(OBSOLETE) Export Pay Tables - HRS7100

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This utility was removed with the June 2020 ASCENDER release as a result of the Human Resources application split.

Human Resources > Utilities > Export Pay Tables

(OBSOLETE) This utility is used to export a copy of the pay tables for the current logged-on payroll frequency (e.g., 6 - Monthly CYR) to an archive file located at a destination that you assign. To export pay tables for another payroll frequency (e.g., 5 - Semimonthly CYR), you must change to that payroll frequency using the Change Payroll Frequency dialog box.

This utility exports payroll tables only. It does not include personnel tables.

- If an employee personnel record was deleted, the system record cannot import this export file.
- If an employee personnel record was changed, the system can import this export file, and no personnel records are overwritten.

Note: It is highly recommended that the users continue the practice of exporting records prior to performing any major function on the system (e.g., posting of payroll or adjustments) to ensure the integrity of the data.

Export pay tables:

Field	Description
Export Filename	This field is preset and is display only. The export file name has the format dbcccddd_#_mmddyyyy.rsf, where cccddd is the county-district number, # is the pay frequency, and mmddyyyy is the current date.
Enter the Password to be used for the Archive	Type a password for the exported file.
Execute	Execute the process. A message is displayed indicating that you are about to export HR tables and confirming that you want to continue. Click **Yes** to continue the export. Otherwise, click **No** to cancel the export. Click **Save** to save the file. A Save As dialog box is displayed. In the **Save in** field, click ⌄ to navigate to the appropriate folder. In the **File name** field, the file name is set to dbcccddd_mmddyyyy_fin.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file. Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file. The tables are exported, and a message is displayed indicating that the export process completed successfully. Click **OK**.

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