Time Card Upload request guidelines

Overview

The ERP system used by SCCOE provides a process that updates time card paylines based on a spreadsheet with defined and formatted columns. Districts can create spreadsheets and request TSB to upload timecard updates with the Payline Data Import tool. Once the paylines have been updated 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 updated.

Payline Upload Guidelines

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

Process to request Time Card update for paylines:

1. Create the Time Card Import spreadsheet per instructions titled "Simple Timecard Import Process".
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 Paylines have been updated and are available for any adjustments that may need to be made by the District.

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