

In Additional Contrib/Deduct activity able to create a batch entry and importing for mass adding contributions or deductions to a payroll.

Examples: Refunds for Health & Welfare, Dues, STRS DBS, etc...

Go to HR/Payroll – Employment –Additional Contrib/Deduct

Can do data entry straight into the batch or can import from a CSV file that is available in Online Resources

Activities

097 - SCOE Internal

Quick Start here

Finance

HR / Payroll

System

Online Resources

- Escape Online Network
- Friday Features
- Release Information
- Report Release Information
- Portal Release Information
- Webinar Information
- Escape Guides
- Templates**
- Tutorials
- Newsletters
- www.escapetech.com

Example of Template in Excel, must save to CSV before importing into Additional Contrib/Deduct batch

A	B	C	D	E	F	G	H	I	J	K	L	M
SSN	Empld	Addn	Units	Rate1	Rate2	Acct	Effective	Comment	SalSched	SalCell	DaysWorked	
		105 SUB	0.5	107.69		1 010-1102-	5/29/2015	substitute	TEACHSU	1/A	1	
		1985 SUB	4	107.69		1 010-1102-	5/26/2015		TEACHSU	1/A	4	