

HOW TO IMPORT TIMESHEET DATA

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Note: In order to use this feature, you must purchase and enable Payroll Mate Option #3 (Additional Companies & Employees + Timesheet Import + Department Support)

Prepare your CSV file to include the following data: Social Security Number, First Name, Last Name and Per Hour Income Categories. If you have custom income categories, you will create a column for each income category used for payroll processing. Any employee imported from the CSV file will be included in the paycheck processing (including non-hourly).

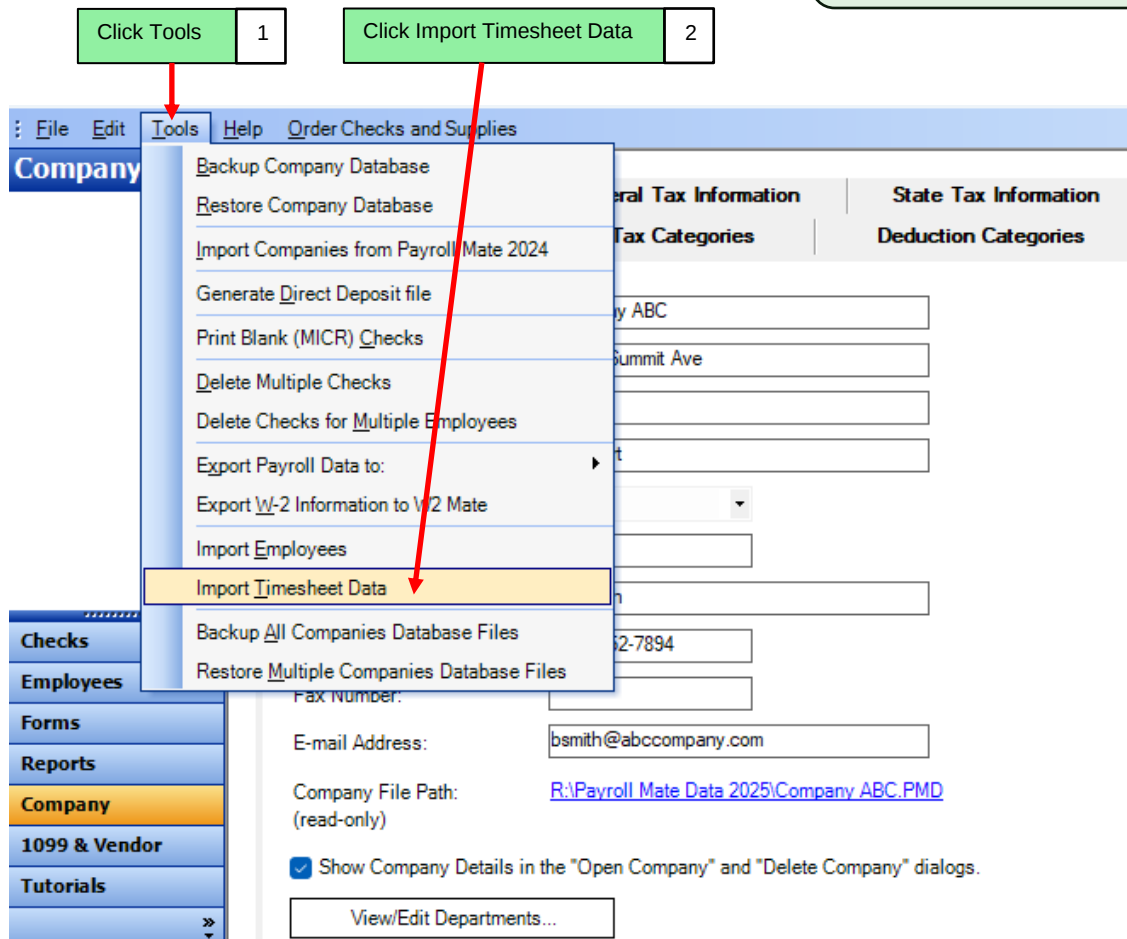
CSV file example:

	A	B	C	D	E
1	SSN	First Name	Last Name	Regular Hours	Overtime Hours
2	111-11-1010	Jamie	Smith	40	2
3	111-11-1011	Dennis	Potter	38	0
4	111-11-1012	Joe	Andrews	25	0
5	111-11-1013	Cynthia	Lopez	12	0
6	111-11-1014	China	West	40	4.5
7	111-11-1015	Robert	Ford	40	2.25
8	111-11-1016	Tammy	Wilson	38	0
9	111-11-1017	Wendy	Fitzgerald	40	1.8

Make sure you have the correct company open inside Payroll Mate.

1. Click **Tools**
2. Click **Import Timesheet Data**

NOTE: If you are importing Timesheet Data for employees that are NOT in your company yet, you must add the employees in Payroll Mate first.



3. **Read the Information** provided regarding importing
4. **Click Step (1)** Click here to Load the Timesheet CSV file

Read the Information 3

Import Timesheet Data

(1) The input file is expected to be in the CSV (Comma Separated) format.

(2) The first row in the file is expected to include header information and NOT data.

(3) The input file should not include more than one row per employee.

(4) Any row that doesn't match an existing "Active" employee (in the currently open company) will NOT import.

(5) Row Matching is done based on the employee's SSN OR the combination of the Employee's (First Name and Last Name).

(6) You can't have multiple employees with the exact same name (first name and last name).

(7) The number of hours should be in Decimal format. For example: enter 7.25 for 7 hours and 15 minutes.

Step (1) Click here to Load the Timesheet CSV file...

Help Online ...

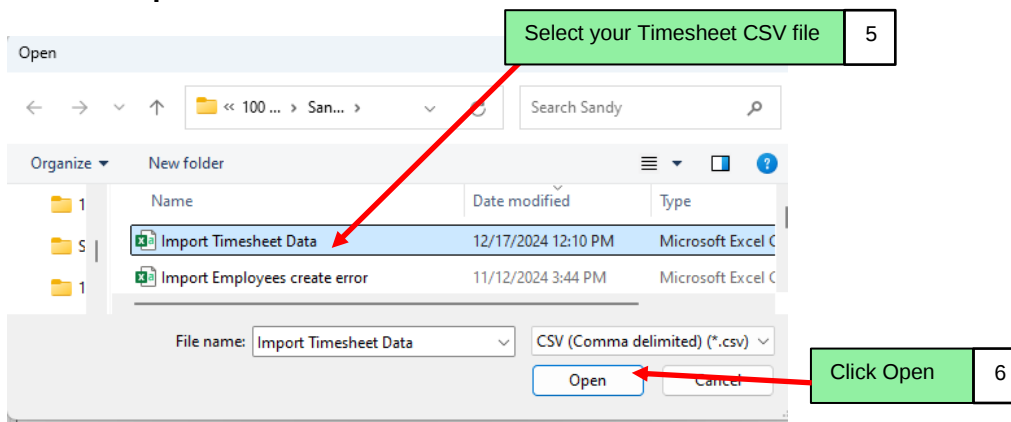
Click Step (1) Click here to Load the Timesheet CSV file 4

Step (2) Click here to Import the Timesheet Entries into Payroll Mate

Close

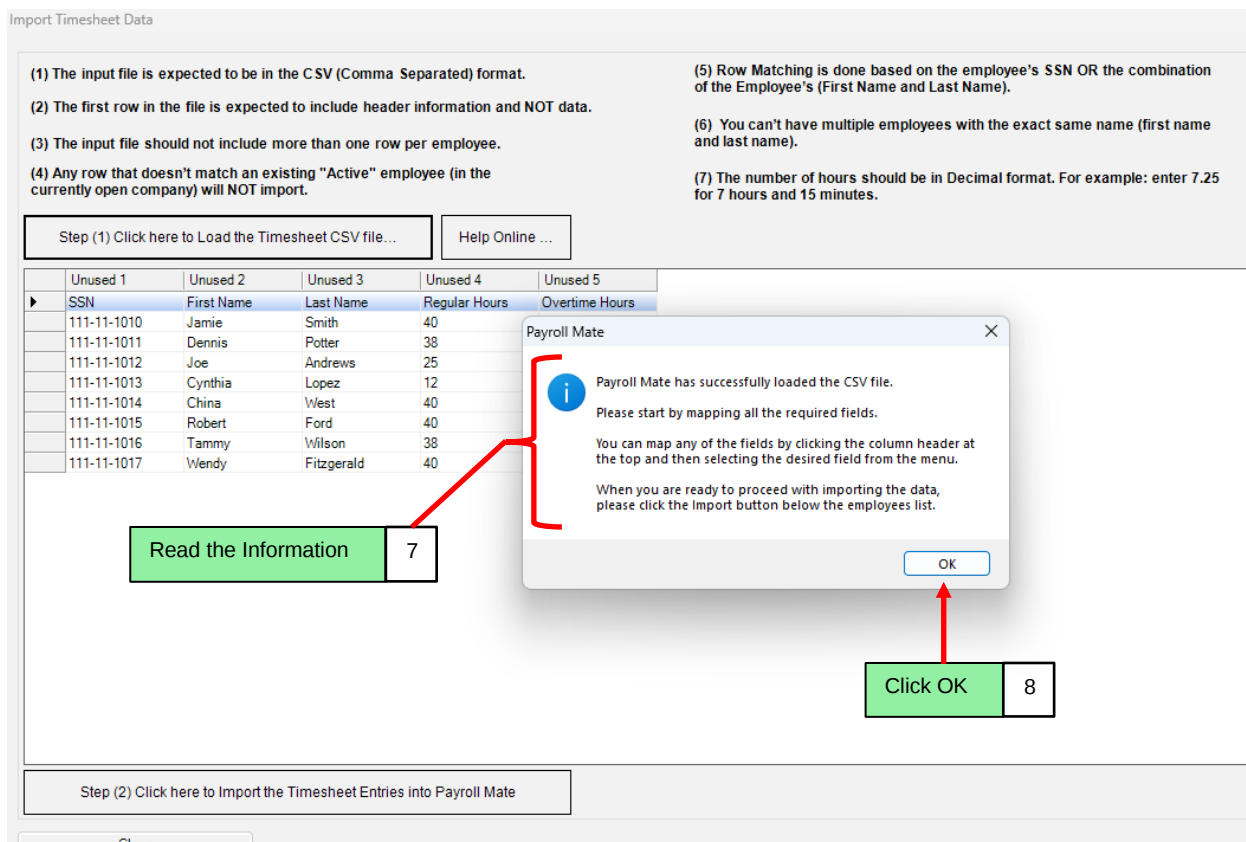
Click Help Online for additional help/tutorials if needed.

5. **Select your Timesheet CSV file**
6. **Click Open**



Note: The first row of the CSV is expected to include header information and NOT data. The header should contain names corresponding to the fields (columns) in the file and should contain the same number of fields (columns) as the records in the rest of the CSV file.

7. **Read the Information**
8. **Click OK**



9. Map each column

Import Timesheet Data

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(7) The number of hours should be in Decimal format. For example: enter 7.2 for 7 hours and 15 minutes.

Step (1) Click here to Load the Timesheet CSV file... [Help Online ...](#)

Unused 1	Unused 2	Unused 3	Unused 4	Unused 5
SSN	First Name	Last Name	Regular Hours	Overtime Hours
111-11-1010	Jamie	Smith	40	2
111-11-1011	Dennis	Potter	38	0
111-11-1012	Joe	Andrews	25	0
111-11-1013	Cynthia	Lopez	12	0
111-11-1014	China	West	40	4.5
111-11-1015	Robert	Ford	40	2.25
111-11-1016	Tammy	Wilson	38	0
111-11-1017	Wendy	Fitzgerald	40	1.8

Map each column

9

When mapping your columns, click the word "Unused #" for each column and select the correct column data description.

Unused 1	Unused 2	Unused 3	Unused 4	Unused 5
SSN	SSN(###-##-#### or #####)		ar Hours	Overtime Hours
111-11-11	First Name(Max 50 characters)			5.25
111-11-11	Last Name(Max 50 characters)			2
111-11-11				0
111-11-11	Hours for			0
111-11-11				0
111-11-11	Unused			4.5
111-11-1111	Robert	Ford	40	2.25
111-11-1111	Tammy	Wilson	38	0
111-11-1111	Wendy	Fitzgerald	40	1.8

10. Click Step (2) to Import the employee data

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Step (1) Click here to Load the Timesheet CSV file...

Help Online ...

SSN	First Name	Last Name	Regular Hourly Pa	Overtime Hourly P
111-11-1010	Jamie	Smith	40.00	2.00
111-11-1011	Dennis	Potter	38.00	0.00
111-11-1012	Joe	Andrews	25.00	0.00
111-11-1013	Cynthia	Lopez	12.00	0.00
111-11-1014	China	West	40.00	4.50
111-11-1015	Robert	Ford	40.00	2.25
111-11-1016	Tammy	Wilson	38.00	0.00
111-11-1017	Wendy	Fitzgerald	40.00	1.80

Click Step (2)

10

Step (2) Click here to Import the Timesheet Entries into Payroll Mate

Close

If no errors are found during import, continue to step 11

If errors are found during import, continue to step 17

11. If there are no errors in your CSV file, **you will be taken to the first check to create**

11a. Total number of employee checks to be created will be shown here

12. Click **Create Check and Go to Next Employee**

Verify Begin Date, End Date, Pay Date and Check #

Edits to payroll check can be made here as needed (including edits to rates, hours, tax, deductions, etc.) Pay special attention to employee(s) with non-hourly income (salary, bonus, per piece, etc.)

If there are no errors you will be taken to the first check

11

Check Details

General Information

Pay Frequency: Weekly (52 Pay Periods)

Employee:

Begin Date:

Check #:

Pay Date:

End Date:

Recalculate

Income Details

Income:	Rate:	Type:	Quantity:	Amount:	YTD:
Regular Hourly Pay	28.0000	Per Hour	40.00	1120.00	1120.00
Overtime Hourly Pay	35.0000	Per Hour	2.00	70.00	70.00

Vacation / Sick Hours

	Amount:	YTD:
Vac. hours earned	0.00	0.00
Vac. hours used	0.00	0.00
Sick hours earned	0.00	0.00
Sick hours used	0.00	0.00

[Learn how to rollover hours from last year](#)

Tax Details

Tax:	Amount:	YTD:
Federal Income Tax	104.90	104.90
Social Security (Employee)	73.78	73.78
Medicare (Employee)	17.26	17.26
State Income Tax	58.91	58.91
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
My own tax category	630.00	630.00

Deduction Details

Deduction:	Amount:	YTD:
Social Security (Employer)	73.78	73.78
Medicare (Employer)	17.26	17.26
Fed Unemployment (Employer)	7.14	7.14
State Unemployment (Employer)	17.85	17.85
State Disability Insurance (Employer)	0.00	0.00
Personal Exemption	100.00	100.00

Other Optional Details

	Amount:	YTD:
Hours Worked	0.00	.00
Weeks Worked	0.00	.00

Check Summary

	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
This Check:	1190.00	884.85	0.00	305.15
YTD:	1190.00	884.85	0.00	305.15

MEMO:

Create Check & Go to Next Employee

Skip Employee

Quit Creating Checks

Employee 1 of 8

Click Create Check & Go to Next Employee

12

Total # of employee checks listed here

11a

Click Skip Employee to skip this employee and not create a paycheck
Click Quit Creating Checks to cancel creating checks

13. Once all the checks are created, the **total number of checks created will be shown**

14. Click **OK**

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Step (1) Click here to Load the Timesheet CSV file...

Help Online ...

	SSN	First Name	Last Name	Regular Hourly Pa	Overtime Hourly P
▶	SSN	First Name	Last Name	Regular Hours	Overtime Hours
	111-11-1010	Jamie	Smith	40.00	2.00
	111-11-1011	Dennis	Potter	38.00	0.00
	111-11-1012	Joe	Andrews	25.00	0.00
	111-11-1013	Cynthia	Lopez	12.00	0.00
	111-11-1014	China	West	40.00	4.50
	111-11-1015	Robert	Ford	40.00	2.25
	111-11-1016	Tammy	Wilson	38.00	0.00
	111-11-1017	Wendy	Fitzgerald	40.00	1.80

Total number of checks created will be shown

13

Payroll Mate

Number of checks created: 8

OK

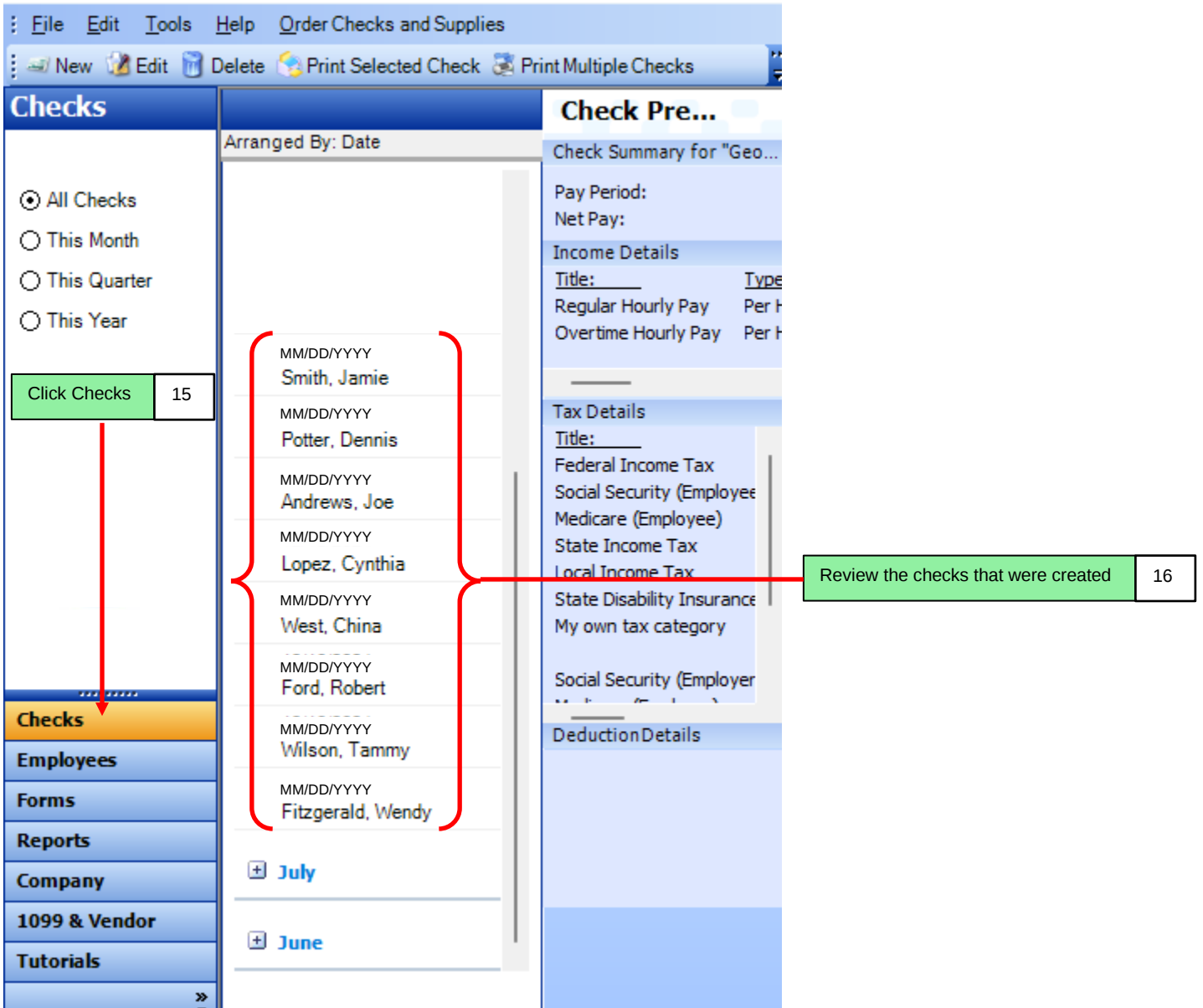
Click OK

14

Step (2) Click here to Import the Timesheet Entries into Payroll Mate

Close

15. Click **Checks**
16. Review the checks that were created



The screenshot shows the Payroll Mate application window. The left sidebar contains a 'Checks' button highlighted in green, with a red arrow pointing to the 'Checks' tab in the main window. The main window is divided into three panes. The left pane shows a list of employees with their names and dates (MM/DD/YYYY). A red bracket highlights the following employees: Smith, Jamie; Potter, Dennis; Andrews, Joe; Lopez, Cynthia; West, China; Ford, Robert; Wilson, Tammy; and Fitzgerald, Wendy. The right pane shows the 'Check Pre...' summary for 'Geo...'. It includes sections for 'Pay Period: Net Pay:', 'Income Details' (with Title and Type columns), 'Tax Details' (with Title and Type columns), and 'DeductionDetails'. A callout box on the right, labeled 'Review the checks that were created' with the number '16', is connected to the employee list by a red line.

Employee	Date
Smith, Jamie	MM/DD/YYYY
Potter, Dennis	MM/DD/YYYY
Andrews, Joe	MM/DD/YYYY
Lopez, Cynthia	MM/DD/YYYY
West, China	MM/DD/YYYY
Ford, Robert	MM/DD/YYYY
Wilson, Tammy	MM/DD/YYYY
Fitzgerald, Wendy	MM/DD/YYYY

17. If there are errors found when importing your CSV file, you will receive a message

18. Click **No** to cancel the import

If there are errors, you will receive this message

17

Import Timesheet Data

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Step (1) Click here to Load the Timesheet CSV file...

Help Online ...

SSN	First Name	Last Name	Regular Hourly Pa	Overtime Hourly P
SSN	First Name	Last Name	Regular Hours	Overtime Hours
111-11-2011	Jamie	Smith	40.00	2.00
111-11-1011	Dennis	Potter	38.00	0.00
111-11-1012	Joe	Andrews	25.00	0.00
111-11-1013	Cynthia	Lopez	12	
111-11-1014	China	West	40	
111-11-1015	Robert	Ford	40	
111-11-1016	Tammy	Wilson	38	
111-11-1017	Wendy	Fitzgerald	40	
555-55-5555	Debbie	Johnson	25	

Payroll Mate

! The rows marked in red won't import properly as they don't match any of the Active employees in the currently opened company. Would you like to continue without importing these rows?

Yes No

Step (2) Click here to Import the Timesheet Entries into Payroll Mate

Close

Click No, to cancel the import

18

19. A message will show the employee(s) with errors
20. Click OK

A message will show the employee(s) with errors

19

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Step (1) Click here to Load the Timesheet CSV file. [Help Online](#)

SSN	First Name	Last Name
111-11-2011	Jamie	Smith
111-11-1011	Dennis	Potter
111-11-1012	Joe	Andrew
111-11-1013	Cynthia	Lopez
111-11-1014	China	West
111-11-1015	Robert	Ford
111-11-1016	Tammy	Wilson
111-11-1017	Wendy	Fitzger
555-55-5555	Debbie	Johnson

Attention

The employees listed below don't match any of the active employees in this company:

[555-55-5555] Debbie Johnson

Click OK 20

OK

Step (2) Click here to Import the Timesheet Entries into Payroll Mate

Close

21. Another message will appear

22. Click **Yes**

23. Click **Close**

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Step (1) Click here to Load the Timesheet CSV file... Help Online ...

SSN	First Name	Last Name	Regular Hourly Pa	Overtime Hourly P
SSN	First Name	Last Name	Regular Hours	Overtime Hours
111-11-2011	Jamie	Smith	40.00	2.00
111-11-1011	Dennis	Potter	38.00	0.00
111-11-1012	Joe	Andrews	25.00	0.00
111-11-1013	Cynthia	Lopez	12.00	0.00
111-11-1014	China	West	40.00	0.00
111-11-1015	Robert	Ford	40.00	0.00
111-11-1016	Tammy	Wilson	38.00	0.00
111-11-1017	Wendy	Fitzgerald	40.00	0.00
555-55-5555	Debbie	Johnson	25.00	0.00

Another message will appear 21

Payroll Mate

Are you sure you want to close this window before completing the import process?

Yes No

Click Yes 22

Click Close 23

Step (2) Click here to Import the Timesheet Entries into Payroll Mate

Close

Note: Make corrections to your CSV file and attempt the import of the timesheet data again

Things to consider

- Any employee imported with a Valid SSN/Incorrect Name – Payroll Mate will create the check based on SSN of employee already inside Payroll Mate.
- Any employee imported with an Invalid SSN/Correct Name – Payroll Mate will create the check based on employee name already inside Payroll Mate.
- Duplicate employee listed in CSV – 2 paychecks will be created by Payroll Mate.