

Mass Update W2 Employer Sponsored Health Care - HRS6370

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This utility is used to mass update all employees' employer-sponsored health coverage amounts (i.e., the **Emplr Sponsored Health Coverage** field on the Maintenance > Calendar YTD > Calendar YTD Data page) in a single occurrence. The user can mass update data based on pay frequency(ies), from/to pay dates, deduction code(s), and from/to amounts from the employees' pay history. This amount is reported in Box 12 for code DD - Cost of employer-sponsored health coverage on the employee W-2 Form.

Once the data is updated using this page, the changes are reflected in the individual records.

The preview report is sorted in ascending order by the employee name, pay frequency, pay date, and deduction code.

Note: If updating tables, create an export using Export Pay Tables prior to using this utility. A backup is not offered.

Mass update data:

Under **Pay Frequency**, select one or more pay frequencies for which you want to access data. By default, only the pay frequencies that are selected on the District Administration > Tables > District Information > Payroll Frequencies tab are enabled and selected.

Field	Description
Calendar Year	Type the four-digit calendar year for which you want to update data. By default, the field is set to the beginning year displayed in the School Year field on the Finance > Tables > District Finance Options > Finance Options tab.
From Pay Date	Type the pay date from which you want to update the W2 amounts. Use the MMDDYYYY format.
To Pay Date	Type the pay date to which you want to update the W2 amounts. Use the MMDDYYYY format.

Click **+Add** to add a blank row.

Ded Cd	Begin typing all or part of the deduction code. As you begin typing the code, a drop-down list displays deduction codes and descriptions that match the numbers you have typed. Select the deduction code from the drop-down list to auto-populate the **Description** field with the deduction code description. **Note**: The same deduction code can be used multiple times if various employee contribution amounts exist for that deduction code during the selected from/to pay date range.
From Amount	Type the employee's contribution amount to determine which deduction code(s) amounts to recalculate.

To Amount	Type the amount that will either replace or add to the existing amount displayed in the **Emplr Sponsored Health Coverage** field on the Maintenance > Calendar YTD > Calendar YTD Data page. The amount is per pay date, and is a combination of the employee and employer contribution amounts.

Under **Option**, select one of the following:

Replace YTD Amount	Select to replace the existing amount displayed in the **Emplr Sponsored Health Coverage** field on the Maintenance > Calendar YTD > Calendar YTD Data page with the sum of the employee's “To Amounts” per frequency.
Add to YTD Amount	Select to add the sum of the employee's “To Amounts” per frequency to the existing amount displayed in the **Emplr Sponsored Health Coverage** field on the Maintenance > Calendar YTD > Calendar YTD Data page.

Click **Execute**. The Amounts and Deduction Listing report is displayed in a new window.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click to go back one page.
Click to go forward one page.
Click Last 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 **Continue** to view the next report, or click **Cancel** to return to the report window. If errors are encountered, an Error Report is displayed. You can review the report as described above in step 11.

Click **Process** to update the employees' employer sponsored health coverage amounts. A message is displayed indicating that the process was completed successfully.

Note: After processing the utility, the value in the **Emplr Sponsored Health Coverage** field on the Maintenance > Calendar YTD > Calendar YTD Data page is updated for each employee; however, employee pay/deduction history records are not updated.

Important: Once you close the report window, the report will no longer be available for viewing. If you need to reference the report data at a later time, save or print the report as described below.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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 **Cancel** to return to the Mass Update W2 Employer Sponsored Health Care page without processing the data.


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