



CHGDED – Change Deductions

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Overview

The CHDDED program can be used to quickly make changes to deduction amounts, start/stop dates, maximums, pay cycle, or error adjustments.

Option C allows you to change employee or board dollar amounts for a specified deduction. You will need to supply the sort option (Employee ID or Name), the deduction code, the field to be changed (employee share or board share), and the old and new amounts.

Option D allows you to change start and stop dates for a specified deduction based on the deduction's current start or stop dates. You will need to supply the sort option (Employee ID or Name), the deduction code, and the old and new start and stop dates.

Option R allows a start date to be placed on all records that match a specified deduction code. You will be prompted to enter the sorting preference (Employee ID or Name), the deduction start date, and the deduction code.

Option P allows a stop date to be placed all records that match a specified deduction code. You will be prompted to enter the sorting preference (Employee ID or Name), the deduction stop date, and the deduction code.

Option G allows you to mass change the maximum deduction amount field on applicable deduction records. You will need to supply the sort option (Employee ID or Name), the deduction code, and the new maximum amount.

Option M allows you to change the pay cycle for a specified deduction. You will need to supply the sort option (Employee ID or Name), the deduction code, and the old and new pay cycle.

Option A allows you to change employee error adjustment amounts. You will need to supply the sort option (Employee ID or Name), the deduction code, and the old and new error adjustment amounts.

Option B allows you to change board error adjustment amounts. You will need to supply the sort option (Employee ID or Name), the deduction code, and the old and new error adjustment amounts.

Several options (C, D, M, A and B) prompt for the old and new values. Regardless of the option selected, only the DEDSCN records that match the old value entered in CHGDED will be modified. All other deductions where the values do not match are ignored. The number of records changed is displayed on the screen for each option. A report is generated showing the changes made and the number of records changed.



Accessing the program

Menu> CHGDED

Sample run

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Division of Information Management Services
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Revision 4.2

This program will change the deduction or board amount, or the stop and start dates on all specified deduction records.

Do you wish to continue? (Y/N) <Y>: _

Change options:

- C - Employee or board amounts
- D - Stop and start dates based on old values
- R - Set start dates on all records for deduction
- P - Set stop dates on all records for deduction
- G - Mass change the maximum amount of deduction
- M - Mass change the cycle
- A - Mass change employee amount error adjustment
- B - Mass change board amount error adjustment
- E - End program

Enter choice <C>: _