

Merge Payroll Transaction Files - HRS7950

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This page is used to import and merge the new format transaction files into TxEIS 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.

Data Transmittal	Select to import the payroll transmittal data. 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. 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: Type the drive and folder name from where to import the files: (Drive):\timetrn#.txt (where # equals the payroll frequency the user is logged on to) if Data Transmittal is selected. (Drive):\timelev#.txt (where # equals the payroll frequency the user is logged on to) if Leave Transmittal is selected.

Click **Browse**, then select the folder and file from which to import. Click **Open** to select the file or **Cancel** to close the dialog box without processing.

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 and 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, the error report is displayed.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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


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