

How to Update Employee Deduction Details in Deduction Types

1. After editing Deduction ID details and saving changes, [How to Edit Deduction Type](#)
2. Click **Update Employees** button

Deduction Types - Fixed Deduction

New Save Search Delete Undo **Update Employees** Close

Details

Deduction ID: Fixed Deduction Category: Voluntary

Description:

Paid By: Employee Account ID: 22000-0007-000

Rate: 78.02 Fixed Amount Expense Account:

Deduct From: 80.00 % of Gross Pay W2 Code: A

Annual Limit: 500.00 Vendor Id: 1005607

Deduction Taxes

+ Quick Add - Remove Export Filter (F3)

Tax ID	Description	Type	Paid By
<input type="checkbox"/> FIT	Federal Income Tax	USA Federal Tax	Employ...
<input type="checkbox"/> FICA SS Empl...	FICA Social Security Employee	USA Social Security	Employ...
<input type="checkbox"/> FICA SS Comp...	FICA Social Security Company	USA Social Security	Company
<input type="checkbox"/> FICA MED Em...	FICA Medicare Employee	USA Medicare	Employ...
<input type="checkbox"/> FICA MED Co...	FICA Medicare Company	USA Medicare	Company

? 0.19s Saved Page 1 of 1 Refresh

3. Update Employees screen is displayed.
4. Select fields to update values on Employees with the edited DeductionID
5. Click **Update** button

Update Employees

Update Cancel

Details

NOTE: This will override all Employee and Template Deductions with the value of the selected fields. This process is **irreversible**. Please proceed with caution.

Deduction ID: Fixed Deduction

Select the fields to update/override

Field	Changing To
<input checked="" type="checkbox"/> Rate	78.02
<input checked="" type="checkbox"/> Rate Type	Fixed Amount
<input checked="" type="checkbox"/> Annual Limit	500.00
<input checked="" type="checkbox"/> Deduct From	80% of Gross Pay
<input checked="" type="checkbox"/> Account ID	22000-0007-000
<input checked="" type="checkbox"/> Expense Account	
<input checked="" type="checkbox"/> Deduction Taxes	Override All

? Ready

6. And click **OK**



