

exporthumanresourcesbypayroll

Table of Contents

exporthumanresourcesbypayroll i
Export Human Resources by Payroll - HRS7150 1

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Human Resources > Utilities > Export Human Resources by Payroll

This utility was removed with the June 2020 ASCENDER release as a result of the Human Resources application split.

(OBSOLETE) This utility is used to export a copy of all current Human Resources (payroll and employee) 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 a user-defined file.

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

- If any changes are to the payroll or employee tables after performing this export and the file is imported, the imported data overwrites the existing data.
- If employee data is deleted after performing this export and you import the export file, all deleted data is restored.

Export payroll frequencies:

All available payroll frequencies are displayed on the left side of the page under **Available**. Select the payroll frequency(ies) to export. Use the arrow buttons to move the selected payroll frequencies from the left side to the right side of the page.

 - 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.

❑ Click **Execute**. A message is displayed indicating that you are about to export pay frequency data and confirming that you want to continue.

- Click **Yes** to continue. Or, click **No** to return to the Export Human Resources by Payroll page.
- A pop-up window is displayed prompting you to type a password for the exported file. Type the archive password and click **OK**.
- The tables are exported and a message is displayed indicating that the export process was successfully completed. Click **OK**.