

Import PMIS Tables - HRS7100

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This utility is used to import position management tables that were previously exported. When importing position management tables, ensure the payroll frequency of the archived file is the same as that of the logged-on payroll frequency. To import tables for another payroll frequency (e.g., E - Semimonthly NYR), you must change to that payroll frequency using the Change Payroll Frequency dialog box.

When using Position Management, the current year and forecast records are dependent on each other. When the Position Management import is complete, all records (regardless of pay frequency and current/next year flag) are included.

Import position management tables:

Click Choose File. The File Upload dialog box is displayed.

Select the desired file to upload, and click Open. The file name is displayed.

Click Cancel to close the dialog box without selecting a file.

If the **Import Path** field indicates (none selected) or does not indicate the desired file name, click **Browse** and perform one of the following functions:

- Type the drive and folder name from where you want to import the tables, and click **Submit** to accept the import file name and return to the Import PMIS Tables page.
- Click **Browse** to select the folder and import file. Click **Open** to select the file name, or click **Cancel** to close the dialog box without selecting a file.
    - Click **Submit** to accept the import file name and return to the Import PMIS Tables page.
    - Click **Cancel** to close the dialog box without processing.

Click **Execute** to start the import function. A message is displayed indicating that you are about to import position management tables and confirming that you want to continue.

- Click **Yes** to continue the import. Otherwise, click **No** to cancel the import.
- Type a password for the imported file, and then click **Execute**.

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


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