Payline Upload request guidelines

Overview

The ERP system used by SCCOE provides a process that creates paylines based on a spreadsheet with defined and formatted columns. Districts can create spreadsheets and request TSB to upload them to create new pay lines. Once the paylines have been created the result is final and ***cannot be un-done***. Care should be given to analyzing the data on the spreadsheet prior to requesting paylines be created.

Payline Upload Guidelines

- ❖ Only TSB can run the Payline Import program to create the new Paylines.
- ❖ TSB requires three days to complete the process to create paylines for each District.
- ❖ Districts need to ensure they have allowed adequate time for any adjustments to Paylines after the pay lines are created by TSB.
- ❖ Once new paylines have been created, they cannot be mass changed or deleted. The district is responsible for any changes that need to be made.

Process to request creation of paylines:

1. Create the Payline Import spreadsheet per instructions titled "Payline Import Preparation".
2. Create a service request on AccessPoint under Authorized Signers name, and attach a copy of the finalized spreadsheet.
3. Once spreadsheet is submitted, TSB will notify you when the upload process will begin.
4. TSB will notify you when new Paylines have been created and are available for any adjustments that need to be made by the District.

During TSB payline import processing, no district staff may access paylines.