

Updating Insurance Rates

This document walks you through how to update the insurance rates on your Deductions

1. Go to CHGDDED, option C (Employee or board amounts).
 - a. Select a report sorting option.
 - b. Select whether or not you wish to include concealed employees.
 - c. Enter the deduction code you wish to change the rate for.
 - d. Select whether the rate change is for the employee or board share.
 - e. Enter the current employee (board) amount.
 - f. Enter the new employee (board) amount.
 - g. Review all entries and select continue with changes.
 - h. Repeat this process until all necessary changes have been made.