Time Sheet Import and RUN Powered by ADP®

Processing Your Payroll

GTSG - V0418A

Contents

Time Sheet Import

Time Sheet Import is a feature that allows you to import data from your time and attendance system into RUN Powered by ADP® each payroll, saving you valuable time and reducing the risk of data entry errors. You can include imported payroll data in both regular and special payrolls.

We have time sheet import templates as well as a guide you can use to help walk you through the process.

To use this feature, **Time Sheet Import** must be selected on the Company > Features Overview page.

For information on how to set up Time Sheet Import, contact your Payroll Service team.

Choose an Employee Identifier

When you import data from your time and attendance system into RUN Powered by ADP®, the data is mapped to the correct employee using an employee identifier. You can choose to use one of the following identifiers:

- **Employee ID**, which is assigned by the payroll application
- **Employee Time Clock** ID, which is assigned by your time and attendance system

If you choose the Employee Time Clock ID, you need to assign the unique ID to each employee using the Employee Time Clock ID Entry page in the payroll application.

Assign Employee Time Clock IDs

Starting Point: Employees > Enter EE Time Clock IDs

If you add or change the Employee Time Clock ID while an import is in progress for the employee's pay frequency, the change won't be included until the next import.

1 Enter the employee's time clock ID in the **Clock ID** field.

The Clock ID field is displayed on both the Payroll Info page and the Employee Time Clock ID Entry page. If you enter or change the ID on one page it will be updated automatically on the other page.

2 Click **Save**.

Set Up Your Time Sheet Import File

Before you can import time and attendance data into the payroll application, you must configure your time and attendance system to output a properly formatted .csv file. The file specifications and record layout are included in the following sections.

Time Sheet Import Template

For your convenience, we have provided two .csv templates for you to customize. The template you choose is determined by the employee identifier you use:

- **Employee ID** - assigned automatically by the payroll application
- **Employee Time Clock ID** - assigned by your time and attendance system

You can access the templates after the feature has been activated for your company.

1 In the payroll application, go to **Help & Support**, and then open the **Payroll & HR** page.

2 Under Time Sheet Import, click the template you want to open the file.

We recommend that you include the pay frequency and pay period start and end dates in the filename, for example: Biweekly-08172013-08302013.csv

Data Resources for Set Up

RUN Powered by ADP® includes a number of reports that provide the data you need to set up your time sheet import file:

- **Department Numbers Report** - Lists all the departments set up for your company, if any.
- **Employee Codes Report** - Includes the employee information (such as employee code, pay frequency, and status) necessary to integrate data maintained in your time and attendance system.
- **Earnings Codes Report** - Lists all the earnings codes available in the payroll application, which can be included in the time sheet import file.

For details on how to run a report, see

File Specifications

The pay data file you import into the payroll application must meet the following specifications:

- The file must be in **.csv format** (comma delimited).
- The **file type must be .csv**.
- There are no specifications for the filename you use, but we recommend that you **include the pay frequency and pay period start and end dates in the filename**, for example: Biweekly-08172013-08302013.csv.
- The file can include **data for only one pay frequency**.
- The file **can include only active employees**. Employees with a status of Leave of Absence will be excluded from payroll processing. Employees with a status of Terminated before the pay period start date will also be excluded from payroll processing.
- If a number includes a decimal, you must **enter the decimal**.
- Include a **minus sign in front of negative numbers**.
- Client code (IID, or branch code+ADP Code), pay frequency, and the pay period start date and pay period end date must be the same on every row of the file.
- The file must **include rate codes only**, not rate values.
- The first row of the data file must contain a version number. The second row must contain the column heading. The third row and subsequent rows must contain time sheet data.

Time Sheet File Record Layout Using a Payroll Assigned Identifier

Header Record

Name	Description	Example	Data Type	Length	Required	File Position
File Identifier	Identifies the file as a valid Time Sheet Import file. This row must contain a version number.	##GENERIC## V1.0	Text	16	Y	Row 1 Field 1

Title Record

Name	Description	Example	Data Type	Length	Required	File Position
Company Code Label	Column Title	IID, or Branch Code+ADP Code	Alphanumeric	15	Y	Row 2 Field 1
Pay Frequency Label	Column Title	Pay Frequency	Alphanumeric	13	Y	Row 2 Field 2
Pay Period Start Date Label	Column Title	Pay Period Start Date	Alphanumeric	16	Y	Row 2 Field 3
Pay Period End Date Label	Column Title	Pay Period End Date	Alphanumeric	14	Y	Row 2 Field 4
Employee ID Label	Column Title	Employee ID	Alphanumeric	10	Y	Row 2 Field 5
Earnings Code Label	Column Title	Earnings Code	Alphanumeric	13	Y	Row 2 Field 6
Hours Label	Column Title	Pay Hours	Alphanumeric	9	Y	Row 2 Field 7
Dollars Label	Column Title	Dollars	Alphanumeric	7	Y	Row 2 Field 8
Separate Check Label	Column Title	Separate Check	Alphanumeric	14	Y	Row 2 Field 9
Worked In Dept Label	Column Title	Worked In Dept	Alphanumeric	17	Y	Row 2 Field 10
Rate Code Label	Column Title	Rate Code	Alphanumeric	9	Y	Row 2 Field 11

Detail Record

Name	Description	Example	Data Type	Length	Required	File Position
Company Code	A unique code used to identify the client.	RFCAV or 20026487	Text	10	Y	
Pay Frequency	Pay frequency for the employees included in the file. The file can include only one pay frequency.	W	Text	10	Y	B = Biweekly W = Weekly S = Semimonthly M = Monthly Q = Quarterly
Pay Period Start	The first date of the pay period included in the file.	02/14/2012	Date	10	Y	
Pay Period End	The end date of the pay period included in the file.	02/18/2012	Date	10	Y	
Employee ID	A unique code, assigned by the payroll application, used to identify the employee.	2	Text	15	Y	
Earnings Code	Earnings code associate with hours on record.	REG	Text	10	Y	* See the Earnings Codes report
Pay Hours	Total hours worked in pay period for earnings code.	80.00	Numeric	[11.2]	N	
Dollars	Total dollars paid in the pay period for earnings code.	2000.00	Numeric	[11.2]	N	
Separate Check	Separate check value.	0	Numeric	2	Y	0-9
Worked Department	Department where employee worked. Applicable only if departments are set up for company.		Numeric	6	N	* See the Department Numbers report
Rate Code	Pay rate that should be applied to the hours worked.	BASE	Text	10	Y	**BASE:** First pay rate defined for hourly employee **RATE_2:** Second pay rate defined for hourly employee **RATE_3:** Third pay rate defined for hourly

					employee
					RATE_4: Fourth pay rate defined for hourly employee
					RATE_5: Fifth pay rate defined for hourly employee
					HRLY4SLRY1: First hourly rate defined for salaried employee

* For more information about these reports, see Data Resources for Set Up on page 3.

Sample Data

Company code ABC must create a time sheet import file to pay two employees for the bi-weekly pay period starting on April 17, 2013.

Pay details for employee 001

- Payroll check, Department 100, 40 regular hours, $2000 bi-weekly salary amount
- Payroll check, Department 100, 4 overtime hours
- Payroll check, Department 100, 40 vacation hours

Pay details for employee 002

- Payroll check, Department 200, 80 regular hours, $2000 bi-weekly salary amount
- Separate check, Department 200, $2000 bonus amount

Here is an example of company code ABC's time sheet import file, including the header, title, and detail rows:

```
##GENERIC## V1.0
Branch Code/ADP Code, Pay Frequency, Pay Period Start Date, Pay period End Date, Employee Id,
R1ABC,B,08/17/2013,08/30/2013,001,REG,40.00,2000.00,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,001,OVT,4,,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,001,VAC,40.00,2000.00,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,002,REG,80.00,,0,200,BASE
R1ABC,B,08/17/2013,08/30/2013,002,BON,,2000.00,1,200,BASE
```

Time Sheet File Record Layout Using Your Own Assigned Identifier

Header Record

Name	Description	Example	Data Type	Length	Required	File Position
File Identifier	Identifies the file as a valid Time Sheet Import file. This row must contain a version number.	##GENERIC## V1.0	Text	16	Y	Row 1 Field 1

Title Record

Name	Description	Example	Data Type	Length	Required	File Position
Company Code Label	Column Title	IID, or Branch Code+ADP Code	Alphanumeric	15	Y	Row 2 Field 1
Pay Frequency Label	Column Title	Pay Frequency	Alphanumeric	13	Y	Row 2 Field 2
Pay Period Start Date Label	Column Title	Pay Period Start Date	Alphanumeric	16	Y	Row 2 Field 3
Pay Period End Date Label	Column Title	Pay Period End Date	Alphanumeric	14	Y	Row 2 Field 4
Employee Time Clock ID Label	Column Title	Employee Time Clock ID	Alphanumeric	22	Y	Row 2 Field 5
Earnings Code Label	Column Title	Earnings Code	Alphanumeric	13	Y	Row 2 Field 6
Hours Label	Column Title	Pay Hours	Alphanumeric	9	Y	Row 2 Field 7
Dollars Label	Column Title	Dollars	Alphanumeric	7	Y	Row 2 Field 8
Separate Check Label	Column Title	Separate Check	Alphanumeric	14	Y	Row 2 Field 9
Worked In Dept Label	Column Title	Worked In Dept	Alphanumeric	17	Y	Row 2 Field 10
Rate Code Label	Column Title	Rate Code	Alphanumeric	9	Y	Row 2 Field 11

Detail Record

Name	Description	Example	Data Type	Length	Required	File Position
Company Code	A unique code used to identify the client.	RFCAV or 20026487	Text	10	Y	
Pa Frequency	Pay frequency for the employees included in the file. The file can include only one pay frequency.	W	Text	10	Y	B = Biweekly W = Weekly S = Semimonthly M = Monthly Q = Quarterly
Pay Period Start	The first date of the pay period included in the file.	02/14/2012	Date	10	Y	
Pay Period End	The end date of the pay period included in the file.	02/18/2012	Date	10	Y	
Employee Time Clock ID	A unique code, assigned by your time and attendance system, used to identify the employee.	JSmith1	Text	15	Y	
Earnings Code	Earnings code associate with hours on record.	REG	Text	10	Y	* See the Earnings Codes report
Pay Hours	Total hours worked in pay period for earnings code.	80.00	Numeric	[11.2]	N	
Dollars	Total dollars paid in the pay period for earnings code.	2000.00	Numeric	[11.2]	N	
Separate Check	Separate check value.	0	Numeric	2	Y	0-9
Worked Department	Department where employee worked. Applicable only if departments are set up for company.		Numeric	6	N	* See the Department Numbers report
Rate Code	Pay rate that should be applied to the hours worked.	BASE	Text	10	Y	**BASE:** First pay rate defined for hourly employee **RATE_2:** Second pay rate defined for hourly employee

					RATE_3: Third pay rate defined for hourly employee
					RATE_4: Fourth pay rate defined for hourly employee
					RATE_5: Fifth pay rate defined for hourly employee
					HRLY4SLRY1: First hourly rate defined for salaried employee

* For more information about these reports, see Data Resources for Set Up on page 3.

Sample Data

Company code ABC must create a time sheet import file to pay two employees for the bi-weekly pay period starting on April 17, 2013.

Pay details for employee RSmith1

- Payroll check, Department 100, 40 regular hours, $2000 bi-weekly salary amount
- Payroll check, Department 100, 4 overtime hours
- Payroll check, Department 100, 40 vacation hours

Pay details for employee JPatel1

- Payroll check, Department 200, 80 regular hours, $2000 bi-weekly salary amount
- Separate check, Department 200, $2000 bonus amount

Here is an example of company code ABC's time sheet import file, including the header, title, and detail rows:

```
##GENERIC## V1.0
Branch Code/ADP Code,Pay Frequency,Pay Period Start Date,Pay period End Date,Employee Time Cl
R1ABC,B,08/17/2013,08/30/2013,RSmith1,REG,40.00,2000.00,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,RSmith1,OVT,4,,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,RSmith1,VAC,40.00,2000.00,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,JPatel1,REG,80.00,,0,200,BASE
R1ABC,B,08/17/2013,08/30/2013,JPatel1,BON,,2000.00,1,200,BASE
```

The Payroll Process

The following diagram provides an overview of the steps you will take to pay your employees with the payroll application using data imported from your time and attendance system.

Time & Attendance System

Step 1: Prepare employee data for payroll

ADP RUN

Step 6: Print paychecks, pay stubs, and direct deposit vouchers

Processing Your Payroll
with Timesheet Import and RUN Powered by ADP

Time & Attendance System

Step 2: Close the pay cycle and export pay data file

ADP RUN

Step 5: Run payroll reports

ADP RUN

Step 3: Perform employee maintenance

* Update employee information
* Hire employees and contractors
* Rehire and terminate employees

ADP RUN

Step 4: Import your pay data file and process your payroll

* Import pay data from your time and attendance system
* Fix pay data errors
* Enter payroll information

Perform Employee Maintenance

Before you process your payroll, you must update any employee information in the payroll application that has changed since the last payroll.

Update Employee and Contractor Information

To ensure that paychecks are accurate, make sure you update information for all employees and contractors before you process the payroll. For example, if an employee moves from one jurisdiction to another, the taxation rules for that new jurisdiction may impact the employee's paycheck. It's easier to change the jurisdiction before you process the payroll instead of tracking down and correcting any errors later. You should also complete the New Hire Wizard for any new employees or contractors that you want to include in the payroll.

Add Employees

The New Hire Wizard guides you through each of the pages that you need to complete to set up your employees successfully. For help on a particular field or page, click . The Help window includes help for the current page. To search for additional help, click the **Search** tab.

Starting Point: Employees > Add Employee

The steps to add the employee are displayed across the top of the page. The highlighted step shows you where you are in the process.

1 On each page, complete each of the required fields, and any additional fields as necessary for the employee.

2 When you complete a page, click **Next** to go to the next page.

Tip: If you need to take a break, click **Finish Later** in the bottom-right corner of the page. When you are ready to continue hiring the employee, click the next task in the **To Do** section on the Payroll Home page. The New Hire Wizard opens on the page where you left off.

How Do I Add a Contractor?

Before You Begin: This procedure describes how to add a contractor after you set up your company and employees and begin processing payrolls. If you are setting up the payroll application and have not yet set up your contractors, search for **Setting Up Employees and Contractors** in the online help.

The New Hire Wizard guides you through each of the pages that you need to complete to set up your contractors successfully. If you need help on a field,

click ❓. The Help window includes help for the current page. To search for additional help, click the **Search** tab.

Starting Point: Employees > Add Contractor

The steps to add the contractor are displayed across the top of the page. The highlighted step shows you where you are in the process.

1   On each page, complete each of the required fields, and any additional fields as necessary for the contractor.

2   When you complete a page, click Next to go to the next page.

Tip: If you need to take a break, click **Finish Later** in the bottom-right corner of the page. When you are ready to continue hiring the contractor, click the next task in the To Do area on the Payroll Home page. The New Hire Wizard opens on the page where you left off.

Rehire Employees

Important: To be sure that the employee's former earnings, deductions, and tax information are reactivated, follow these steps rather than using the New Hire Wizard to rehire an employee.

Starting Point: Employees > Directory

1 In the Status field, select **All** to include terminated employees in the list.

2 Click the employee you want to rehire.

3 In the left menu, click **Personal Information > Employment Info**.

4 To the right of the Termination Date field, click **Rehire**.

5 Click **OK** to confirm that you want to reactivate the earnings, deductions, and tax information.

   The Employee Status is automatically changed from Terminated to Active, and the Termination date is deleted.

6 In the **Hire Date** field, enter the date the employee was rehired.

7 Review the remaining fields and make any necessary changes.

8 Click **Save** to save your changes.

9 On each of the Employee pages, verify the employee's information--**especially taxes, deductions, and direct deposit information**--and make any necessary changes.

The employee will be included in the Payroll Worksheet, starting with the pay period that includes the rehire date.

Terminate Employees

Starting Point: Employees > Directory

1 Click the employee to open the Employee Info page.

2 In the left menu, click **Personal Information > Employment Info**.

3 In the **Employee Status** field, select **Terminated** as the employee's new status.

4 In the **Termination Date** field, enter the date of the employee's last day of work.

5 In the **Termination Reason** field, select the reason that best explains why the employee was terminated.

6 Click **Save** to save your changes.

Pay Your Employees and Contractors

The following tasks outline the process of paying your employees using the payroll application. Details are provided for each task.

- Import Time Sheet Data from My Time and Attendance System on page 15.
- Fix Errors in the Time Sheet Import File on page 16.
- Enter Payroll Information on page 17.

Import Time Sheet Data from My Time and Attendance System

Important: You can only import time sheet data for one pay frequency at a time. If there is already a file for the pay frequency that is Pending or Approved, you must finish importing that file before you can import another one. You can import multiple files only if each one is for a different pay frequency.

Starting Point: Home > Time Sheet Import

1 On the Time Sheet Import page, if your company has only one pay frequency, go to Step 3.

2 If your company has more than one pay frequency, select the pay frequency for the time sheet data you want to import from your time and attendance system.

3 On the Pay Data Import page, click **Browse**, and then locate the file you want to import**.**

4 Click **Import Pay Data**.

   If there are errors, the Pay Data Errors page is displayed. See Fix Errors in the Time Sheet Import File on page 16.

   If there are no errors or warnings, the Pay Data Approval page is displayed.

5 On the Pay Data Approval page, review the time sheet import data and verify that it is correct.

   The Regular Hours Payroll column lists any hours that were generated automatically or entered in the Payroll Worksheet.

   The Regular Hours Import column lists the hours that were imported from your time and attendance system.

   If you imported the wrong time sheet import file, click **Delete this Pay Data File** to delete the file and go back to the Pay Data Import page.

6 To combine the Regular Hours Imported and the Regular Hours Payroll for all employees, click **Combine Payroll and Import**.

   To use only the Regular Hours Imported and not the Regular Hours Payroll, click **Accept Import Only**.

7 Click **Approve** to open the Payroll Worksheet for this payroll.

The data displayed in the grid includes imported data, plus any data that was already entered for this payroll or that was generated automatically. If there are employees who are paid in this pay frequency but are not set up in your time and attendance system, they will be included in the Payroll Worksheet.

8 Make any necessary changes, and continue processing your payroll.

Fix Errors in the Time Sheet Import File

When you import your time sheet import file from your time and attendance system, you may encounter file and data errors on the Pay Data Errors page.

For some errors, you will have to import another time sheet import file or make configuration changes. For other errors, you may want to:

- **Fix the data in your time and attendance system**. If you need fix the error in your time and attendance system, you will need to re-create the file in that system and then import the new time sheet import file into the payroll application.
- **Fix the error in the payroll application**. You can cancel the import and fix the errors in the payroll application. When the errors are fixed, you can continue with the import where you left off.
- **Ignore the error and continue importing the time sheet import file**. If the error is for a specific employee, earning, or rate, you can ignore the error and continue. Depending on the error, you may be able to fix it for the payroll by entering or changing data in the Payroll Worksheet.

Important: If you make a change in the payroll application, make sure you make the same change in your time and attendance system.

Enter Payroll Information

After you import the time sheet import file from your time and attendance system and correct any import error, the Payroll Worksheet is displayed.

Active employees and contractors are listed in rows down the left side of their respective pages in the Worksheet. If you are entering payroll information for both employees and contractors, you must enter the employee information first. When you have completed all employee payroll entries, click **Next** to go to the contractor page of the Payroll Worksheet.

Earnings are listed in columns across the top of the Worksheet. There is a column representing each earning that is set up for the company on the Earnings and Deductions Info page. For contractors, there is a column representing each type of 1099 earning. The Payroll Worksheet is already filled in with the standard hours set up for employees on the Payroll Info page, and any data that you imported from your time and attendance system.

For each employee and contractor, review the amount or number of hours for each applicable earning and make changes as necessary.

For details on how to change an employee's taxes or deductions for this pay period only, set up a second check for an employee, or pay an employee who works in

more than one department or who has more than one pay rate, click 🛈 in the upper-right corner of the page.

Run Reports

Before You Begin: You must process at least one payroll before you can run most reports.

Starting Point: Reports

1 Click the name of the report you want to run.

2 The report is displayed using the default report parameters.

3 In the Report Parameters area, select the parameters you want to use to run the report, and then click **Refresh**.

4 Some reports include blue links that you can click to display additional report information. For example, the Payroll Summary report lists a summary of the employer tax and deductions totals, which are listed by check date. To see detail amounts for a specific employee, click **Check Date** in the Summary report to open the detailed report for that employee.

5 To print the report, click **Print Report** in the bottom-left corner of the report page. To export the report, click **Export to Excel** in the bottom-left corner of the report page.

6 When you're done, click **Close** to close the report and go back to the Reports Home page.

Printing Paychecks

After you process your payroll, you can print the paychecks. You can also print vouchers for any employees or contractors who have some or all of their net pay deposited directly to a bank or a financial institution such as a credit union.

For more information on printing paychecks, pay stubs, or pay vouchers, search for **How Do I Print Paychecks?**, **How Do I Print Pay Stubs?**, or **How Do I Print Direct Deposit Vouchers?** in the online help.

Print Paychecks

This topic applies only if you print your own paychecks.

Before You Begin: Load your check stock and, if necessary, print a test check. For more information, search for **How Do I Print a Test Check?** In the online help.

The process for printing checks and vouchers varies a bit depending on the browser you are using. For details, search for **Requirements for Printing Checks and Vouchers** in the online help.

Starting Point: Home > Checks

1 At the top of the page, verify the Date and the Pay Frequency of the payroll.

2 In the **Check Stock Type** field, select the check stock type you use for checks.

3 To see a sample of the options available, click **View Types**.

4 In the **Next Check Number** field, enter the number of the first check you are printing for this pay period. If you are using pre-printed check stock, enter the number of the first check.

5 Depending on your browser, verify that the option selected in the **Printer or Check Alignment** field is correct.

6 Select the check box for each of the checks you want to print. Checks are listed alphabetically by the employee's or contractor's name. You can only select checks with a status of Ready in the Status column on the grid.

7 To print all the paychecks in your payroll that are ready for printing, select the check box at the top of the check box column in the grid.

8 At the bottom of the page, click **Create PDF to Print**. In the Print window, click **Print** to print your checks and then close the window.

9 If you have checks to print for another payroll, click **Next** to go to the Print Checks page.

10 If you don't want to print any more checks, click **Cancel** to go back to the Payroll Home page.

Print Direct Deposit Vouchers

This topic applies only if you print your own paychecks.

The process for printing checks and vouchers varies a bit depending on the browser you are using. For details, search for **Browser Requirements for Printing Checks and Vouchers** in the online help.

Starting Point: Home > Direct Deposit Vouchers

1 Select the Check Stock Type you are using.

2 Verify that the option selected in the Voucher Alignment field is correct.

3 Verify the date and the pay frequency of the payroll at the top of the page.

4 Select the check box for each of the direct deposit vouchers you want to print.

   Note: Vouchers are listed alphabetically by employee last name. To print all the vouchers that are ready for printing, select the check box at the top of the column in the grid. The check box is not available for any voucher that has already been printed.

5 At the bottom of the page, click **Create PDF to Print**. In the Print window, click **Print** to print your checks and then close the window.

6 A single direct deposit voucher is printed for employees and contractors who deposit all of their pay into a single account in a bank or other financial institution. A single direct deposit voucher is also printed for employees and contractors whose pay is distributed among multiple direct deposit accounts. All direct deposit distributions for the employee or contractor are shown on the single voucher.

   Important: A direct deposit voucher is not available for employees and contractors who deposit some of their pay and who receive the remainder as a check. When you print the check for these employees and contractors, the direct deposit information is listed on the pay stub for the check.

7 When all the direct deposit vouchers you selected have printed, click **Next** to display another pay frequency with the same check date. If your payroll does not include another pay frequency, direct deposit voucher information for your next payroll is displayed and vouchers are available for printing. When all direct deposit vouchers have been printed, click **Cancel** to go back to the Payroll Home page.

Move the Pay Cycle to the Next Pay Period

After you verify that your paychecks are accurate, move the pay cycle to the next pay period in your time and attendance system.

Appendix: Understanding Time Sheet Import Errors

The following chart provides information on how to fix the errors you might encounter when you import time sheet import files. Errors are listed in the order of the error number, for example 34612.

Information that changes depending on the message, such as a company code, pay frequency, or employee identifier is represented using the %% symbol.

Message	What to Do Next
35015: We noticed that your pay data import file doesn't include a company code. Please select a different file.	Make sure you selected the correct file or update the company code in your time and attendance system, and then import the file again.
35096: We noticed the pay data import file you selected includes more than one company code. Only one company code can be imported at a time.	Update your time and attendance system to include only one company code, and then import the file again.
34608: This file type isn't valid. Make sure you select the file type that you exported from your time and attendance system...	If you continue to get this error, contact your Payroll Service team.
34609: It looks like the company code, %%1, in your pay data import file isn't correct. Try selecting a different file, or if you selected the correct file, try updating the data in your time and attendance system with the correct company code. Then, import the file again.	If you continue to get this error, contact your Payroll Service team.
34610: Your pay data import file includes data for more than one company code. We didn't import data for company code (%%1).	We imported data only for the company code that matches the current company in your payroll application. We didn't import data for company code (%%1).
34611: It looks like the pay frequency (%%1) in your pay data import file doesn't match the pay frequency of this payroll. Make sure you selected the correct time sheet file for this pay frequency.	If this is the correct file, then check the Pay Frequency page from the Company tab and add the correct pay frequency, if needed. If you continue to get this error, contact your Payroll Service team.
34612: The pay period start and end dates (%%1 - %%2) in payroll don't match the pay period start and end dates (%%3 - %%4) in your time and attendance system for this payroll. Make sure you imported the current pay data import file or correct the pay periods dates in time and attendance. We will use (%%3-%%4) for this payroll.	Make sure you imported the current pay data import file or correct the pay periods dates in time and attendance. We will use (%%3-%%4) for this payroll.

Message	What to Do Next
34613: It looks like your pay data import file contains an employee (%%1) that does not exist in your payroll. Pay data was not imported for this employee.	To pay this employee, verify you have the correct employee number or try hiring the employee in the payroll application and entering the hours in the Payroll Worksheet
34614: We noticed that the employee's hire date (%%1) is after the period end date (%%2) for the current payroll. Pay data was not imported for this employee. To include this employee's pay data, change the hire date in payroll and reimport the pay data	To pay this employee, change the hire date on the Payroll Info page.
34616: There aren't any employees that match the pay frequency (%%1) in this pay data file. Make sure you have the correct file or make any needed changes to your employees' pay frequency on the Payroll Info page and import the pay data file again.	If you still get this error, contact your Payroll Service team.
34617: This employee's pay frequency %%1 doesn't match the pay frequency %%2 in the time sheet file, and we couldn't import this employee's time. Try changing the employee's pay frequency in payroll and, if necessary, adjust the pay rate. Then, enter the employee's hours in the Payroll Worksheet.	For the next payroll, make sure the pay frequency on the Payroll Info page matches the pay group in your time and attendance system.
35102: We couldn't import this employee's time because the employee's status is Leave of Absence in payroll.	Try changing the status to Active in the payroll application on the Employment Info page. Then, enter the employee's hours in the Payroll Worksheet.
35105: It looks like this employee has time included in the pay data file, but has a Terminated status in payroll. If the employee's termination date is after the start date of the next payroll, then time will be imported for this employee	If pay data wasn't imported and you want to pay the employee, try changing the termination date on the Employment Info page so it is during or after the pay period dates, and update the employee's hours in the Payroll Worksheet. If you don't want to pay the employee, then delete the pay data in the Payroll Worksheet.
34622: It looks like the earnings code %%1 isn't correct and we couldn't import pay data for this earning.	Contact your Payroll Service team for assistance with this earning.
34623: It looks like the earnings code %%1 isn't active in the payroll application, and the pay data can't be imported. Can you change %%1 to an active earning code?	Make sure the earning is set up and active for the company on the Company Earnings and Deductions page, and enter pay data for the employee in the Payroll Worksheet.

Message	What to Do Next
34624: We couldn't import hours for this earning. It looks like the %%1 earning isn't valid for this employee, because the payroll application supports an amount, not hours, for this earning	Try updating the earning on the Company Earnings and Deductions page in the payroll application, or contact your Payroll Service team.
34625: We couldn't import the amount for this earning. It looks like the %%1 earning isn't valid for this employee because the payroll application supports hours, not an amount, for this earning.	Try updating the earning on the Company Earnings and Deductions page in the payroll application, or contact your Payroll Service team.
34626: It looks like department %%1 isn't valid and we couldn't import pay data for this department.	Try setting up the department in RUN and assigning it to the employee. Then, manually add the department to your time and attendance system.
34631: This file type is not valid. Try saving it as a valid file type or try selecting a different file.	If you continue to get this error, contact your Payroll Service team.
34636: We couldn't import pay data for this earning because the %%1 earning is used for employees and not for contractors.	To pay the contractor in the current payroll, enter pay data in the Payroll Worksheet. For the next payroll, assign a different earnings code in the time card, or contact your Payroll Service team to set up a new earnings code.
34637: We couldn't import pay data for this earning because the %%1 earning is used for contractors and not for employees.	To pay the employee in the current payroll, enter pay data in the Payroll Worksheet. For the next payroll, assign a different earnings code in the time card, or contact your Payroll Service team to set up a new earnings code.
34638: It looks like you don't have the correct number of hours for this earning and the hours weren't imported. The %%1 hours earning must be from %%2 to %%3.	Try entering the correct number of hours in the Payroll Worksheet. You can also correct the earnings hours in your time and attendance system, regenerate the time sheet import file, and import it into the payroll application again.
34639: It looks like the %%1 earnings amount isn't correct and it wasn't imported. The %%1 earnings amount must be from %%2 to %%3.	Try entering the correct amount for the earning in the Payroll Worksheet. You can also correct the earnings hours in your time and attendance system, regenerate the time sheet import file, and import it into the payroll application again.
34640: We couldn't import pay data for the separate check %%1.	Try creating an additional check for the employee in the Payroll Worksheet. You can enter up to nine additional checks for an employee in the payroll application.
34656: We couldn't import pay data for the rate code %%1.	Contact your Payroll Service team for assistance with this error.

Message	What to Do Next
34680: We couldn't import pay data for the %%1 rate %%2. To pay the employee, enter the correct rate in the Payroll Worksheet.	For the next payroll, enter the rate on the Payroll Info page in the payroll application. If you need to correct the rate configuration in your time and attendance system, contact your Payroll Service team.