



Santa Clara County $\underbrace{\mathbf{O}}_{\mathbf{T}}$ Office of Education

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

Payroll Import	Format	
Column	Max Width	Description
1	9	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.
2	10	Rate- in the format of #####.## which allows a maximum value of 99999.99. You do not have to provide leading zero values, but please provide the '.00' for the zero rates.
3	6	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.
4	2	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.
5	1	Split- P- Percentage or U- Units.
6	4	Pay Type- 4 Characters.
7	6	Stat-Ded- 6 Characters.
8	2	Start Payroll - spaces for no Start Payroll Date.
9	2	End Payroll - spaces for no Start Payroll Date.
10	10	Ret Base- in the format of #####.## which allows a maximum value of 99999.99. You do not have to provide leading zero values, but please provide the '.00' for the zero rates.
11	2	AC- numeric, 2 digits.
12	1	PC- numeric, 1 digit.
13	1	CC- numeric, 1 digit.
14	6	Pay Schedule- 6 Characters.
15	1	SUI- numeric, 1 digit.
16	10	Start Date in MM/DD/CCYY format- spaces for no Start Date.
17	10	End Date in MM/DD/CCYY format- spaces for no Start Date.
18	3	Amount 1- percentage in the format of ### which allows a maximum value of 100.
19	44	Account class 1- account string in the format of ###-####-#-####-###-####-#####-#####-####
20	3	Amount 2- percentage in the format of ### which allows a maximum value of 100.
21	44	Account Class 2- account string in the format of ###-####-#-####-###-####-####-####-#
22	3	Amount 3- percentage in the format of ### which allows a maximum value of 100.
23	44	Account class 3- account string in the format of ###-####-#-####-###-####-####-####-#
24	3	Amount 4- percentage in the format of ### which allows a maximum value of 100.
25	44	Account class 4- account string in the format of ###-#####-#+####-#####################



Easy spreadsheet creation

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

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		Sort by Name	Ctrl+N		
		First Employee	Shift+F5		
		Previous Employee	F5	R/DAY S B Start End User Annual Contract FTD Paid	
		Next Employee	F6		
	+ 🗖	Last Employee	Shift+F6	Copy+ 🏷 Acct Copy All 🔝 Acct Paste 👻 Acct Add From Copy 🗸	
	-	Get Employee	F7	1 Fync CstCtr Ste Mngr SBT Ex-Gross FTD Paid	
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		Export Pay Lines	Alt+X	0-7700-760320-000-6200 6,094.92 0.00	
		Highlight Required Fields	Ctrl+H	6,772.13 0.00	
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		Switch to Standard Mode View	Ctrl+T		
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Easy spreadsheet creation

Export payline to Excel

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Easy spreadsheet creation

Remove data from spreadsheet and save it as a template.

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 Populate with data to be uploaded to Paylines.



Launching the module



Launching Payroll Import





Launching Payroll Import





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

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Click on the Import Data button to launch the Grid Import screen

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

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

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

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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

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	Verified	900341	6772.13	1.00	L	P	NML	TFSP		



Uploading Data



Uploading Data

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

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		Verified	900341	6772.13	1.00	L	P	NML	TFSP			6772.13	08



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.

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		Payline updated	901185	6927.13	1.00	L	P	NML	TNSPS			6927.13	00	
		Payline updated	900341	6772.13	1.00	L	P	NML	TFSP			6772.13	80	
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Release?

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

Santa Clara County $\underbrace{\bullet}_{\mathbf{T}}$ Office of Education

Thank you!