

Payroll Imports from Excel

Infinite Visions Enterprise Edition: Payroll

CLASS DESCRIPTION

Do you do any of the following:

- Add multiple positions or supplemental pays every school year that you manually create and assign employees to?
- Have you ever had the District offer a new deduction or benefit that had to be added to several employees prior to the next payroll?
- Is entering leave for your Distributed Accountability Center (DAC) becoming a chore each payroll?
- Have you have had to create year to date adjustments for multiple employees at once?

If you answered yes to any of these questions, this is the class for you! Join us as we explore Excel imports within Payroll.

IMPORTING POSITIONS AND SUPPLEMENTAL PAYS

Payroll > Employees > Employee Positions and Pay

Use the Import from Excel utility to import information from an Excel spreadsheet to create new positions or supplemental pays. There are two file formats you can use when importing position information – Advanced or Basic.

Advanced Spreadsheet Layout

A	Pay Type	P	ProjectedDays
B	Employee SSN	Q	AnnualAmount
C	LastName	R	WorkCalendar
D	FirstName	S	Hours Per Day
E	MI	T	Pay Basis
F	DAC	U	State Date
G	Position Type	V	End Date
H	Description - limited to 50 characters	W	Start Period
I	Classification	X	End Period
J	State Code	Y	Salary Schedule
K	State Code Description	Z	Salary Schedule Column
L	Category	AA	Salary Schedule Row
M	FTE	BB	Grade Level
N	AccountCode	CC	Percentage
O	HRRate	DD	Base Rate

Basic Spreadsheet Layout

A	Name (L/F/M)
B	Employee ID
C	DAC
D	Description - limited to 50 characters
E	Account w/Delimiters
F	Amount
G	Hrs/Day (2 decimals)

Import Positions and Pay

Perform the following:

1. From the Employee Positions and Pay grid, select a position, supplemental, or supplemental-template record and open in **Edit** mode.

NOTE Any fields not included in the imported spreadsheet populate using the values from the record used in this step. The deduction/leave control settings on the newly created records mirror those of this open record. Tyler recommends importing against a Supplemental – Template. This Pay Type is unique, in that once open in Edit mode, go to Actions > Deduction/Leave Control and every deduction and leave plan in the system is available. Use the available checkboxes to select which deductions/leave plans are active (or not active) prior to running the import.

2. Select **Import from Excel** from the **Actions** menu. A message displays as a reminder that this process locks fields in HR and Payroll.
3. Click **Yes** to proceed, or **No** to cancel.
4. Another message displays asking if you want to create a single, split-funded position for records where the *Employee, Description, Position Type, Pay Type, Pay Basis* and *DAC* are the same. Click **Yes** or **No**, as applicable.
5. Browse to the Excel spreadsheet, highlight it and click **Open**.
6. If there are any errors in the spreadsheet, an **Import from Excel Errors** report displays. Print the report, and then close the Report Viewer.
7. A message displays asking if records are to import anyway. If you click **Yes**, the import continues, if you click **No**, the import is cancelled and the spreadsheet errors can be fixed before importing again.

- If there are no errors or you choose to continue importing with the errors, the system begins the import process and displays a progress bar.

NOTE Regardless of which format you use, this process locks menu items frequently used by Payroll and Human Resources until the import is complete. Depending on the number of records contained in the spreadsheet, the process could take a significant amount of time to complete. It is suggested that this process be run before or after hours, if possible.

If you are creating positions and have your Position Control area set to check Budgeted full-time equivalents (FTEs), the system provides a report of any positions that exceed the Budgeted FTEs but does not prevent you from creating the additional positions.

UPDATE DEDUCTIONS

Payroll > Employees > Employee Deductions and Benefits > Shortcuts > Update Deductions from Excel

The **Update the Deductions from Excel** is an easy way to add a deduction to multiple employees. It allows the user to add an amount or percentage using the report code from the master deduction while at the same time activating the deduction or benefit for the employee.

Spreadsheet Layout

Column	Description	Specifications
A	Employee Name	Required
B	Employee SSN	With or without dashes. Cannot be masked. May use the User Defined ID from Employee Maintenance
C	Employee Amount	Dollar value; zero if not applicable
D	Employee Percentage	Percentage; zero if not applicable
E	Employee Maximum	Dollar value; zero if not applicable
F	Employer Percentage	Percentage; zero if not applicable
G	Employer Amount	Dollar value; zero if not applicable
H	Employer Maximum	Dollar value; zero if not applicable
I	Report Code	Should match Report Code in master deduction/benefit
J	Reference	Optional

Import a Single Deduction/Benefit

Perform the following:

- From the Shortcuts menu, select **Update Deductions From Excel**.
- From the **Deduction Description** dropdown, select the deduction description.

3. From the **Start Period** dropdown, select the start period number. This is the defined pay periods in the system and dot periods are not allowed.
4. In the **Excel File Location** field, browse to the location using the ellipsis.
5. Mark the **Use Employee Maintenance > User Defined ID** checkbox, if applicable.
6. Click **OK**. The report displays in the Report Viewer.

Import Multiple Deductions/Benefits

Perform the following:

1. If necessary, add a new deduction or benefit record in Deductions and Benefits Maintenance.
2. Type a **Report Code** on the deduction or benefit record that will be used for import.
3. In **Payroll > Employees > Employee Deductions and Benefits**, click **Shortcuts** from the toolbar and select **Update Deductions From Excel**.
4. In the **Deduction Description**, leave the field blank.
5. From the **Start Period** dropdown, select the start period number. This is the defined Pay Periods in the system and dot periods are not allowed.
6. In the **Excel File Location**, browse to the location using the ellipsis.
7. Mark the **Use Report Code From the Excel File** checkbox. The Report Code is from Payroll > Deduction/Benefits > Deductions/Benefits Maintenance.

NOTE The Assign Deductions to Employees and Activate Deductions During Update checkboxes become available when the Use Report Code box is checked.

8. Mark the **Use Employee Maintenance > User Defined ID** checkbox, if applicable.
9. Mark the **Assign Deductions to Employees** checkbox, if needed.

NOTE If the Supplemental Default checkbox is clear in Payroll > Deductions/Benefits > Deductions, then Benefits Maintenance on the assigned deduction and the Assign Deduction to Employees checkbox is marked, the deduction added is marked Active in the Employee's Position where Pay Type is Position. The deduction appears in Deduction/Leave Control on the employee's position where Pay Type is Supplemental, but it is marked Active to calculate that deduction on the Supplemental position.

10. Mark the **Activate Deductions During Update** checkbox, as applicable.
11. Click **OK**. The report displays in the Report Viewer and a Change Log entry displays on the employee deduction **Change Log** tab.

IMPORTING LEAVE IN FAST LEAVE ENTRY

Payroll > Attendance > Fast Leave Entry

If your District doesn't use a Time Card Interface, there is an easy way to pull leave records from your Distributed Accountability Center (DAC) without the District Office doing all the data entry.

Spreadsheet Layout

A	Employee ID
B	Name
C	Leave Plan
D	Transaction Type
E	Units
F	Reason
G	From Date
H	To Date
I	Granted Date
J	Specific Use

NOTE To have IVEE create a Leave Template, go to Payroll > Employees > Employee Leave Plans. Filter the grid accordingly (ex. By DAC) and then go to Actions > Create Fast Leave Entry Import Template.

Import Leave Transactions

Perform the following:

1. In the Fast Leave Entry window, select **Import Leave from Excel** option from **Actions** menu. The system displays a window to browse to the file you want to import.
2. Select the file and click **Open**. This following message displays, "Do you want to skip any errors that are found and import the records without errors anyway?"
3. If you click **Yes**, the system imports any record that doesn't contain errors. If you click **No**, then no records are imported.

NOTE A report is generated during the import that lists any line in which a matching employee cannot be found for the SSN gave or if a leave plan cannot be found for the leave plan code and the employee.

4. Once the records are imported, they will display in the **Fast Leave Entry** grid. You can review them, edit them, or delete them as needed.
5. If needed, you can use the **Update Granted Dates** option on the **Actions** menu to change the granted date of the records.

6. When ready to post the records, select the **Post Transactions** option from the **Actions** menu. The system displays a message verifying that you want to post the transactions.
7. Click **Yes** to proceed.

IMPORTING YTD WAGE ADJUSTMENT OR YTD DEDUCTION ADJUSTMENTS

Payroll > Employees > Employee Year-to-Date Accumulations

IVEE offers an Excel Import utility for adjusting multiple employee's YTD Accumulations. There are 2 types of adjustments:

- Wage
- Deduction.

Each adjustment type has its own specific file format.

Wage Adjustment File Layout

A	SSN
B	Wages
C	Calendar Year
D	Quarter

Deduction Adjustment File Layout

A	SSN
B	Deduction Report Code
C	Employee Amount
D	Employer Amount
E	Wage Basis
F	Calendar Year
G	Quarter

Import YTD Adjustments

Perform the following:

1. Click on **Actions** from the **Employee Year-to-Date Accumulations** grid. Select the **Import YTD Wage Adjustments** or the **Import YTD Deduction Adjustments** option, as appropriate. The system displays a message asking for confirmation that you want to import an Excel file.
2. Click **Yes**. The system displays the Select Excel file screen.
3. Browse to location and file name and click **Open**. The system imports the file.