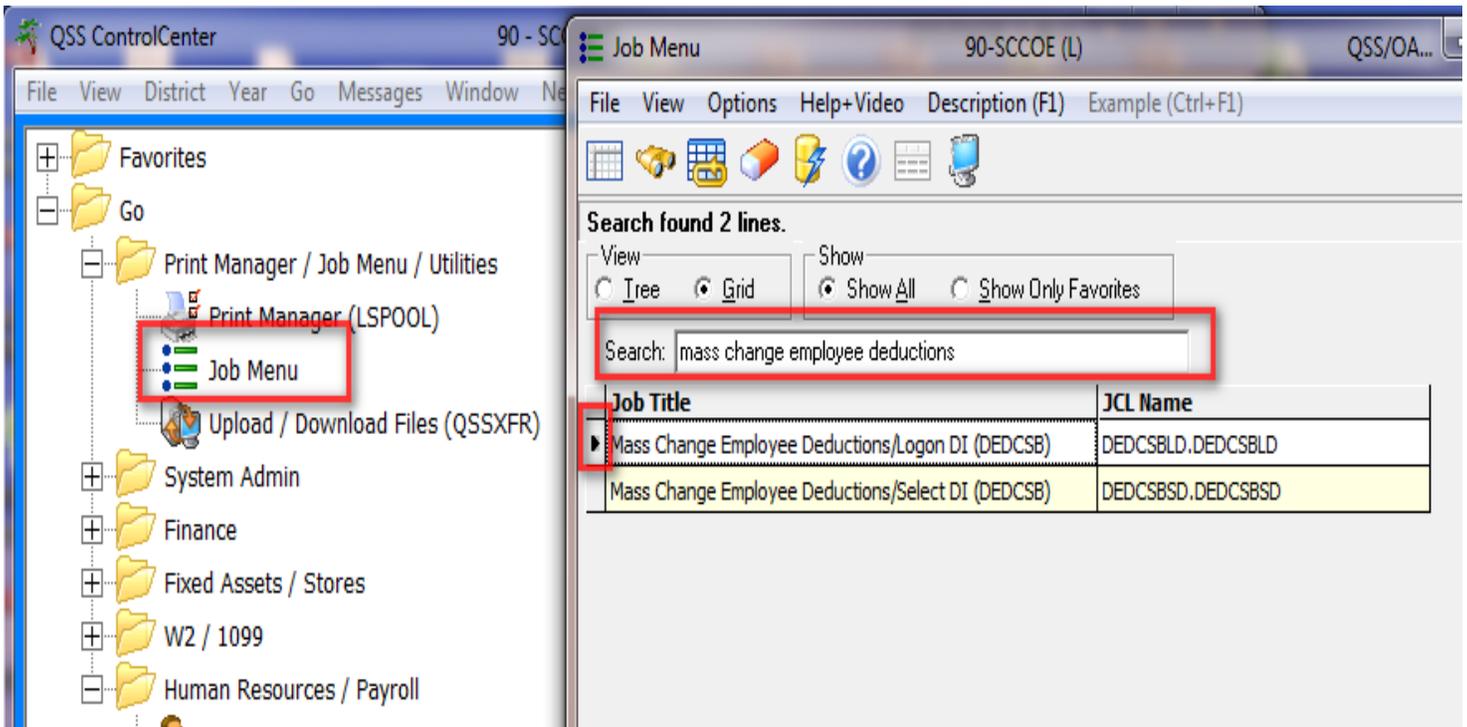


Employee Deductions Mass Change

The Mass Change Employee Deductions job allows you to do a mass update of Voluntary Deduction amounts on the PD Screen.

Click on the Jobs Menu under Print Manager/Job Menu/Utilities and switch to Grid view. Type in “Mass Change Employee Deductions” and hit enter to bring up the job. Double click to launch the job.



The screenshot shows the QSS ControlCenter interface. On the left, a tree view shows the navigation path: Print Manager / Job Menu / Utilities / Job Menu. The 'Job Menu' folder is highlighted with a red box. On the right, a search window is open with the search term 'mass change employee deductions' entered. The search results are displayed in a grid view, showing two lines:

Job Title	JCL Name
Mass Change Employee Deductions/Logon DI (DEDCSB)	DEDCSBLD.DEDCSBLD
Mass Change Employee Deductions/Select DI (DEDCSB)	DEDCSBSD.DEDCSBSD

Employee Deductions Mass Change

1. On the Deduction Mass Change screen, enter a Report Title and leave the Run Option as 1-Report Only.
2. Enter Vol Ded number and plan that has been updated.
3. Choose either to set or replace employee or employer amounts, then type in Old and New amounts.
4. Click on lightning bolt icon to submit job and generate report in the LSpool.

Submit Deduction Mass Change - Logon District (DEDCSB)

File Options

Step 4 Click on lightning bolt icon to submit job and generate report in LSpool

District : 90 - SCCOE (L) **Step 1** Enter title and leave as "Report Only"

Report Title : 4014 ded mass change test

Run Option : 1 - Report Only

Selection Number 1

Step 2 Enter VolDed number and plan

Voluntary Deduction : 4014 DUE CALIFORNIA TCHRS ASSOC

Plan Code : 001

Employees in Pay-Codes : [] [] [] [] [] [] [] [] [] []

Skip I/H : Skip 1-9 Frequency :

Option Old New

Step 3 Choose to either Set or Replace employee or employer amounts, then type in Old and New amounts.

Employee : R - Replace [] []

Employer : S - Set [] []

Minimum : R - Replace [] []

Maximum : [] []

Balance : [] []

Limit : [] []

Subjectivity : [] []

Deduction Schedule : [] []

Selection Number : 1 Previous Next

Employee Deductions Mass Change

5. Review the Voluntary Deductions Mass Change report. If all looks good, change the Run Option to Update and Report mode.
6. Click on the lightning bolt a second time to submit the job in Update mode to update the employees PD screens.

