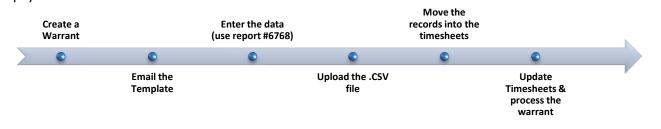
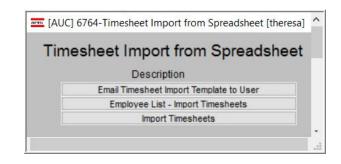


ADMINS has a process for importing timesheet records from a spreadsheet. This does not replace timesheet creation or entry, but instead adds timesheet records to an **existing uncalculated warrant**. It could easily be used to add a one-time entry to many employees. This document assumes proficiency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



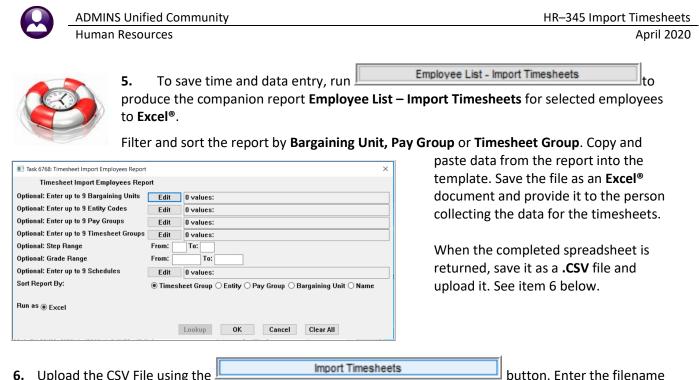
3. Click on the <u>Email Timesheet Import Template to User</u> button to send the template to any user with an email address in the AUC system. A sample email message with an attachment is shown.

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Dpen the attachment in **Excel®** and save it as a **.CSV** file n 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.



6. Upload the CSV File using the **_____** and select an In-Process Warrant; click on **[OK]**:

I Task 6762: Import Timesheets		×
Import Timesheets This process will create timesheet records based on the template saved as a .csv file.		
Required: Enter Import Filename (ex: d:\admhome\transfer\FILENAME.CSV)	D:\AUC_Development\admhome\Transfer\20200401_BLG_TSIMPORT.csv	1
Required: Enter In-Process Warrant#	903312 PAYR	
Run as @ Preview O Print O PDF O Excel If Printing use Duplex @ Yes O No	Lookup OK Cancel Clear All	

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.

		2:34 by THERES	Town of Admi					Page
rrant: 201312		Time	sheet Im	port E	rror Report			
ployee	Position	TS Group	Work Date	PayCode	Pay Code Description	Hours	Days	
3094 DALPE, MARIE Error: Position not found	S009BUSPAY0-10				Quarantine Pay	8.00		
4009 MARPIN, LYNN S Brror: Pay Code not in AUC or inactiv	SODESPDCLRK-02	SCHOOL-CLERK	01-Apr-2020	COVID18		8.00		
4084 GABOURY, MARIE R Error: Position not found	S009BUSPAY0-10	-	01-Apr-2020	COVID19	Quarantine Pay	8.00		
1034 RYDER, KEITH G Error: Pay Code not in AUC or inactiv	S003CUS2NDS-02	SCHOOL-CUST	01-Apr-2020	COVID18		8.00		
1347 CAMPBELL, THIRESA Error: Employee not in AUC Error: Position not found	S003CUS2NDS-02	-	01-Apr-2020	COVID19	Quarantine Pay	8.00		
Report Total	Im	port Errors	ect import f	ïle from	Template or Correct /	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

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