

HOW TO IMPORT BENEFIT TIME FILE WITH BEN. MODULE:

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	112	00:35 <input checked="" type="checkbox"/>

Pay Code	Date
SCK	Jun 19, 2011
VAC	Jun 21, 2011
PER	Jun 19, 2011
HOL	Jun 19, 2011
JURY	Jun 19, 2011
BRV	Jun 19, 2011

benefit.txt - Notepad

File Edit Format View Help

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

See attached the sample import 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