

Payroll Leave Transmittal File Layout

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This file layout is used to import leave transmittal files into ASCENDER leave accounting tables.

Field	Length	Type	Position	Description
Employee Number	6	Numeric	1-6	123 = 000123
Transaction Key	6	Numeric	7-12	1st = 000001, 2nd = 000002
Transaction Leave Type	2	Numeric	13-14	State Sick 7 = ‘07’
Transaction Abs Reason	2	Numeric	15-16	Employee Sick 3 = ‘03’
Blank	2	Numeric	17-18	Spaces
Units Taken	6, 3	Numeric	19-24	13.25 = 013250
Date Leave Taken	8	Numeric	25-32	Oct 22, 2014 = 20141022

Notes:

Transaction Key is a sequence number in case the employee has multiple leave records for the same day.

Transaction Leave Type is the leave type code (e.g. 01 = Local Personal Leave, 02 = Without Pay, etc.). The leave type entered here has to match a leave code in the TxEIS Leave Type table. These codes are user-defined.

Transaction Abs Reason is the absence reason code (e.g. 05 = Jury Duty, 08 = Family Illness, etc.). It can be blank, but if there is something there, the absence reason entered has to match an absence record code in the TxEIS Absence Reason table. These codes are user-defined.

Units Taken can indicate either hours or days. The TxEIS applications will take the number entered here, and, depending on how the Days/Hours code is set for the leave type indicated in the record, will treat this number as either hours or days. It is numeric and needs to be right-justified.

The system will take this data and create leave transmittal records.



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