

importactualhoursworked

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Human Resources > Utilities > Import Actual Hours Worked

This utility is used to upload a comma-delimited (.txt) file containing actual hours worked data for variable hour employees.

The file should include the employee number, actual date in the YYYYMMDD format, and actual hours. If the actual date is blank, then the pay period ending date from the employee's pay date record is used as the actual date. If the actual date is populated, it must be a valid date.

Note: You must be logged onto a current year pay frequency to access this page.

File layout

Import actual hours worked file:

Field	Description
Pay Date	Type the pay date to which you want to import actual hours worked.

Click **Browse**, and perform one of the following functions:

- Type the drive and folder name from where you want to import the tables, and click **Open** to accept the import file name and return to the Import Actual Hours Worked page.
- Click **Browse** to select the folder and import file. Click **Open** to select the file name, or click **Cancel** to close the dialog box without selecting a file.
- The **File name** field should be set to ActHrsWrked#.txt, where the # is the pay frequency that reflects the data contained in the file. Each file should contain data for the pay frequency listed in the file name.

Click **Execute** to start the import function.

If any errors are encountered during the import process, the Import Actual Hours Worked Errors report is displayed.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.
Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Continue** to continue.

Click **Cancel** to return to the Import Actual Hours page.

If no errors are encountered during the import process, the Import Actual Hours Worked report is displayed.

Review the report.

Review the report using the following buttons:

Click  to go to the first page of the report.
Click  to go back one page.
Click  to go forward one page.
Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.
Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to continue.

Click **Cancel** to return to the Import Actual Hours page.

Create a backup.

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.
Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.

If you clicked **Process**, a message is displayed indicating that the records were successfully imported. You can verify imported transactions by retrieving the desired employee record and date range on the Maintenance > Actual Hours Worked page.