

Time Clock Data (Hours Detail Import)

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TABLE OF CONTENTS

- [How to ACCESS THE HOURS DETAIL IMPORT](#)
- [How to ACCESS THE HOURS DETAIL CROSS REFERENCE](#)

[How to ACCESS THE HOURS DETAIL IMPORT](#)

Step 1. Select 'Full Payroll Menu'

The screenshot shows the 'Demo Template' interface. At the top, there's a header with 'Demo Template' and a dropdown menu 'Posted Documents'. Below this, there are three tabs: 'Employees', 'Payroll Processing', and 'Batch Payroll Processing'. Under the 'Payroll Processing' tab, there's an 'ACTIONS' section. In this section, the first item is '+ Payroll Document', which has a sub-menu. The sub-menu item '> Full Payroll Menu..' is highlighted with a red rectangle. Other items in the ACTIONS section include '> Payroll Journal', '> PTO Journal', 'Payroll Report', and 'Employee Accrual Report'. Below the ACTIONS section, there's an 'Insights' section. Under 'Insights', there's a sub-section 'Activities' which is divided into three categories: 'PAYROLL DOCUMENTS', 'PAYROLL BATCHES', and 'WAITING FOR APPROVAL'. Each category has two cards. 'PAYROLL DOCUMENTS' has 'ALL DOCUMENTS' (5) and 'OPEN DOCUMENTS' (5). 'PAYROLL BATCHES' has 'ALL BATCHES' (0) and 'MY BATCHES' (0). 'WAITING FOR APPROVAL' has 'HOURS APPROVAL' (2) and 'EMPLOYEE CH... APPROVAL' (0). Each card has a right arrow icon at the bottom.

Step 2. Select 'Hours Detail Entries'

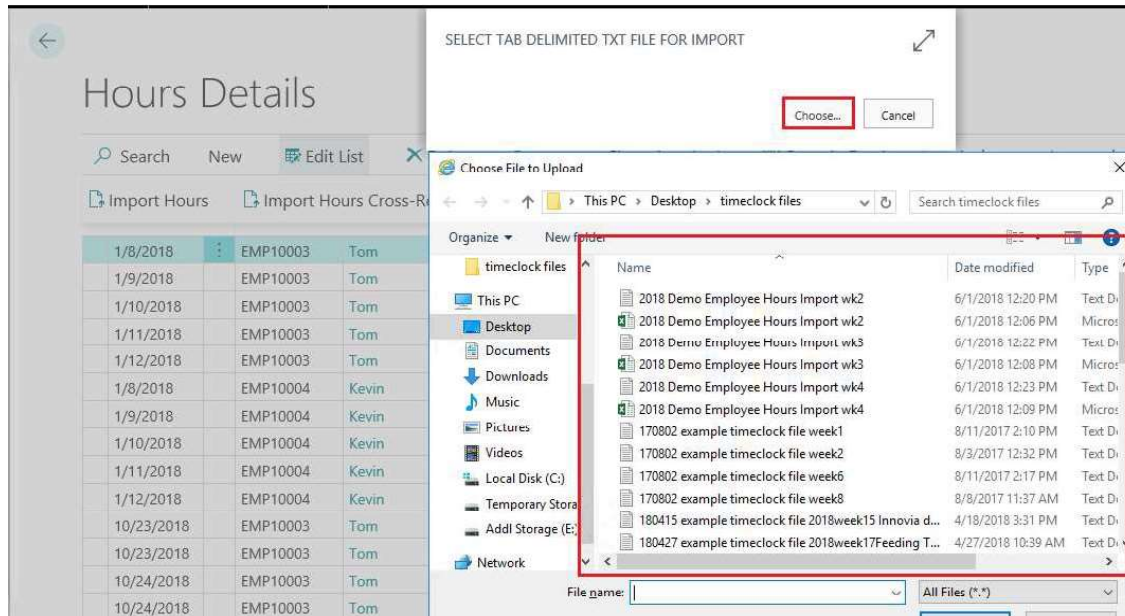
Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

Step 3. The 'Hours Detail' table will appear. Select 'Process' and then 'Import Hours'

Hours Details

Search New Edit List Delete Process Show Attached Open in Excel Actions Less options									
Import Hours Import Hours Cross-Ref.									
1/8/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/9/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/10/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/11/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/12/2018	EMP10003	Tom	Berenger	REGULAR	6			☐	WINBOR
1/8/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/9/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/10/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/11/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/12/2018	EMP10004	Kevin	Costner	REGULAR	6			☐	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			☒	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			☒	WINBOR
10/24/2018	EMP10003	Tom	Berenger	REGULAR	5			☒	WINBOR

Step 4. Click 'Choose' and then select an available import file**How to ACCESS THE HOURS DETAIL CROSS REFERENCE****Step 1. Select 'Full Payroll Menu'**

Demo Template

Posted Documents ▾

Employees Payroll Processing Batch Payroll Processing

ACTIONS

+ Payroll Document > Full Payroll Menu.. > Payroll Journal > PTO Journal Payroll Report Employee Accrual Report

Insights

Activities

PAYROLL DOCUMENTS

PAYROLL BATCHES

WAITING FOR APPROVAL

ALL DOCUMENTS 5 >	OPEN DOCUMENTS 5 >	ALL BATCHES 0 >	MY BATCHES 0 >	HOURS APPROVAL 2 >	EMPLOYEE CH... APPROVAL 0 >
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Step 2. Select 'HOURS DETAIL ENTRIES'

Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

Step 3.

The 'HOURS DETAIL' table will appear: Select 'Process' drop down menu. Select 'Import Hours Cross - Ref'



Hours Details

Search New Edit List Delete Process Show Attached Open in Excel Actions Less options									
Import Hours Import Hours Cross-Ref.									
1/8/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/9/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/10/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/11/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/12/2018	EMP10003	Tom	Berenger	REGULAR	6			☐	WINBOR
1/8/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/9/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/10/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/11/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/12/2018	EMP10004	Kevin	Costner	REGULAR	6			☐	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			☒	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			☒	WINBOR
10/24/2018	EMP10003	Tom	Berenger	REGULAR	5			☒	WINBOR

Step 4. Click 'Choose' and then select an available import file

Hours Details

Search

New

Edit List

Delete

Process

Show Attached

Open in Excel

Actions

Less options

Import Hours

Import Hours Cross-Ref.

1/8/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/9/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/10/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/11/2018	EMP10003	Tom	Berenger	REGULAR	8			☐	WINBOR
1/12/2018	EMP10003	Tom	Berenger	REGULAR	6			☐	WINBOR
1/8/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/9/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/10/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/11/2018	EMP10004	Kevin	Costner	REGULAR	8			☐	WINBOR
1/12/2018	EMP10004	Kevin	Costner	REGULAR	6			☐	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			☒	WINBOR
10/23/2018	EMP10003	Tom	Berenger	REGULAR	4			☒	WINBOR
10/24/2018	EMP10003	Tom	Berenger	REGULAR	5			☒	WINBOR

SELECT TAB DELIMITED TXT FILE FOR IMPORT

Choose...

Cancel

Choose File to Upload

timeclock files

This PC

Desktop

Documents

Downloads

Music

Pictures

Videos

Local Disk (C:)

Temporary Storage

Add Storage (E:)

Network

Name	Date modified	Type
2018 Demo Employee Hours Import wk2	6/1/2018 12:20 PM	Text Document
2018 Demo Employee Hours Import wk2	6/1/2018 12:06 PM	Microsoft Excel Worksheet
2018 Demo Employee Hours Import wk3	6/1/2018 12:22 PM	Text Document
2018 Demo Employee Hours Import wk3	6/1/2018 12:08 PM	Microsoft Excel Worksheet
2018 Demo Employee Hours Import wk4	6/1/2018 12:23 PM	Text Document
2018 Demo Employee Hours Import wk4	6/1/2018 12:09 PM	Microsoft Excel Worksheet
170802 example timeclock file week1	8/11/2017 2:10 PM	Text Document
170802 example timeclock file week2	8/3/2017 12:32 PM	Text Document
170802 example timeclock file week6	8/11/2017 2:17 PM	Text Document
170802 example timeclock file week8	8/8/2017 11:37 AM	Text Document
180415 example timeclock file 2018week15 Innovia d...	4/18/2018 3:31 PM	Text Document
180427 example timeclock file 2018week17Feeding T...	4/27/2018 10:39 AM	Text Document

File name:

All Files (*.*)

