


# Merge Payroll Transaction Files - HRS7950

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***Payroll > Utilities > Merge Payroll Transaction Files***

This utility is used to import and merge the new format transaction files into ASCENDER payroll transaction and leave accounting tables. This option should only be run once for each pay period.

**Note**: It is recommended that users perform Export Pay Tables before performing this function.

## Merge timecard transaction files:

❑ Under **Import**, select either of the transmittal files to be imported. The program imports only one type of data each time the merge utility is run.

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|---|---|
| **Data Transmittal** | Select to import the payroll transmittal data.<br><br>Payroll Transmittal File Record Layout |
| **Leave Transmittal** | Select to import the leave transmittal data. Leave transactions with an inactive leave type or absence reason code are not imported.<br><br>Payroll Leave Transmittal File Record Layout |
| **Pay Date** | Click ⌄ to select the pay date for which the data will be used. |
| **Import Path** | Perform one of the following functions:<br><br>Type the drive and folder name from where to import the files:<br><br>(Drive):\timetrn#.txt (where # equals the payroll frequency the user is logged on to) if Data Transmittal is selected.<br>(Drive):\timelev#.txt (where # equals the payroll frequency the user is logged on to) if Leave Transmittal is selected. |

❑ Click **Browse**. A pop-window is displayed.

- Click **Choose File**. Locate and select the file on your computer or network. Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.
- Click **Submit** to accept the file name and return to the Merge Payroll Transaction Files page. Or, click **Cancel** to return without selecting the file.

If you type or select a file name other than either of the file names above, the system displays an error message prompting you to select a different file.

❑ Under **Overtime/Supplemental Hours Preference**, select either of the job type hours files to be imported. The program imports only one type of job hours each time the merge utility is run.

| | |
|---|---|
| **Primary Job** | Select to import the primary job hours. If the employee has multiple jobs and this option is selected, only the job marked as primary on the Job Info tab is updated. |
| **All Jobs** | Select to import the hours for all jobs. |

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

If the message “No errors encountered in import file” is displayed, a blank report is displayed and you can click **Process**.

If the message “Errors encountered. Records in error were not imported” is displayed, click **OK**. The error report is displayed. Review the report.

- If you click **Cancel**, no records are imported, and you can correct the errors and merge them again.
- If you click **Process**, the import proceeds but the records on the error report are not updated and you must update appropriately.

A message is displayed indicating that process was completed successfully. Click **OK**.