

Accountant Setup Operations

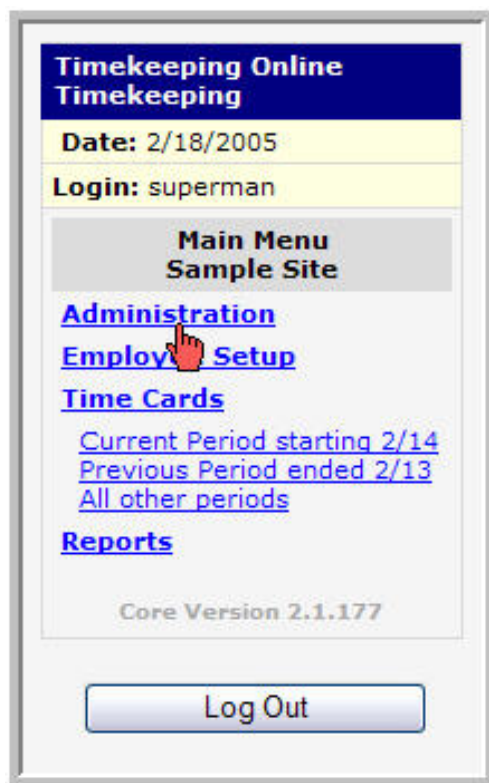
Bulk Employee Import



Enter an entire list of employees and their corresponding *Employee Setup* information from an Excel spreadsheet.

Reminder: If an employee is already in the system, do not include their personal information in the spreadsheet, or the record will be duplicated. **Note:** If necessary, an employee and all attached records can be completely deleted from the system, INCLUDING previous time records, provided any exist. Refer to the *Delete an Employee* page for details.

- 1 Entering a *bulk import* list is an operation defined as a *Stored Procedure*. The available *Stored Procedures* link is located in the *Administration* link of the *Main Menu* (see illustrations).



- 2 The *Stored Procedures* link will display an entry box. To run a procedure, enter its name, "bulk employee import" (see illustration).
- 3 By submitting the procedure, a list of directions will be presented to assist in the process (see illustration).
- 4 The system will automatically place each of the items in the employee's personal fields as needed. For this to happen correctly, follow directions carefully provided on the import page. The essential ingredient is correctly creating the headers for each column in the format that the system will recognize, as explained and provided on the page (see illustration)

NOTE: Only the first four characters of each header is evaluated by the system; also, signs and spaces will be ignored.



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Stored Procedures

This screen lets you perform custom business rules on your payroll.

Enter Stored Procedure:

[Submit](#)

Bulk Employee Import

SAMPLE SITE

Employees already in system: [5](#)

This screen is used for loading large numbers of employees into the system directly from an

The first row that you paste must contain headers. Headers tell the system what to expect in signs or spaces are ignored.

Valid headers are:

Last or LN or L

Name or N (system will look for a full name in the format Lastname, Firstname)

Title or T

SSN or Social or Soc or SS or SocSec

Department or Dept

Location or Loc

	A	B	C	D	E	F	G	H	I
1	FN	LN	Title	Supervisor	PayRate	AutoLunchHours	LunchMinu	H!	H2
2	Jane	Doe	Office Manager	Jack Armstrong	20	5	30	50	45
3	Joshua	Nelson	Technical Support	Harry Crumb	40	6	45	50	30
4	Steven	Smith	Technical Support	Harry Crumb	45	6	45	50	15
5	Lily	Green	Office Asst.	Jack Armstrong	12.5	5	30	50	29
6	Angela	Simpson	Office	Jack Armstrong	9.25	5	30	50	30
7									
8									

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