

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:

The screenshot shows a software interface with a 'Pay Code' dropdown menu set to 'VAC'. Below it is a table with columns 'Date', 'Amount', and 'Reset'. The first row contains '6/21/2011', '112', and '00:35' with a checkmark in the 'Reset' column. To the right of this table are 'Add' and 'Delete' buttons. Further right is another table with columns 'Pay Code' and 'Date', listing: SCK (Jun 19, 2011), VAC (Jun 21, 2011), PER (Jun 19, 2011), HOL (Jun 19, 2011), JURY (Jun 19, 2011), and BRV (Jun 19, 2011). Overlaid on the bottom is a Notepad window titled 'benefit.txt' showing a tab-delimited text file with the following content:

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