

exporthumanresourcesbypayroll

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Human Resources > Utilities > Export Human Resources by Payroll

This utility is used to export a copy of all current Human Resources (payroll and personnel) tables to an archive prior to running major functions. When exporting Human Resources tables, a copy of all the Human Resources data for the logged-on payroll frequency is exported to the archive file located at a destination that the users assign.

Users can select one or more payrolls when performing this function.

- If changes are made to the payroll or personnel tables after this export is performed, and the user imports this export file, it replaces all tables.
- If personnel information is deleted after this export is performed, and the user imports this export file, it restores all the deleted data.

Copy pay frequencies:

The system displays all available payroll frequencies on the left side of the page. Select which payroll frequencies to move to the right side of the page using one of the following buttons:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

In the **Export Path** field, perform one of the following functions:

- Type the drive and folder name (e.g., C:\RSCCC2K\Backup) of where to export a copy of the tables.
    - The system creates the export file (e.g., db001007_6_03192002_hrs_01.rsf).
    - If the export file exceeds 80 tables, the system creates a second file (e.g., db001007_6_03192002_hrs_02.rsf).
- Click **Browse**, and then select the folder into which to export a copy of the tables. Click **OK** to select the folder or **Cancel** to close the page without processing.

Click **Execute**.

In the application dialog box, verify the filename of the export, and click **Yes** to continue. Click **No** to

return to the Export Human Resources by Payroll page.

In the archive password dialog box, type a password for the exported file, and then click **OK**. The tables are exported, and a message displays indicating that the export process completed successfully.

Click **OK**.