

To import, you would set the benefit settings to import. Below is a tab delimited sample file and how it shows after imported to tg:

Pay Code VAC

Date	Amount	Reset
6/21/2011	12	00:35

AddDelete

Pay Code	Date	Amount Taken	Available
SCK	Jun 19, 2011	00:00	00
VAC	Jun 21, 2011	00:00	00
PER	Jun 19, 2011	00:00	00
HOL	Jun 19, 2011	00:00	00
JURY	Jun 19, 2011	00:00	00
BRV	Jun 19, 2011	00:00	00

benefit.txt - Notepad

File Edit Format View Help

badge	emp	payroll	hoursINmins	date	paycode	reset	hoursIN100
32	32	32	00:35	6/21/2011	VAC	y	0

We’ve also attached the sample import file.

It seems that the PYMST.csv file may very well contain the information needed for the benefit but tg requires the items on the attachment. Please check/verify these items exists in their file.

Required:

- Hours in minutes or hundredths to be imported
- Number to identify employee
- Effective date of imported balance
- Paycode for benefit hours imported
- Reset = if y, previous balance will be overwritten