miExcel Payroll

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miExcel Payroll

How to Import Time Into Payroll

Best used for importing departments that have multiple GL account overrides, activities, rate overrides, or jobs in any given pay period. These tend to be Parks and Rec departments and Public Works departments

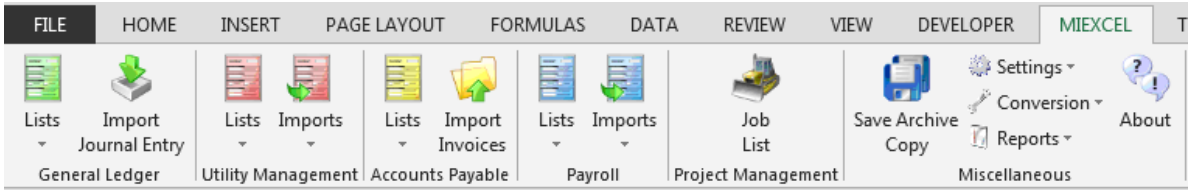
1. Enter the time into a spreadsheet or get an export from your timekeeping system into Excel. An example spreadsheet is included with these materials as well as a screenshot shown below

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	ee #	5		Payroll Time Entry																				
2	ee name	Smith, Jacob S																						
3																								
4	Pay Period En	06/21/14																						
5																								
6																								
7	Type of Pay	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	total								
8		6/8	6/9	6/10	6/11	6/12	6/13	6/14	6/15	6/16	6/17	6/18	6/19	6/20	6/21		ee #	PC	SC	Rate Override	GL Activity Number	GL Activity	GL Account Override	Description
9	REGULAR PAY							8.00		32.00						40.00	5	1	1					
10	OVERTIME			1.0			16.00	8.00								25.00	5	1	1					
11	HOLIDAY												1.50			1.50	5	1	1					
12	HOLIDAY OVERTIME					4.00		16.00			8.00					28.00	5	1	1					
13	COMP TIME			0.50	3.00		8.00		24.00							35.50	5	1	1					
14	EXTENDED LEAVE				1.00	3.00				8.00						12.00	5	1	1					
15	PTO															-	5	1	1					
16	ON CALL PAY					2.00			16.00	8.00	8.00					34.00	5	1	1					
17	BEEPER TIME				4.00		2.25									6.25	5	2	2					
18	TRAINING - OT															-	5	1	1					
19	TRAINING - REG							16.00		4.00						20.00	5	2	2					
20	WORKMEN'S COMPENSATION				6.00								8.63			14.63	5	1	1					
21	WC TIME NOT CHARGED TO SICK															-	5	2	2					
22	EMERGENCY LEAVE															-	5	1	1					
23	ON CALL PAY															-	5	1	1					
24	TRAINING - REG															-	5	2	2					
25																-	5							
26																-	5							
27	Total:	0.00	0.00	1.50	14.00	9.00	26.25	48.00	40.00	52.00	16.00	0.00	10.13	0.00	0.00	216.88								

2. Make sure you have the following fields on each row of your spreadsheet
   a. **Employee Number**
   b. **Pay Code**
   c. **Sub Code**
   d. **Hours, Amount, or Units**
3. Other optional fields that can be included consist of
   a. **Amount** – a flat amount to be paid to an employee
   b. **Description** – the description the particular time line
   c. **GL Account** – overrides the GL account for all time entries on that line
   d. **GL Activity** – override the GL activity for all time entries on that line
   e. **Job Number** – allows you to specify a job for hours on that line
   f. **Rate** – allows you to override the rate for hours on that line
4. Highlight only what you want to import and a header row (if applicable)

total	ee #	PC	SC	Rate Override	GL Activity Number	GL Activity	GL Account Override	Description
40.00	5	1	1					
25.00	5	1	1					
1.50	5	1	1					
28.00	5	1	1					
35.50	5	1	1					
12.00	5	1	1					
-	5	1	1					
34.00	5	1	1					
6.25	5	2	2					
-	5	1	1					
20.00	5	2	2					
14.63	5	1	1					
-	5	2	2					

5. Open the Import Time Screen
   a. Click the MIEXCEL tab



b. In the Payroll section select **Imports -> Time**

c. The import mapping grid will appear on the right hand side of the grid

   i. If you selected a header row as shown in the example above. Check the box **First Row Contains Headers**. This will change the columns from the column letters to the column names you have specified

Column Mapping

Column	Caselle Element
total	None
ee #	None
PC	None
SC	None
Rate Override	None
GL Activity Number	None
GL Activity	None
GL Account Override	None
Description	None

   ii. If you did not select a header row, do NOT check this box or the first row of your import will not be imported

Column Mapping

Column	Caselle Element
P	None
Q	None
R	None
S	None
T	None
U	None
V	None
W	None
X	None

d. If you checked the box First Row Contains Headers the will become available at the bottom of the screen

Auto Map

   i. If you click this button the Caselle Element column will be filled in based on the column headers you have typed in matching the Caselle Element drop down closely. The results for this example are shown below. Note that some columns still need to be mapped as the auto map match was not close enough. This will be done in the next step

Column Mapping

Column	Caselle Element
total	None
ee #	None
PC	None
SC	None
Rate Override	None
GL Activity Number	None
GL Activity	GL_Activity
GL Account Override	None
Description	Description

e. Map out any remaining columns by selecting the element from the drop down as shown below. For columns you do not want to import select **None**.

Column Mapping

Column	Caselle Element
total	None
ee #	
PC	
SC	
Rate Override	
GL Activity Number	
GL Activity	
GL Account Override	
Description	

Amount
Description
Employee_Number
GL_Account
GL_Activity
Hours
Job_Number
None
Pay_Code
Rate
Sub_Code
Units

f. The completed import mapping for this example is shown below. You may note that the auto map feature mapped the GL Activity column to GL activity but this is the name of the activity not the number. GL activity should have been mapped from the GL Activity Number column. This is why it is important to always verify your mapping is correct prior to importing

Column Mapping

Column	Caselle Element
total	Hours
ee #	Employee_Number
PC	Pay_Code
SC	Sub_Code
Rate Override	Rate
GL Activity Number	GL_Activity
GL Activity	None
GL Account Override	GL_Account
Description	Description

a. Finally we need to fill out the bottom portion of the screen

i. The current **Pay Period** should already selected from the drop down. NOTE: If this is the incorrect period, you should go into Clarity and update the pay period prior to proceeding with the import

ii. Select the **Created Date**. This is just used on the backend to note the day in which you did the import

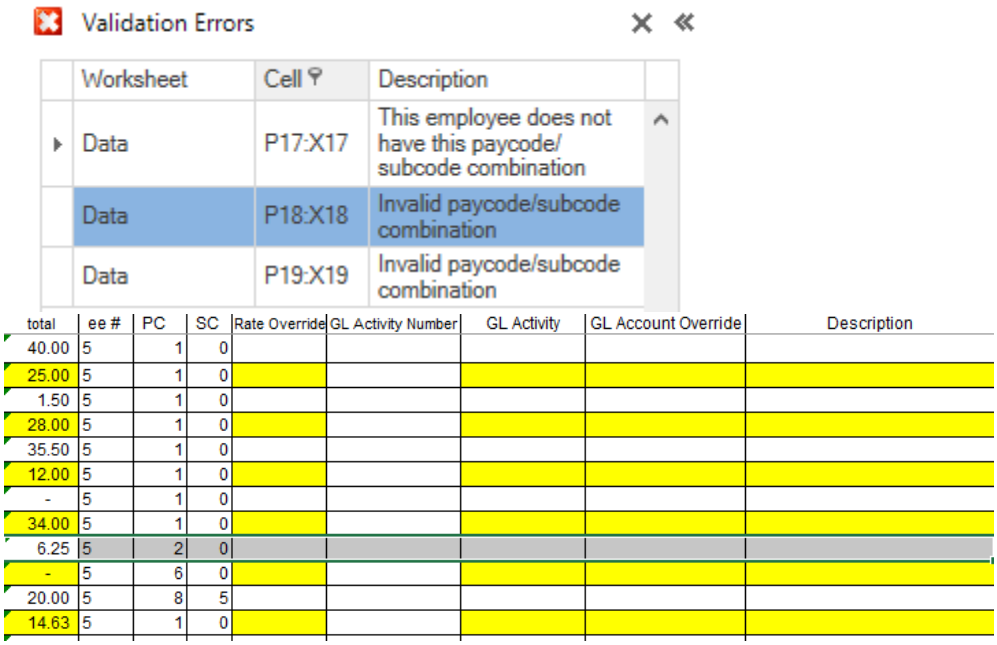
b. We are ready to import. Click Import

i. Validation will be run automatically and will check for things noted below

1. Fields that are too long. Eg. Your description is too long
2. Fields that cannot be parsed. Eg. You enter a word in the total hours column instead of a number
3. Employee numbers that don't exist
4. GL accounts and activities that don't exist
5. Job Numbers that don't exist
6. Pay Code/Sub Code combinations that don't exist
7. Pay Code/Sub Codes that don't exist on a specified employee

ii. If validation errors are found. The errors will appear on a taskpane on the right hand side of the screen and you will receive the message shown below. If you are okay with the errors and would like to proceed with the import Click **Yes**, otherwise click **No** and fix the errors

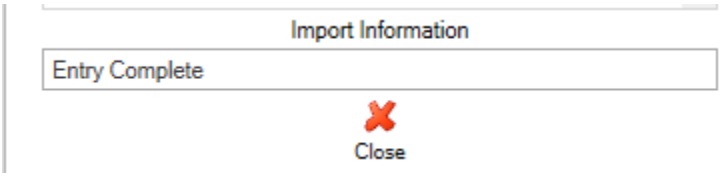
1. Clicking on a row in the validation errors taskpane will drill you down right to the area where the error was found



2. In this case employee number 5 does not have paycode/subcode 05-02 and the paycodes 06-00 and 08-05 do not exist

3. Fix the errors
4. Click **Import** again

iii. If the import is successful, you will see the following message



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How to Import Time Table Into Payroll

Best used for importing departments that have relatively simple time and one person is keying all the time into a spreadsheet.

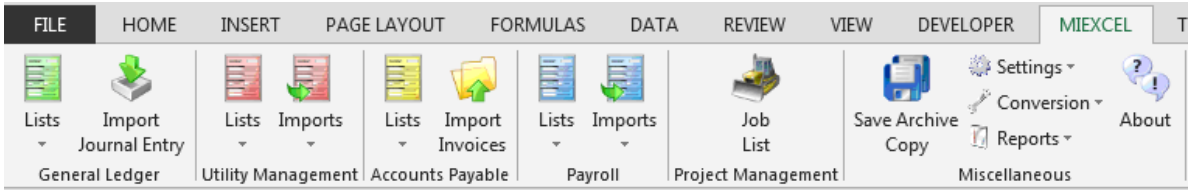
1. Enter the time into a spreadsheet or get an export from your timekeeping system into Excel. An example spreadsheet is included with these materials as well as a screenshot shown below

ee #	ee name		Regular Pay 01-00	Overtime Pay 02-00	Vacation Pay 03-00	Sick Leave 04-00	Holiday Pay 07-00	total	Rate Override	GL Activity Number	GL Activity	GL Account Override	Description Notes	
5	Smith, Jacob S		40.00					40.00	85.00	1	St. Patrick's Day Parade		Holiday Override Rate	
5	Smith, Jacob S		40.00	1.0			16.00	57.00			#REF!	10-42-350	Contract Work	
10	Rockford, Julie M		30.00					30.00			#REF!			
15	Morris, Sharon		10.00			4.00		14.00			#REF!			
20	Spencer, Annette		15.00	0.50	3.00		8.00	26.50			#REF!			
25	Johnson, Douglas		5.00		1.00	3.00		9.00			#REF!			
30	Austin, George		0.00					-			#REF!			
35	Slade, Randy L		0.00			2.00		2.00			#REF!			
40	Roberts, Dale B				4.00		2.25	6.25			#REF!			
45	Hobson, Maurice							-			#REF!			
50	Gilson, Marvin		52.00					52.00			#REF!			
55	Gordon, Natalie C				6.00			6.00			#REF!			
60	McNeil, Annie							-			#REF!			
65	Curtis, Amber		80.00					80.00			#REF!			
85	Ellison, Ray		10.00					10.00			#REF!			
80	Dickens, Amy		1.00					1.00			#REF!			
100	Watson, Lamont							-			#REF!			
95	Granger, Benjamin R							-			#REF!			
		Total:	283.00	1.50	14.00	9.00	26.25	333.75						

2. Make sure you have the following fields on each row of your spreadsheet
   a. **Employee Number**
   b. **Hours, Amount, or Units** for each applicable pay code/sub code. NOTE: Each column should be a different pay code/sub code combination
3. Other optional fields that can be included consist of
   a. **Description** – the description the particular time line
   b. **GL Account** – overrides the GL account for all time entries on that line
   c. **GL Activity** – override the GL activity for all time entries on that line
   d. **Job Number** – allows you to specify a job for hours on that line
   e. **Rate** – allows you to override the rate for hours on that line
4. Highlight only what you want to import and a header row (if applicable)

ee #	ee name		Regular Pay 01-00	Overtime Pay 02-00	Vacation Pay 03-00	Sick Leave 04-00	Holiday Pay 07-00	total	Rate Override	GL Activity Number	GL Activity	GL Account Override	Description Notes	
5	Smith, Jacob S		40.00					40.00	85.00	1	St. Patrick's Day Parade		Holiday Override	Rate
5	Smith, Jacob S		40.00	1.0			16.00	57.00			#REF!	10-42-350	Contract Work	
10	Rockford, Julie M		30.00					30.00			#REF!			
15	Morris, Sharon		10.00			4.00		14.00			#REF!			
20	Spencer, Annette		15.00	0.50	3.00		8.00	26.50			#REF!			
25	Johnson, Douglas		5.00		1.00	3.00		9.00			#REF!			
30	Austin, George		0.00					-			#REF!			
35	Slade, Randy L		0.00			2.00		2.00			#REF!			
40	Roberts, Dale B				4.00		2.25	6.25			#REF!			
45	Hobson, Maurice							-			#REF!			
50	Gilson, Marvin		52.00					52.00			#REF!			
55	Gordon, Natalie C				6.00			6.00			#REF!			
60	McNeil, Annie							-			#REF!			
65	Curtis, Amber		80.00					80.00			#REF!			
85	Ellison, Ray		10.00					10.00			#REF!			
80	Dickens, Amy		1.00					1.00			#REF!			
100	Watson, Lamont							-			#REF!			
95	Granger, Benjamin R							-			#REF!			
		Total:	283.00	1.50	14.00	9.00	26.25	333.75						

5. Open the Import Time Table Screen Screen
   a. Click the MIEXCEL tab



b. In the Payroll section select **Imports -> Time Table**

c. The import mapping grid will appear on the right hand side of the grid

iii. If you selected a header row as shown in the example above. Check the box **First Row Contains Headers**. This will change the columns from the column letters to the column names you have specified

Column Mapping

Column	Caselle Element
ee #	None
ee name	None
	None
01-00	None
02-00	None
03-00	None
04-00	None
07-00	None
	None
Override	None
Number	None
	None
Override	None
Notes	None

iv. If you did not select a header row, do NOT check this box or the first row of your import will not be imported

Column Mapping

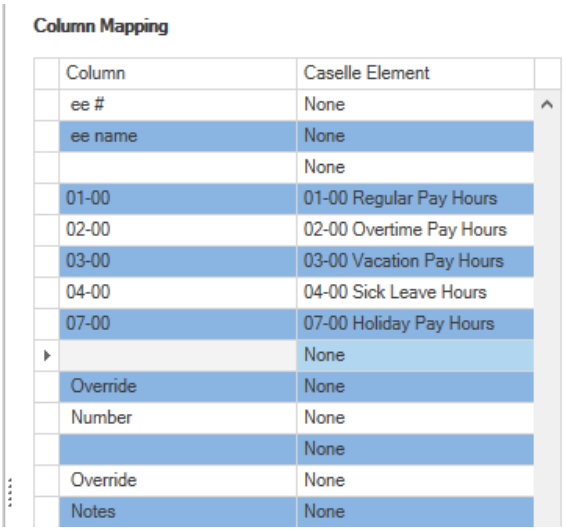
Column	Caselle Element
A	None
B	None
C	None
D	None
E	None
F	None
G	None
H	None
I	None
J	None
K	None
L	None
M	None
N	None

d. If you checked the box First Row Contains Headers the will become available at the bottom of the screen

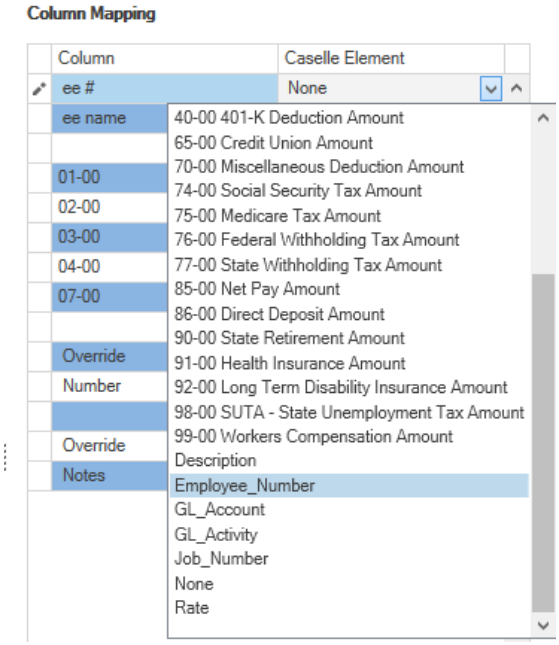
Auto Map

ii. If you click this button the Caselle Element column will be filled in based on the column headers you have typed in matching the Caselle Element drop down closely. The results for this example are shown below. Note that

some columns still need to be mapped as the auto map match was not close enough. This will be done in the next step



e. Map out any remaining columns by selecting the element from the drop down as shown below. For columns you do not want to import select **None**. **NOTE:** Each of your pay code/sub code combinations will show up in the drop down. Depending on the setup of the pay code/sub code if we be followed by the word Amount, Hours, or Units to indicate the value that should be filled in in that column



f. The completed import mapping for this example is shown below.

Column Mapping

Column	Caselle Element
ee #	Employee_Number
ee name	None
	None
01-00	01-00 Regular Pay Hours
02-00	02-00 Overtime Pay Hours
03-00	03-00 Vacation Pay Hours
04-00	04-00 Sick Leave Hours
07-00	07-00 Holiday Pay Hours
	None
Override	Rate
Number	GL_Activity
	None
Override	GL_Account
Notes	Description

c. Finally we need to fill out the bottom portion of the screen
   i. The current **Pay Period** should already selected from the drop down. NOTE: If this is the incorrect period, you should go into Clarity and update the pay period prior to proceeding with the import
   ii. Select the **Created Date**. This is just used on the backend to note the day in which you did the import
d. We are ready to import. Click Import

   i. Validation will be run automatically and will check for things noted below
      1. Fields that are too long. Eg. Your description is too long
      2. Fields that cannot be parsed. Eg. You enter a word in the total hours column instead of a number
      3. Employee numbers that don't exist
      4. GL accounts and activities that don't exist
      5. Job Numbers that don't exist
      6. Pay Code/Sub Codes that don't exist on a specified employee
   ii. If validation errors are found. The errors will appear on a taskpane on the right hand side of the screen and you will receive the message shown below. If you are okay with the errors and would like to proceed with the import Click **Yes**, otherwise click **No** and fix the errors

      1. Clicking on a row in the validation errors taskpane will drill you down right to the area where the error was found

Validation Errors

	Worksheet	Cell	Description
▸	Data	E9	This employee does not have this paycode/ subcode combination

ee #	ee name		01-00	02-00	03-00	04-0
5	Smith, Jacob S		40.00			
5	Smith, Jacob S		40.00	1.0		
10	Rockford, Julie M		30.00			
15	Morris, Sharon		10.00			4
20	Spencer, Annette		15.00	0.50	3.00	
25	Johnson, Douglas		5.00		1.00	3

2. In this case employee number 5 does not have paycode/subcode 02-00
3. Fix the errors
4. Click **Import** again

iii. If the import is successful, you will see the following message

Import Information

Entry Complete

Close

How to Import Time Into Timekeeping

Used to import hours into timekeeping. Best used where tracking in the system is needed on a daily basis or time is applied to jobs

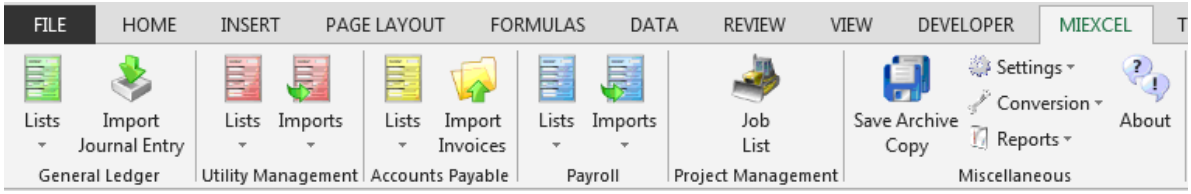
1. Enter the time into a spreadsheet or get an export from your timekeeping system into Excel. An example spreadsheet is included with these materials as well as a screenshot shown below

Name:	Rockford, Julie			
Employee Number:	10			
Pay Period Start Date	5/19/2013			
Emp Num	**Date**	**Task**	**Activity**	**Hours**
10	5/20/2013			
10	5/21/2013			
10	5/22/2013			
10	5/23/2013			
10	5/24/2013			
10	5/27/2013			
10	5/28/2013			
10	5/29/2013			
10	5/30/2013			
10	5/31/2013			
	Use the space below to add additional entries			
10				
10				
10				
10				
10				
10				
10				
10				
10				
10				
10				
10				
10				
10				
10				
10				
10				
	Total Hours			0

2. Make sure you have the following fields on each row of your spreadsheet
   a. **Employee Number**
   b. **Date**
   c. **Hours**
   d. **Task Number**
   e. **Activity Code**
3. Other optional fields that can be included consist of
   a. **Differential Employee Number** – if working for another employee and gets that employee's pay
   b. **GL Account** – overrides the GL account for all time entries on that line
   c. **GL Activity** – override the GL activity for all time entries on that line
   d. **Job Number** – allows you to specify a job for hours on that line
   e. **Differential Rate** – allows you to override the rate for hours on that line
   f. **Pay Code –** allows you to provide the pay code if not set on the Activity or override it
   g. **Sub Code –** allows you to provide the sub code if not set on the Activity or override it
   h. **Billing Rate** – allows you to override the billing rate
   i. **Comments** – any comments for that line
   j. **Overtime** – if this line is overtime (true or false)
4. Highlight only what you want to import and a header row (if applicable)

Emp Num	Date	Task	Activity	Hours	Task Number	Activity Code
10	4/7/2014	Administration	1 - Regular	5	1	1
10	4/8/2014	Administration	1 - Regular	5	1	1

5. Open the Import Invoices Screen
   g. Click the MIEXCEL tab



   h. In the Payroll section select **Imports -> Timekeeping**
   i. The import mapping grid will appear on the right hand side of the grid
      v. If you selected a header row as shown in the example above. Check the box **First Row Contains Headers**. This will change the columns from the column letters to the column names you have specified

Column Mapping

Column	Caselle Element
Emp Num	None
Date	None
Task	None
Activity	None
Hours	None
Task Number	None
Activity Code	None

      vi. If you did not select a header row, do NOT check this box or the first row of your import will not be imported

Column Mapping

Column	Caselle Element
A	None
B	None
C	None
D	None
E	None
F	None
G	None

   j. If you checked the box First Row Contains Headers the will become available at the bottom of the screen

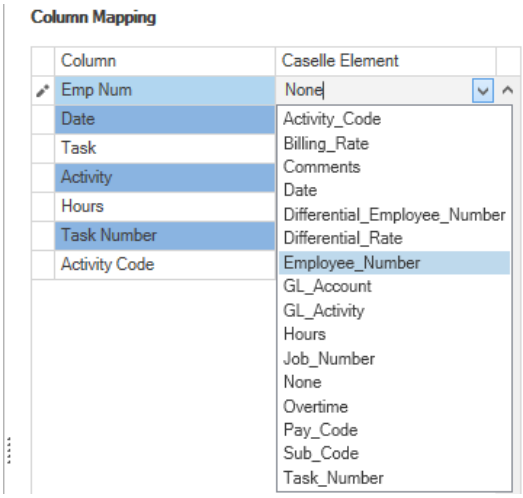
Auto Map

      iii. If you click this button the Caselle Element column will be filled in based on the column headers you have typed in matching the Caselle Element drop down closely. The results for this example are shown below. Note that some columns still need to be mapped as the auto map match was not close enough. This will be done in the next step

Column Mapping

Column	Caselle Element
Emp Num	None
Date	Date
Task	None
Activity	GL_Activity
Hours	Hours
Task Number	Task_Number
Activity Code	Activity_Code

k. Map out any remaining columns by selecting the element from the drop down as shown below. For columns you do not want to import select **None**.



l. The completed import mapping for this example is shown below. You may note that the auto map feature mapped the Activity column to GL activity but this is the name of the activity and should be mapped to None. This is why it is important to always verify your mapping is correct prior to importing

Column Mapping

Column	Caselle Element
Emp Num	Employee_Number
Date	Date
Task	None
Activity	None
Hours	Hours
Task Number	Task_Number
Activity Code	Activity_Code

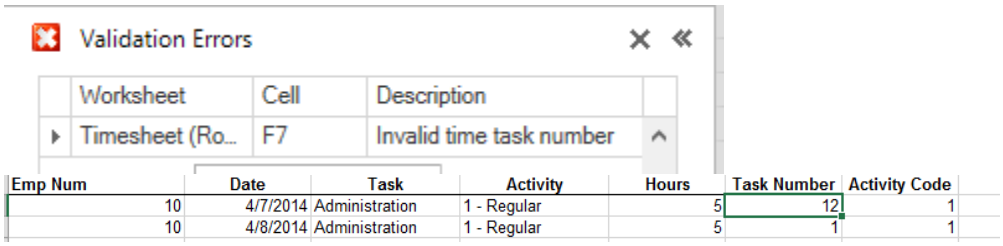
e. Finally we need to fill out the bottom portion of the screen
   i. The current **Pay Period** should already selected from the drop down. NOTE: If this is the incorrect period, you should go into Clarity and update the pay period prior to proceeding with the import
   ii. Select the **Created Date**. This is just used on the backend to note the day in which you did the import

f. We are ready to import. Click Import Import

i. Validation will be run automatically and will check for things noted below
   1. Fields that are too long. Eg. Your description is too long
   2. Fields that cannot be parsed. Eg. You enter a word in the total hours column instead of a number
   3. Employee numbers that don't exist
   4. Task Numbers that don't exist
   5. Activity Codes that don't exist
   6. Job Numbers that don't exist
   7. Pay Code/Sub Code combinations that don't exist
   8. Pay Code/Sub Codes that don't exist on a specified employee

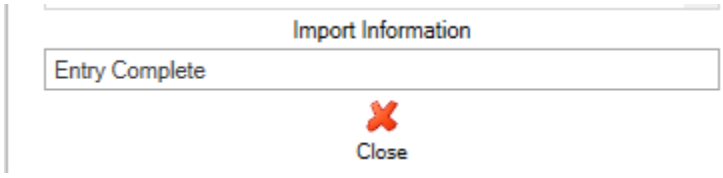
ii. If validation errors are found. The errors will appear on a taskpane on the right hand side of the screen and you will receive the message shown below. If you are okay with the errors and would like to proceed with the import Click **Yes**, otherwise click **No** and fix the errors

   1. Clicking on a row in the validation errors taskpane will drill you down right to the area where the error was found



   2. In this case the task number 12 does not exist
   3. Fix the errors
   4. Click **Import** again

iii. If the import is successful, you will see the following message



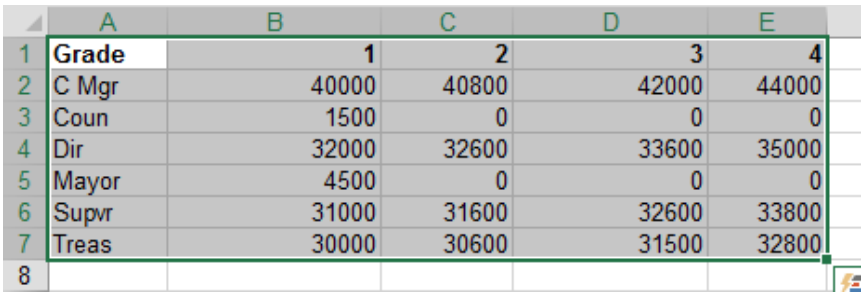
How to Update a Pay Schedule

This is used to update an existing pay schedule using miExcel

1. Enter or update your pay schedule in Excel
    a. Grades should be listed as the rows
    b. Steps should be the columns
    c. Amounts should be entered at the intersection of the two

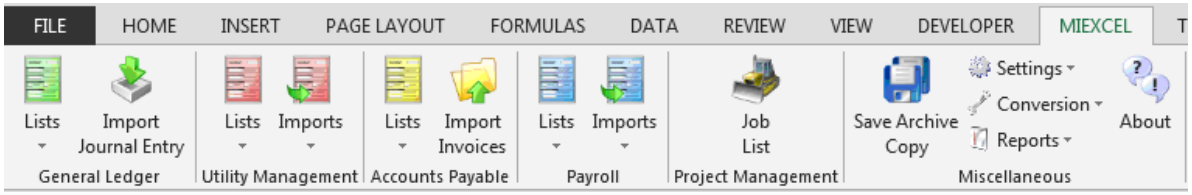
Grade	1	2	3	4
C Mgr	40000	40800	42000	44000
Coun	1500	0	0	0
Dir	32000	32600	33600	35000
Mayor	4500	0	0	0
Supvr	31000	31600	32600	33800
Treas	30000	30600	31500	32800

1. Highlight only what you want to import and a header row (if applicable)

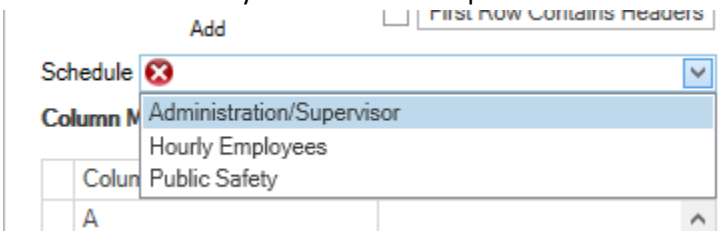


	A	B	C	D	E
1	Grade	1	2	3	4
2	C Mgr	40000	40800	42000	44000
3	Coun	1500	0	0	0
4	Dir	32000	32600	33600	35000
5	Mayor	4500	0	0	0
6	Supvr	31000	31600	32600	33800
7	Treas	30000	30600	31500	32800
8					

2. Open the Import Invoices Screen
    a. Click the MIEXCEL tab



    b. In the Payroll section select **Imports -> Update Pay Schedule**
    c. The import mapping grid will appear on the right hand side of the grid
        i. Select the schedule you would like to update from the **Schedule** drop down



        ii. If you selected a header row as shown in the example above. Check the box **First Row Contains Headers**. This will change the columns from the column letters to the column names you have specified

Column Mapping

Column	Caselle Element
Grade	None
1	None
2	None
3	None
4	None

iii. If you did not select a header row, do NOT check this box or the first row of your import will not be imported

Column Mapping

Column	Caselle Element
A	None
B	None
C	None
D	None
E	None

d. If you checked the box First Row Contains Headers the will become available at the bottom of the screen

Auto Map

iv. If you click this button the Caselle Element column will be filled in based on the column headers you have typed in matching the Caselle Element drop down closely. The results for this example are shown below. Note that some columns still need to be mapped as the auto map match was not close enough. This will be done in the next step

Column Mapping

Column	Caselle Element
Grade	Grade
1	1
2	2
3	3
4	4

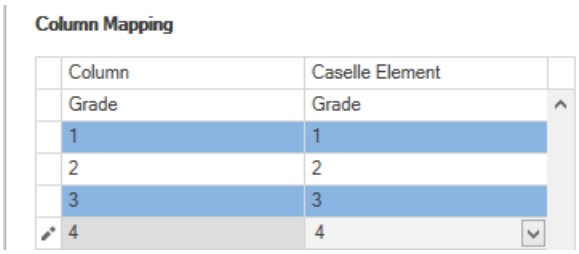
e. Map out any remaining columns by selecting the element from the drop down as shown below. For columns you do not want to import select **None**.

Column Mapping

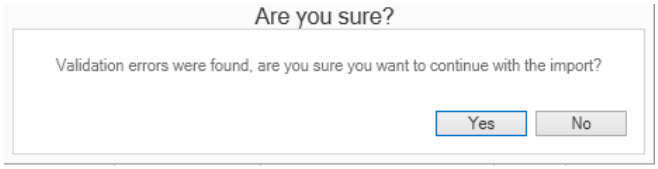
Column	Caselle Element
Grade	Grade
1	1
2	2
3	3
4	4

1
2
3
4
Grade
None

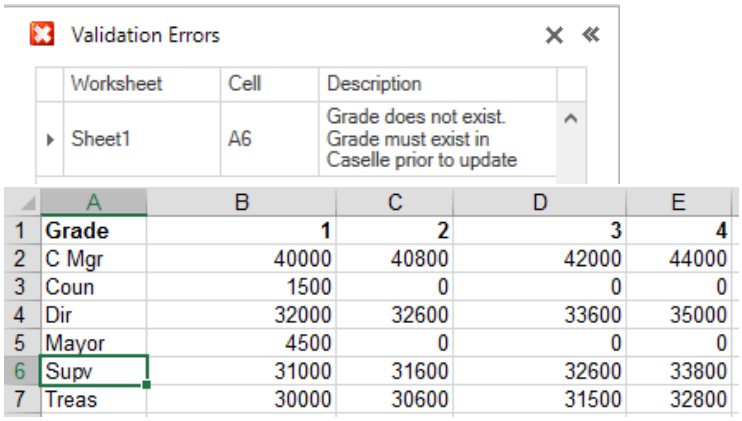
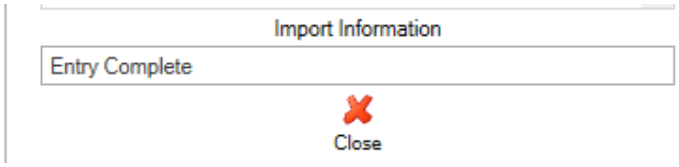
f. The completed import mapping for this example is shown below. In this case the auto mapping feature mapped everything correctly, but you always want to verify the results



g. Finally we need to fill out the bottom portion of the screen
   i. Select the **Created Date**. This is just used on the backend to note the day in which you did the update
h. We are ready to import. Click Import
   i. Validation will be run automatically and will check for things noted below
      1. Fields that cannot be parsed. Eg. You enter a word in the total hours column instead of a number
      2. Grades that don't exist
   ii. If validation errors are found. The errors will appear on a taskpane on the right hand side of the screen and you will receive the message shown below. If you are okay with the errors and would like to proceed with the import Click **Yes**, otherwise click **No** and fix the errors



      1. Clicking on a row in the validation errors taskpane will drill you down right to the area where the error was found



      2. In this case the grade Supv does not exist
      3. Fix the errors
      4. Click **Import** again
   iii. If the import is successful, you will see the following message