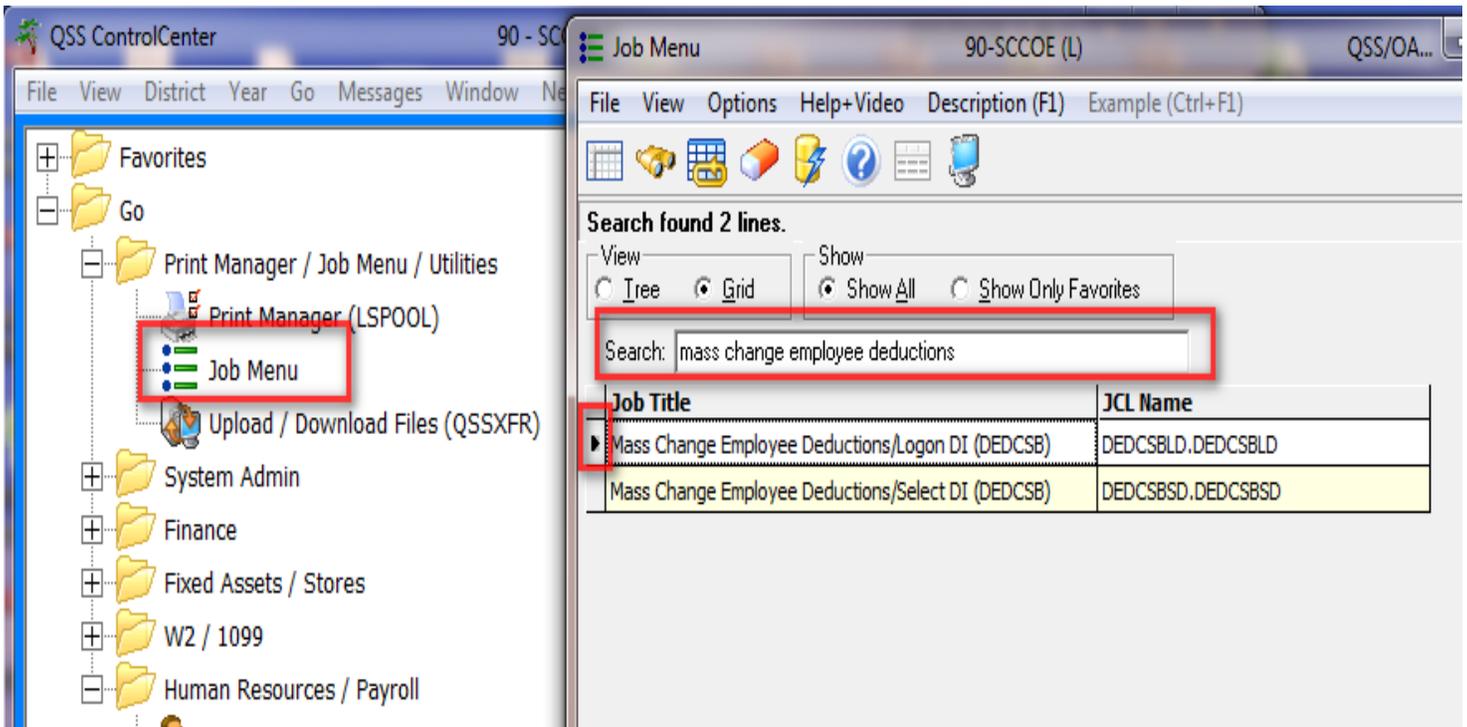# Employee Deductions Mass Change

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.

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.

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.