

Payline Import Preparation

These instructions explain how to create the spreadsheet necessary for TSB to import Pay Lines with the Payline Data Import tool.

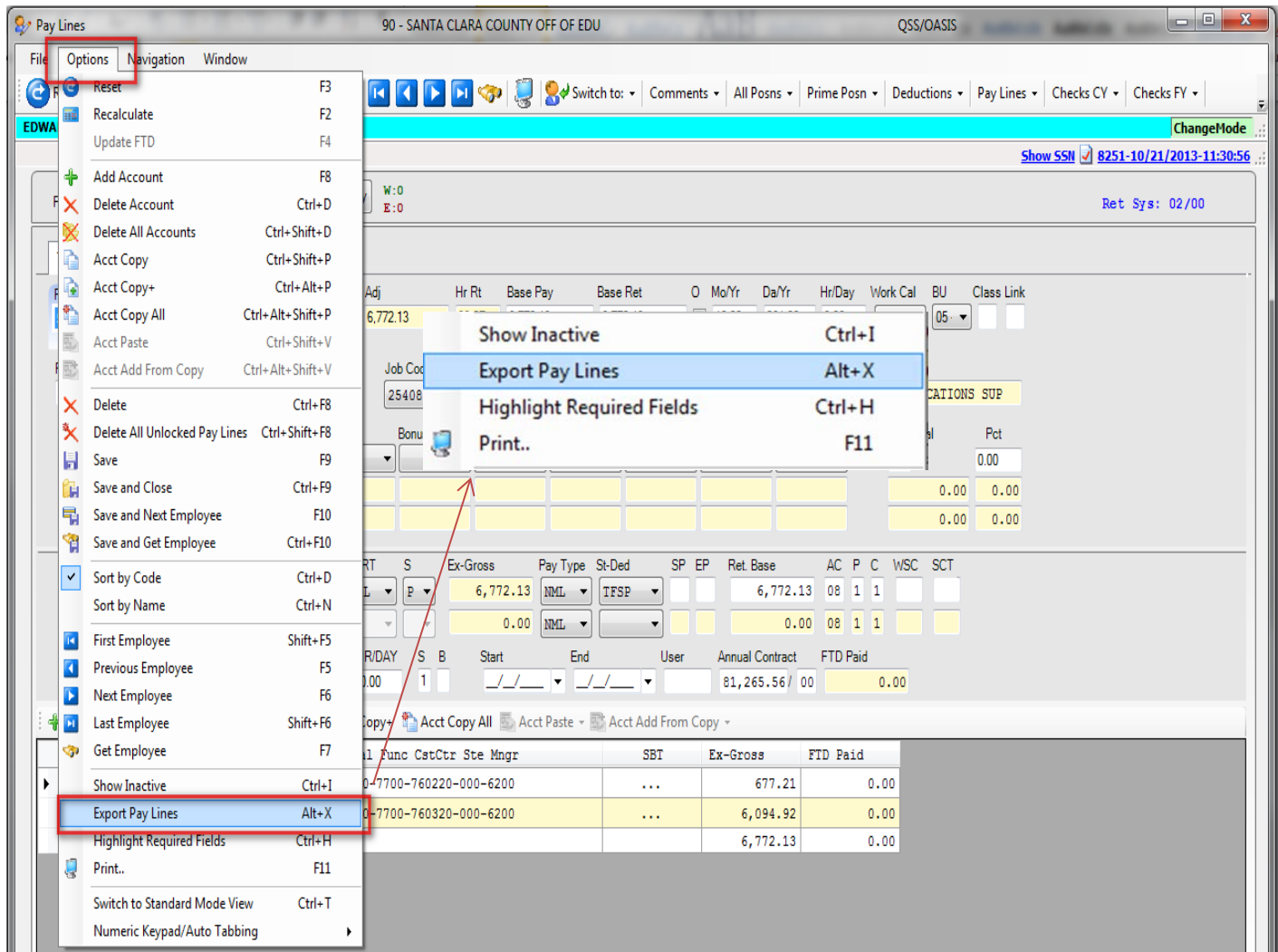
Please note:

- The columns must be in the proper order and correct format as shown below.
- This process only creates NEW pay lines, this will not update or delete existing pay lines.

Creating the spreadsheet.

An easy way to create the Payline Import spreadsheet is to export an existing Payline, then delete the data. To Export a Payline-

- Open a Pay line
- Click on Options
- Choose Export Pay Lines



Payline Import Preparation

- Click on Excel icon
- Place check in Include Column Headers
- Click on Continue

The screenshot shows the 'Pay Lines' application window for '90 - SANTA CLARA COUNTY OFF OF EDU'. The 'Grid Output' window displays a table with columns: Employee ID, Rate, Units, Rate Type, Split, Pay Type, Stat-Ded, Start Payroll, End Payroll, Ret Base, AC, and PC. The 'Settings for Open in Excel' dialog box is open, showing options for printer, heading, delimiter, orientation, and other settings. The 'Include Column Headers' checkbox is checked, and the 'Continue' button is highlighted.

| Employee ID | Rate | Units | Rate Type | Split | Pay Type | Stat-Ded | Start Payroll | End Payroll | Ret Base | AC | PC |
|-------------|---------|-------|-----------|-------|----------|----------|---------------|-------------|----------|----|----|
| 903489 | 6772.13 | 1 | L | P | NML | TFSP | | | 6772.13 | 08 | 1 |
| 903489 | 6772.13 | 1 | L | P | NML | TFSP | | | 6772.13 | 08 | 1 |
| 903489 | 1250 | 0 | LZ | P | SPC | TFSP | | | 1250 | 08 | 9 |

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

The top screenshot shows a populated spreadsheet with the following data:

| Employee ID | Rate | Units | Rate Type | Split | Pay Type | Stat-Ded | Start Payroll | End Payroll | Ret Base | AC | PC | Pay Schedule | SUI | Start Date | End Date | Amount 1 | Account Class 1 | Amount 2 | Account Class 2 | Amount 3 | Account Class 3 |
|-------------|---------|-------|-----------|-------|----------|----------|---------------|-------------|----------|----|----|--------------|--------|------------|----------|----------|--|----------|--|----------|-----------------|
| 903489 | 6772.13 | 1 | L | P | NML | TFSP | | | 6772.13 | 8 | 1 | 1 | EDMREG | 1 | | 10 | 890-0000-0-2468-00-0000-7700-760220-000-6200 | 90 | 890-0000-0-2468-00-7110-7700-760320-000-6200 | | |
| 903489 | 6772.13 | 1 | L | P | NML | TFSP | | | 6772.13 | 8 | 1 | 1 | EDMREG | 1 | | 50 | 890-0000-0-2468-00-0000-7700-760220-000-6200 | 50 | 890-0000-0-2468-00-7110-7700-760320-000-6200 | | |
| 903489 | 1250 | 0 | LZ | P | SPC | TFSP | | | 1250 | 8 | 9 | 6 | BONUS | 1 | | 8.4 | 800-0000-0-2468-00-0000-7700-800100-000-6200 | 91.6 | 800-0000-0-2468-00-7110-7700-800100-000-6200 | | |

The bottom screenshot shows the same spreadsheet with all data removed, leaving only the column headers.

- You can now populate a copy of the blank template spreadsheet with data to be uploaded as new Pay lines. Save in an easy to find location such as your Desktop.