

Payroll USPIMPORT

Fixed File format = CSV – All columns must be present even if blank ('Optional' below means a value in the column is not required.)

REQUIRED FIELDS

File Layout:

Column A: Record Indicator (4) –
• Must = AA to include the row in the import

Column B: Employee ID (9)

Column C: Job Number (2)

Column D: Building IRN (6) Optional

Column E: Transaction Date (8) – YYYYMMDD

Column F: Transaction Type (2)
• AB = Absence
• AT = Attendance

Column G: Transaction Category (2)
• If Transaction Type= AT
a) AT = Attendance
b) SB = Substituting
• If Transaction Type= AB
a) CA = Calamity
b) DO = Dock
c) HO = Holiday
d) JD = Jury Duty
e) MI = Military
f) OT = Other
g) PL = Personal Leave
h) PR = Professional Leave
i) SI = Sick
j) UN = Unknown
k) VA = Vacation

Column H: Length/Hours (10 (+/-) 99999.999)

Column I: Tracking Unit (1)
• H = Hourly
• D = Daily

Column J: Unit Amount (9 (+/-) 9999.999) – Optional

Column K: Appointment Type (1) – Optional
• 1 = Certified
• 2 = Classified

Column L: Sub for ID (9) – Optional

Column M: Sub Attendance Category (2) – Optional

- District defined values

Column N: Pay Account (28) – Optional if regular pay account to be used

Column O: Calculated Gross (1) – Optional

Column P: Retire Hours (10)

Column Q: Pay Type (3)

- REG
- MIS
- OT

Column R: Tax Option (1) required for MIS pay type

- 1 = Supplemental with annuities applied to regular wages
- 2 = Taxed as part of Regular wages
- 3 = Supplemental with annuities applied to supplemental wages

Column S: Retirement Option (1) required for MIS pay type

- Y = Retirement is withheld from this payment
- N = Retirement is not withheld from this payment

Column T: Description (15) alpha numeric – only 6 characters used for pay stub

Column U: Attendance Posting (1)

- Y = Create an attendance screen transaction
- N = Do not post ATDSCN transaction

Column V: BRDDIS (1) – Only needed for MIS pay types for Misc. Info

- Y or blank = Post board amounts to this benefit account code
- N = Do not post board amounts to this benefit account code

Column W: LEVPRO (1) – Only needed for MIS pay types for Misc. Info

- Y or blank = Post leave amounts to this benefit account code
- N = Do not post leave amounts to this benefit account code

Column X: Effective Date (8) YYYYMMDD