

Import HR Tables From Database Tables - HRS7100

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This utility is used to import HR tables that were previously exported to database tables during payroll processing.

When importing HR tables, ensure the payroll frequency of the archived file is the same as that of the logged-on payroll frequency. To import pay tables for another payroll frequency (e.g., E - Semimonthly NYR), you must change to that payroll frequency using the Change Payroll Frequency dialog box.

If you created a backup using the Payroll > Next Year > Copy NYR Staff to CYR page, restoring that backup will only recover data for the current year payroll frequency.

Import Human Resources tables:

❑ Select the import(s).

❑ Click **Execute**. The Import Processing Report is displayed with a list of transmittals that had been imported but no longer exist as payroll transmittals due to the import.

- A message is displayed indicating that the tables were imported successfully.
- If a failure message occurs, click **Reset Process Status** to reset the status and process at a later time.