resources > Utilities > Extract Deduction Codes

This page is used to create an Insurance Deduction report of all employees for use by a third-party insurance administrator. The report displays the employee number, name, deduction codes, cafeteria flag, refund flag, and deduction amounts by pay date.


### Extract deduction codes:


Field	Description
<b>Frequency</b>	This field is display only and reflects the payroll frequency to which the user is logged on (e.g., 6-Monthly CYR).
<b>From date</b>	Type the beginning date of the deduction code extract, or click  to select a date from the list.
<b>To date</b>	Type the ending date of the deduction code extract, or click  to select a date from the list.

Click **Execute**. A preview of the P.C.A. File Edit report is displayed.


[Review the report.](#)

### Review the report using the following buttons:

Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.


### The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to complete the extraction process.

- Click **Save** to save the file. A Save As dialog box is displayed.
  - In the **Save in** field, click  to navigate to the appropriate folder.
  - In the **File name** field, the file name is set to dbccddddd\_mmddyyyyy.txt, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.
  - Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the

file.

- A message is displayed indicating that the Extract Deduction Codes process completed successfully. Click **OK**.

Click **Cancel** to return to the Extract Deduction Codes page without extracting the data.



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