Payroll /HR Spooktacular
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Importing Paylines
Overview
Presenter Information

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Overview Topics

• What is Payline Import?
• What Payline Import is not.
• Things to be aware of.
• Creating the import spreadsheet.
• Launching Payroll Import module.
• Importing, verifying and uploading data.
What is Payline Import?

• Mass creation of Paylines via upload to PR screen from a spreadsheet.
What Payline Import is not

• Not a way to mass update existing paylines.
• Not a way to delete unwanted paylines.
Things to be aware of

• Spreadsheet must be formatted correctly.
• Will upload exactly what is on spreadsheet.
• Once uploaded, the paylines are live in the system.
• TSB will not be able to mass change or delete your paylines.
• Upload is not instantaneous, it takes some time.
Creating the Spreadsheet
## Spreadsheet Format

<table>
<thead>
<tr>
<th>Column</th>
<th>Max Width</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>Employee ID- SSN or ExtRef of the employee. Values 6 digits or less are interpreted as ExtRef and values for SSN must be a full nine 9 digits.</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>Rate- in the format of ####.## which allows a maximum value of 9999.99. You do not have to provide leading zero values, but please provide the '.00' for the zero rates.</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>Units- in the format of ###.## which allows a maximum value of 999.99. You do not have to provide leading zero values, but please provide the '.00' for whole units.</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>Rate Type- D-Daily, DF- Daily with days frozen, H-Hourly, HF- Hourly with hours frozen L-Lump sum payment, and LZ- One time lump sum payment.</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>Split- P- Percentage or U- Units.</td>
</tr>
<tr>
<td>6</td>
<td>4</td>
<td>Pay Type- 4 Characters.</td>
</tr>
<tr>
<td>7</td>
<td>6</td>
<td>Stat-Ded- 6 Characters.</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
<td>Start Payroll - spaces for no Start Payroll Date.</td>
</tr>
<tr>
<td>9</td>
<td>2</td>
<td>End Payroll - spaces for no Start Payroll Date.</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Ret Base- in the format of ####.## which allows a maximum value of 9999.99. You do not have to provide leading zero values, but please provide the '.00' for the zero rates.</td>
</tr>
<tr>
<td>11</td>
<td>2</td>
<td>AC- numeric, 2 digits.</td>
</tr>
<tr>
<td>12</td>
<td>1</td>
<td>PC- numeric, 1 digit.</td>
</tr>
<tr>
<td>13</td>
<td>1</td>
<td>CC- numeric, 1 digit.</td>
</tr>
<tr>
<td>14</td>
<td>6</td>
<td>Pay Schedule- 6 Characters.</td>
</tr>
<tr>
<td>15</td>
<td>1</td>
<td>SUI- numeric, 1 digit.</td>
</tr>
<tr>
<td>16</td>
<td>10</td>
<td>Start Date in MM/DD/CCYY format- spaces for no Start Date.</td>
</tr>
<tr>
<td>17</td>
<td>10</td>
<td>End Date in MM/DD/CCYY format- spaces for no Start Date.</td>
</tr>
<tr>
<td>18</td>
<td>3</td>
<td>Amount 1- percentage in the format of ### which allows a maximum value of 100.</td>
</tr>
<tr>
<td>19</td>
<td>44</td>
<td>Account class 1- account string in the format of ####―###-###-###-###-###-###-###-###.</td>
</tr>
<tr>
<td>20</td>
<td>3</td>
<td>Amount 2- percentage in the format of ### which allows a maximum value of 100.</td>
</tr>
<tr>
<td>21</td>
<td>44</td>
<td>Account class 2- account string in the format of ####―###-###-###-###-###-###-###-### or leave blank.</td>
</tr>
<tr>
<td>22</td>
<td>3</td>
<td>Amount 3- percentage in the format of ### which allows a maximum value of 100.</td>
</tr>
<tr>
<td>23</td>
<td>44</td>
<td>Account class 3- account string in the format of ####―###-###-###-###-###-###-###-### or leave blank.</td>
</tr>
<tr>
<td>24</td>
<td>3</td>
<td>Amount 4- percentage in the format of ### which allows a maximum value of 100.</td>
</tr>
<tr>
<td>25</td>
<td>44</td>
<td>Account class 4- account string in the format of ####―###-###-###-###-###-###-###-### or leave blank.</td>
</tr>
</tbody>
</table>
Easy spreadsheet creation

- An easy way to create the Payline Import spreadsheet is to export an existing Payline and keep as a template.
Easy spreadsheet creation

- Export payline to Excel
Easy spreadsheet creation

• Remove data from spreadsheet and save it as a template.

• Populate with data to be uploaded to Paylines.
Launching the module
Launching Payroll Import
Launching Payroll Import
Importing Data
Importing Data

• On the Payline Data Import screen, click on the Payline button.
Importing Data

• Click on the Import Data button to launch the Grid Import screen.
Importing Data

- Click on the Import from file icon (folder with green arrow).
- Navigate and open your saved spreadsheet.
Importing Data

Data from your spreadsheet will now appear on the Import grid screen.

- If no errors, click on the Return Data icon (green circle with a row).
- If errors are noted, go back to spreadsheet and make corrections before continuing.
Verifying Data
Verifying Data

Data will now be returned and appear on the Payline Data Import screen.

- Click on the Verify Data button to verify the data.
- Status column will display “Verified” if data is correct.
Uploading Data
Uploading Data

- Click on the Save icon (purple disk) to upload data to Paylines for each employee.
Uploading Data

Paylines have been successfully uploaded to the PR screen when the Status column displays “Payline updated”.

- Once paylines have been uploaded to the PR screen, they are live in the Payroll system.
Release?

• Soon
  – Pay Manager – Automation rights
  – QSS Security Form and MOA
• Documentation finalized
  – Paylines
  – Deductions
  – Time sheets
• Screen Cast available
• Hands-on training available
Thank you!