

Import HR Tables From Database Tables - HRS7100

Table of Contents

Import HR Tables From Database Tables - HRS7100 i
Import HR Tables From Database Tables - HRS7100 1

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Payroll > Utilities > Import HR Tables From Database Tables

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.

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 successfully imported.
- If a failure message occurs, click **Reset Process Status** to reset the status and process at a later time.