

USPIMPORT: What does each of the options do?

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IMPORT - USPS Import Programs
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 1. ATTEND   - Import Attendance data
 2. EXIT     - Exit program

Menu: IMPORT Option> _____
```

Location Code: Used if a job number is not supplied in the csv file to be uploaded. Only leave the Job # blank if not posting to UPDCAL (Attendance entries only).

```
ATTEND - Import Attendance Data

CSV import file           0228LEAVE.CSV
Error output file:       ATTERR.TXT
What does 'Location code' represent?

Processing: The location code on the CSV file may be used to determine the job
Post t      number to post the transaction to if a job number is not supplied.
Combin      The location code may contain either a Building IRN or Building/
Allow       Department code. If you are using the location code field, indicate
Pay ac      which code you are using in this field.
            I - Building IRN
            B - Building/Department code
            Leave blank if location code is not used.

Press any key

Import attendance transactions 1 of
```

Post to: used to pay an employee, not used for AB (absence) transactions.

```
ATTEND - Import Attendance Data

CSV import file          0228LEAVE.CSV
Error output file:      ATTERR.TXT
What does 'Location code' represent?  -

Processing Options:
  Post to UPDCAL Current, Future, None:  F
  Combine                               Help
  Allow neg C - Post applicable transactions into UPDCAL_CUR.
  Pay acco  F - Post applicable transactions into UPDCAL_FUT.
           N - No UPDCAL posting will take place. The 'Calc gross' parameter
           from the CSV file is ignored as well.

                               Press any key

Import attendance transactions 1 of
```

Combine AT Entries: Will combine attendance entries in UPDCAL if each transaction is identical except for the different dates.

```
ATTEND - Import Attendance Data

CSV import file          0228LEAVE.CSV
Error output file:      ATTERR.TXT
What does 'Location code' represent?  -

Processing Options:
  Post to UPDCAL Current, Future, None:  F
  Combine AT Entries:                    N
  Allow neg                               Help
  Pay acco Y - AT entries charged to UPDCAL will be combined for an employee
           if they have the same pay type and are being charged to the
           same account.
           N - AT entries will not be combined when posted to UPDCAL

                               Press any key

Import attendance transactions 1 of
```

Used for AB (absence) entries only. "Y" - will give a warning and post. "N" – Fatal error and will not post entry.

```
ATTEND - Import Attendance Data

CSV import file          0228LEAVE.CSV
Error output file:      ATTERR.TXT
What does 'Location code' represent?  -

Processing Options:
Post to UPDCAL Current, Future, None:  F
Combine AT Entries:      N
Allow negative leave balances?         N
Pay account Y - AB entries for Sick, Vacation and Personal Leave will be
            N - AB entries for Sick, Vacation and Personal Leave will NOT
            go negative. It will appear as a FATAL Error on report.
            Help
Press any key
```

Pay account to charge: When paying an employee, use "D" to use the employees pay account for the job number listed on the spreadsheet. Also, use "D" if the pay account is listed in the csv file, or use "A" when paying a sub to charge to the absent employees pay account using the sub object codes. A sub for ID (absent EE's SSN or EMP ID) is needed for option "A".

```
ATTEND - Import Attendance Data

CSV import file          0228LEAVE.CSV
Error output file:      ATTERR.TXT
What does 'Location code' represent?  -

Processing Options:
Post to UPDCAL Current, Future, None:  F
Combine AT Entries:      N
Allow negative leave balances?         N
Pay account to charge:  A  Certified object: 112  Classified object: 142
            Help
D - Pay account defined in PAYSCN for the job will be used.
A - Using the 'Sub for SSN', the regular employee's pay account(s)
   will be charged.
Press any key
```

If using USPIIMPORT to upload absence entries only from Employee Kiosk, AESOP, etc. the spreadsheet may look like this:

	A	B	C	D	E	F	G	H	I	J	K	L
1	REORD INDICATOR	EMPLOYEE ID	JOB NUMBER	LOCATION CODE	TRANSACTION DATE	TRANSACTION TYPE	TRANSACTION CATEGORY	LENGTH	UNIT	UNIT AMOUNT	APPOINTMENT TYPE	
2	AA	12345	1	55233	20180302	AB	VA	1	D		2	
3	AA	78945	1	48235	20180308	AB	SI	1	D		1	
4	AA	23457	1	84551	20180301	AB	SI	1	D		1	
5	AA	23457	1	84551	20180302	AB	SI	0.5	D		1	
6	AA	27894	1	84551	20180302	AB	SI	0.5	D		1	
7	AA	85697	1	46628	20180307	AB	PR	1	D		1	
8	AA	45789	1	27456	20180301	AB	SI	1	D		1	
9	AA	35698	1	27456	20180307	AB	PR	1	D		1	

If paying subs and are using the sub for ID, the spreadsheet may look like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	1-INDIC	EMPLOYEE_ID	3-JOB NO	4-BLDG IR	5-DATE	6-TRAN TY	7-TRAN C	8-LENGTH	9-UNIT TY	10-UNIT AMT	11-APPT TY	12-SUB ID	13-SUE	14-ACC	CALC	RETIRE_HOURS	PAY_TYPE	TAX	RETIRE	DESCRIPTION	ATTENDANCE_POSTING	
2	AA	JONES5678	2		20180222	AT	SB	1	D	115		SMITH1234				6.75	MIS	2	Y	20180222	Y	
3	AA	JONES5678	2		20180223	AT	SB	1	D	115		SMITH1234				6.75	MIS	2	Y	20180223	Y	
4	AA	JONES5678	2		20180223	AT	SB	1	D	115		SMITH1234				6.75	MIS	2	Y	20180223	Y	
5	AA	JONES5678	2		20180216	AT	SB	1	D	115		SMITH1234				6.75	MIS	2	Y	20180216	Y	
6	AA	JONES5678	2		20180221	AT	SB	1	D	115		SMITH1234				6.75	MIS	2	Y	20180221	Y	

If paying an employee and the pay account from the employees jobs are to be used, the csv file may look like this:

Indica	EE ID	Job No	IRN	Date	Tran Type	Tran Cata	Length	Unit	Amount	App type	Sub for ID	Sub category	Pay Acct	Gross	Retir hrs	Type	Tax	Retire	Descri	Attendance	Posting
AA,	000000123,	1,	,	20180220,	AB,	DO,	1,	D,	,	,	,	,	,	,	7.5,	REG,	2,	Y,	DOCK,	Y	
AA,	000000123,	1,	,	20180221,	AB,	DO,	1,	D,	,	,	,	,	,	,	7.5,	REG,	2,	Y,	DOCK,	Y	
AA,	000000123,	1,	,	20180222,	AB,	DO,	1,	D,	,	,	,	,	,	,	7.5,	REG,	2,	Y,	DOCK,	Y	
AA,	000000123,	1,	,	20180226,	AB,	DO,	1,	D,	,	,	,	,	,	,	7.5,	REG,	2,	Y,	DOCK,	Y	
AA,	000000123,	1,	,	20180227,	AB,	DO,	1,	D,	,	,	,	,	,	,	7.5,	REG,	2,	Y,	DOCK,	Y	
AA,	000000123,	1,	,	20180228,	AB,	DO,	1,	D,	,	,	,	,	,	,	7.5,	REG,	2,	Y,	DOCK,	Y	

If paying an employee and the pay account has been entered, the csv file may look like this:

Indica	EE ID	Job No	IRN	Date	Tran Type	Tran Cata	Length	Unit	Amount	App type	Sub for ID	Sub category	Pay Account	Gross	Retir hrs	Type	Tax	Retirement	Description	Attend
AA,	000000123,	1,	,	20180220,	AT,	AT,	1.5,	H,	20.25,	,	,	,	00128211440000000000000000000000,	,	1.5,	MIS,	2,	Y,	2/20/2018,	Y
AA,	000000123,	1,	,	20180221,	AT,	AT,	1.5,	H,	20.25,	,	,	,	00128211440000000000000000000000,	,	1.5,	MIS,	2,	Y,	2/21/2018,	Y
AA,	000000123,	1,	,	20180222,	AT,	AT,	1.5,	H,	20.25,	,	,	,	00128211440000000000000000000000,	,	1.5,	MIS,	2,	Y,	2/22/2018,	Y
AA,	000000123,	1,	,	20180226,	AT,	AT,	1.5,	H,	20.25,	,	,	,	00128211440000000000000000000000,	,	1.5,	MIS,	2,	Y,	2/26/2018,	Y
AA,	000000123,	1,	,	20180227,	AT,	AT,	1.5,	H,	20.25,	,	,	,	00128211440000000000000000000000,	,	1.5,	MIS,	2,	Y,	2/27/2018,	Y
AA,	000000123,	1,	,	20180228,	AT,	AT,	1.5,	H,	20.25,	,	,	,	00128211440000000000000000000000,	,	1.5,	MIS,	2,	Y,	2/28/2018,	Y