

Simple Timecard Import Process

These instructions explain how to create the spreadsheet necessary for TSB to update timecards with the Payline Data Import tool.

This simple time-sheet import process imports units (hours/days) associated with an account class and posts to an existing pay-line which is defined as 'NML', Hourly or Daily, with units posted by account.

Please note:

- The columns must be in the proper order and correct format as shown below.

Creating the spreadsheet.

- Create an Excel spreadsheet with the following fields and formats

Column	Max Width	Description
1	9	SSN or ExtRef of employee
2	50	Accountclass- no dashes
3	6	Units

- Example of completed spreadsheet below
- Keep a copy of the blank spreadsheet and save it as a template in an easy to find location.

A	B	C
Employee Reference No	Acctclass	Units
90XXXX	88256400211081575011103218900005715	10.5

- Populate a copy of the blank spreadsheet with data to be uploaded onto Timecards and save.
- Create a new service request and attach the spreadsheet to be uploaded by TSB.