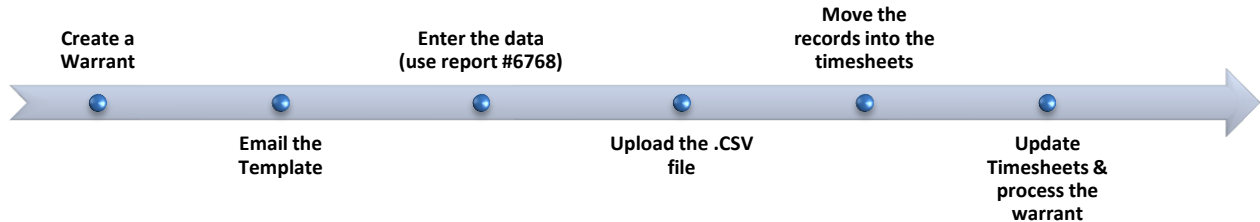


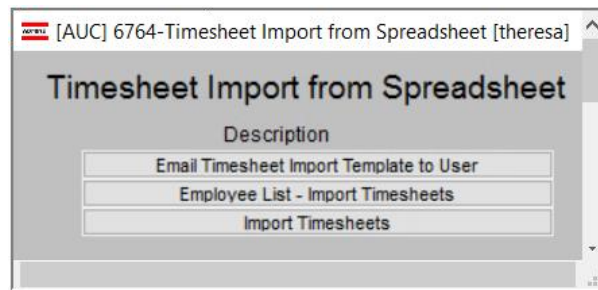


Import Timesheets

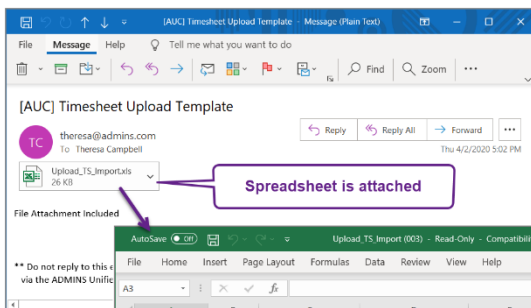
ADMINS has a process for importing timesheet records from a spreadsheet. This does not replace timesheet creation or entry, but instead adds timesheet records to an **existing uncalculated warrant**. It could easily be used to add a one-time entry to many employees. This document assumes proficiency with processing a payroll in **AUC**.



1. Create a warrant or identify an existing warrant to contain the timesheets.
2. Select **Human Resources** ▶ **Interfaces/Imports** ▶ **Timesheet Import from Spreadsheet** to show the simple step menu:



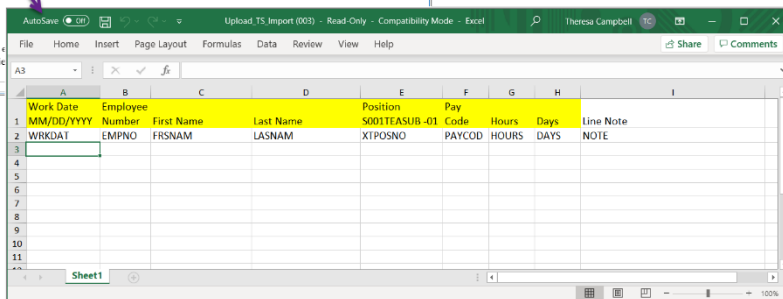
3. Click on the **Email Timesheet Import Template to User** button to send the template to any user with an email address in the AUC system. A sample email message with an attachment is shown.



Open the attachment in **Excel**® and save it as a **.CSV** file in a folder that is accessible from the **ADMINS** server.

4. Enter data into the spreadsheet. All the required fields are highlighted in the spreadsheet column headers.

Only the **Line Note** field is optional. Do not add or delete columns from the spreadsheet. When data entry is complete, click **File | Save as** to save the template as a file of type **.CSV** in a folder that is available to the **AUC** server.





5. To save time and data entry, run **Employee List - Import Timesheets** to produce the companion report **Employee List – Import Timesheets** for selected employees to **Excel®**.

Filter and sort the report by **Bargaining Unit, Pay Group** or **Timesheet Group**. Copy and

paste data from the report into the template. Save the file as an **Excel®** document and provide it to the person collecting the data for the timesheets.

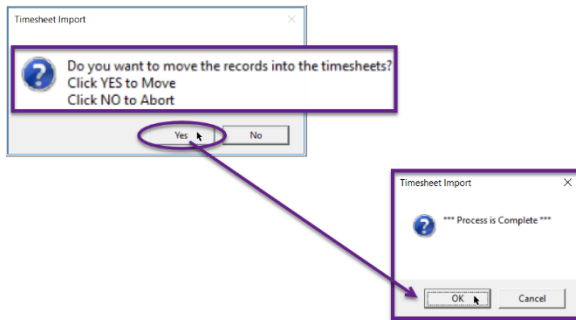
When the completed spreadsheet is returned, save it as a **.CSV** file and upload it. See item 6 below.

6. Upload the CSV File using the **Import Timesheets** button. Enter the filename and select an In-Process Warrant; click on **[OK]**:

If there are any errors, the **Timesheet Import Error Report** will be produced. Correct the errors and repeat the **[Import Timesheets]** step until all the errors are corrected.

Employee	Position	TS Group	Work Date	PayCode	Pay Code Description	Hours	Days	
020094 DALPE, MARIE		000000PAY0-10	01-Apr-2020	COVTD19	Quarantine Pay	8.00		
Error: Position not found								
004009 MADON, LINA S		0008FPOCLM-02	01-Apr-2020	COVTD18		8.00		
Error: Pay Code not in AUC or inactive								
004084 GABORY, MARIE R		000000PAY0-10	01-Apr-2020	COVTD19	Quarantine Pay	8.00		
Error: Position not found								
071034 BYDES, KRISTY G		0000C082NDM-02	01-Apr-2020	COVTD18		8.00		
Error: Pay Code not in AUC or inactive								
071347 CAUSSELL, THERESA		0000C082NDM-02	01-Apr-2020	COVTD19	Quarantine Pay	8.00		
Error: Employee not in AUC Error: Position not found								
Report Total							40.00	

- Employee not in AUC – Add employee or correct .csv file
- Position not found – Add position or correct .csv file
- Pay code not in AUC or inactive – Add /activate AUC pay code or correct .csv file
- Missing Accounting – Correct employee accounting
- Missing Salary Information – Correct employee salary history
- Missing Hours/Days – Add hours or days to the .csv file



7. Once all errors are corrected, the system will display a prompt to move the records into the timesheets.

Click [Yes] and then click [OK] on the ***Process is Complete*** popup.

Emp#	Name	Timesheet Group	Position#	Work Date	Warrant	Pay Code	Description	Expense Account	Hours	Rate	Days	Wages
Total for Employee:												416.00
071167	SULLIVAN, MARIE	SCHOOL-CUST	S003CUS2IDS-02	4/1/2020	903312	COVID19	Quarantine Pay	1000-300-4110-190-03-00-51450 CUSTODIAN SALARY-SO	8.00			416.00
Total for Employee:												416.00
071321	FENKES, LAWRENCE	SCHOOL-CUST	S007CUSMAN-01	4/1/2020	903312	COVID19	Quarantine Pay	1000-300-4110-190-07-00-51450 CUSTODIAN SALARY - RMA	8.00			416.00
Total for Employee:												416.00
Timesheet Group Total										160		8,320.00
007662	DEFLAMINO, LAWRENCE	TOWN -TOWN	S189CUSMACUS-01	4/1/2020	903312	COVID19	Quarantine Pay	1000-189-0000-001-00-00-51130 PERMANENT PERSONNEL	8.00			416.00
Total for Employee:												416.00
Timesheet Group Total										8		416.00
*****Grand Total:*****										192		9,984.00
POSTED												

8. If needed, make any updates to the timesheets. Continue by processing the warrant as usual.