Importing Job Costing Information – Pay Employees

The **Select Payrun** screen, in the **Pay Employees** area, displays current and future payruns that users can access in order to process their company's payroll.

Clients who are configured with **Job Costing** (including labor codes), are able to download a template that, when populated and imported back into the paygrid, the hours and amounts will map to the appropriate labor codes in the paygrid.

Note: Clients must have the Job Costing service and labor codes configured in order to utilize this feature. If you wish to add Job Costing functionality, please contact your Paycor specialist.

Then, follow the steps below in order to import job costing information:

- Download and populate the "Point of Sales Pay Import" template from the Paycor system.
- In the Pay Employees area on the Select Payrun screen, locate the appropriate payrun, and click Begin
- On the **Import Pay** screen, drag the file into the screen, or click **browse**, then highlight the file(s) to be imported and click **Open**.
 - If the files to be uploaded do not match the predetermined payrun dates, a warning will appear.
 - To add additional files, click **browse** again and repeat steps 1-2.
- Glick Next and review the File Totals, Imported Totals, and Difference.
- Review the Warnings and Errors area. If many fixes are required, click the button to download a file that you can reference.
 - To delete the uploaded file(s), click the trash can icon ¹ Delete
- ⁵ To proceed with importing the file, click ^{Finish}. Make any additional changes to the employees, then click "Review Payrun" to continue the payrun process. For further instruction, please reference the job aid **Reviewing a Payrun**.
 - Note: Any data imported will append to data that may already exist in the paygrid. You may setup to have "Regular" earning code data overwrite existing data from the Advanced Settings menu for the earning under Configure Company.

| - X (| Dut | | | | | | | | | | | · ··································· | AutoSum A | 0 |
|--------|---|----------------------------------|---|--|--|--|--|--|--|--|--|--|--|--|
| | Copy * | Calibri | * 11 * | A* A* = = | 🗞 🔹 🛼 Mrap Te | ext General | Ŧ | 🧞 🐺 🖪 | ormal Bad | Good | · • | · 陀 🗊 🏅 | Fill- | |
| | Format Paint | BI | <u>u</u> - 🗄 - 💩 - | A • = = = | 🕶 💿 🛱 Merge 8 | & Center - \$ - % | | | eutral Calo | ulation Check | Cell Inser | t Delete Format | Sort & F | |
| | | | | | | | | natting * Table * | | | · | | Filter + 3 | elect * |
| Clipb | oard | 6 | Font | 5 | Alignment | rs Nu | mber 5 | | Styles | | | Cells | Editing | |
| | | × ✓ | f _N | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| А | В | c | D | E | F | G | н | I | J | к | L | м | N | 0 |
| | | | | | | | | | | | | | | |
| Employ | ee Regula | HI Ot Hr | Cat 1 | Code1 | Cat 2 | Code2 | Cat 3 | Code3 | Cat 4 | Code4 | Cat 5 | Code5 | Cat 6 | Code6 |
| Employ | | Hi Ot Hr 47 | Cat 1 1 Category 1 | Code1 Labor Code 101 | Cat 2 Category 2 | Code2 Labor Code 201 | Cat 3 Category 3 | Code3 Labor Code 301 | Cat 4 Category 4 | Code4 Labor Code 401 | Cat 5 Category 5 | Code5 Labor Code 501 | Cat 6 Category61234567 | |
| Employ | 7 | | | | | | | | | | | | | 8 Labor Code3123 |
| Employ | 7 8 | 47 | 1 Category 1 | Labor Code 101 | Category 2 | Labor Code 201 | Category 3 | Labor Code 301 | Category 4 | Labor Code 401 | Category 5 | Labor Code 501 | Category61234567 | 8 Labor Code3123 8 Labor Code3123 |
| | 7 8 9 | 47 48 | 1 Category 1 2 Category 1 | Labor Code 101 Labor Code 101 | Category 2 Category 2 | Labor Code 201 Labor Code 201 | Category 3 Category 3 | Labor Code 301 Labor Code 301 | Category 4 Category 4 | Labor Code 401 Labor Code 401 | Category 5 Category 5 | Labor Code 501 Labor Code 501 | Category61234567 Category61234567 | 8 Labor Code3123 8 Labor Code3123 8 Labor Code3123 |
| | 7 8 9 13 | 47 48 49 | 1 Category 1 2 Category 1 3 Category 1 | Labor Code 101 Labor Code 101 Labor Code 101 | Category 2 Category 2 Category 2 | Labor Code 201 Labor Code 201 Labor Code 201 | Category 3 Category 3 Category 3 | Labor Code 301 Labor Code 301 Labor Code 301 | Category 4 Category 4 Category 4 | Labor Code 401 Labor Code 401 Labor Code 401 | Category 5 Category 5 Category 5 | Labor Code 501 Labor Code 501 Labor Code 501 | Category61234567 Category61234567 Category61234567 | 18 Labor Code3123 18 Labor Code3123 18 Labor Code3123 18 Labor Code3123 18 Labor Code3123 |
| | 7 8 9 13 | 47 48 49 43 | 1 Category 1 2 Category 1 3 Category 1 4 Category 1 | Labor Code 101 Labor Code 101 Labor Code 101 Labor Code 101 | Category 2 Category 2 Category 2 Category 2 | Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 | Category 3 Category 3 Category 3 Category 3 | Labor Code 301 Labor Code 301 Labor Code 301 Labor Code 301 | Category 4 Category 4 Category 4 Category 4 | Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 | Category 5 Category 5 Category 5 Category 5 | Labor Code 501 Labor Code 501 Labor Code 501 Labor Code 501 | Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 | 8 Labor Code3123 8 Labor Code3123 8 Labor Code3123 8 Labor Code3123 8 Labor Code3123 8 Labor Code3123 |
| | 7 8 9 13 12 10 11 | 47 48 49 43 | 1 Category 1 2 Category 1 3 Category 1 4 Category 1 5 Category 1 | Labor Code 101 Labor Code 101 Labor Code 101 Labor Code 101 | Category 2 Category 2 Category 2 Category 2 Category 2 | Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 | Category 3 Category 3 Category 3 Category 3 Category 3 | Labor Code 301 Labor Code 301 Labor Code 301 Labor Code 301 Labor Code 301 | Category 4 Category 4 Category 4 Category 4 Category 4 | Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 | Category 5 Category 5 Category 5 Category 5 Category 5 | Labor Code 501 Labor Code 501 Labor Code 501 Labor Code 501 Labor Code 501 | Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 | 8 Labor Code3123 8 Labor Code3123 |
| | 7 8 9 13 12 10 11 10 | 47 48 49 43 | 1 Category 1 2 Category 1 3 Category 1 4 Category 1 5 Category 1 6 Category 1 | Labor Code 101 Labor Code 101 Labor Code 101 Labor Code 101 Labor Code 101 | Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 | Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 | Category 3 Category 3 Category 3 Category 3 Category 3 Category 3 Category 3 | Labor Code 301 Labor Code 301 Labor Code 301 Labor Code 301 Labor Code 301 Labor Code 301 | Category 4 Category 4 Category 4 Category 4 Category 4 Category 4 Category 4 | Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 | Category 5 Category 5 Category 5 Category 5 Category 5 Category 5 Category 5 | Labor Code 501 Labor Code 501 Labor Code 501 Labor Code 501 Labor Code 501 Labor Code 501 | Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 | 8 Labor Code3123 8 Labor Code3123 |
| | 7 8 9 13 12 10 11 10 | 47 48 49 43 42 | 1 Category 1 2 Category 1 3 Category 1 4 Category 1 5 Category 1 6 Category 1 7 | Labor Code 101 Labor Code 101 Labor Code 101 Labor Code 101 Labor Code 101 Labor Code 101 | Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 | Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 Labor Code 201 | Category 3 Category 3 Category 3 Category 3 Category 3 Category 3 Category 3 | Labor Code 301 Labor Code 301 Labor Code 301 Labor Code 301 Labor Code 301 Labor Code 301 Labor Code 301 | Category 4 Category 4 Category 4 Category 4 Category 4 Category 4 Category 4 | Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 Labor Code 401 | Category 5 Category 5 Category 5 Category 5 Category 5 Category 5 Category 5 Category 5 | Labor Code 501 Labor Code 501 Labor Code 501 Labor Code 501 Labor Code 501 Labor Code 501 Labor Code 501 | Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 | 8 Labor Code3123 8 Labor Code3123 |
| | 7 8 9 13 12 10 11 10 | 47 48 49 43 42 50 | 1 Category 1 2 Category 1 3 Category 1 4 Category 1 5 Category 1 6 Category 1 7 Category 1 | Labor Code 101 Labor Code 101 Labor Code 101 Labor Code 101 Labor Code 101 Labor Code 101 Labor Code 101 | Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 | Labor Code 201 Labor Code 201 | Category 3 Category 3 Category 3 Category 3 Category 3 Category 3 Category 3 Category 3 Category 3 | Labor Code 301 Labor Code 301 | Category 4 Category 4 Category 4 Category 4 Category 4 Category 4 Category 4 Category 4 | Labor Code 401 Labor Code 401 | Category 5 Category 5 Category 5 Category 5 Category 5 Category 5 Category 5 Category 5 Category 5 | Labor Code 501 Labor Code 501 | Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 Category61234567 | 8 Labor Code3123 8 Labor Code3123 |

"Point of Sales Pay Import" template available from the Paycor system

| ayruns | | Client | Payroll | Paygn | up | Show | | Status | | |
|----------------------|---------------|---|------------------------------|--------------------------------|------------------------|--------------|------------|---------------------------------|-------------|--------------|
| Current | • | 201060 - Delahanty - Multi Job Costing Import | All Payrolls | ▼ All Pa | ygroupe . | Next 2 Weeks | • | All Statuses | • | + Add Payrur |
| You have 1 overdue p | ayrun that mu | st be processed, deleted, or set to a future schedule | d process date before you ca | n process any further payruns. | | | | | | × |
| Payroll | | Paygroup | | Process Date | Pay Period (Bi-weekly) | Check Date | A 4 | ladilional Payrun / Void Payrun | | |
| Payroll 1 | | Payroll 1 | | 01/18/19 | 02/20/19 - 02/20/19 | 02/20/19 | 5 |) | Revie | w Continue |
| Payroll | | Paygroup | | Process Date | Pay Period (Bi-weekly) | Check Date | | | | 2 |
| Payroll 2 | | Payroll 2 | | 01/23/19 | 01/09/19 - 01/22/19 | 01/25/19 | ť | + Add Manual | Check Revie | W Begin |
| Payroll | | Paygroup | | Process Date | Pay Period (Bi-weekly) | Check Date | | | | |
| 1 ayron | | Payroll 2 | | 02/06/19 | 01/23/19 - 02/05/19 | 02/08/19 | ť | + Add Manual (| Check Revie | w Begin |

| Week 2 | |
|--------|----------------------------|
| Week 2 | |
| | |
| | 0 |
| | Drop file here CSV, PRN |
| | |

| 3 records have so 4 records contain | | | | | | | | | | | | | 5 View Errors |
|--|--------------------|-----------------------|------|---------------------|-------------------|---------------------|---------|------------|----------|---|---|--|---------------|
| Pay Import | Regula Imported | r Hours Difference | OT H | lours Difference | Coded Imported | Hours Difference | Amo | Difference | Ca. | | | | |
| 201016 P2 Invalid Cat.csv | 48.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$ 0.00 | \$ 0.00 | 💼 Delete | | | | |
| Veek 1 Total | 48.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$ 0.00 | \$ 0.00 | | 4 | , | | |
| ay Period Total | 48.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$ 0.00 | \$ 0.00 | | | | | |

| ¢ Racke | | | 301000 Destarty: Mart ab Centry fund Hub Paylar 2-Reyert 2-Reyert 2 Payland 2-Ostevic 2010/01/0-Check Dans-D102513 | | | | | | | | | | | | |
|---------|-------------------|---|--|------------|-------|-----------------|-------------------|-------------|---------------------|---------------------|-----------------------|--------------------|----------------------------|------------------------------|--------------------------|
| | - + | | - Ue | ++ 0 e. | | Pay Shik Manage | | Crows Up | | 🗸 In Testa | ++ Activ Payne | E Forma | II. ≠ of Orid Po | O - Virun Bottings | \$ Pay Reblet Charges |
| lo Pay | Q Find Employees | | | Check | NetDO | Department | Lator Codes 🐮 | Rale | Reg (hrs) Week 1 | Hag (Ins) Week 2 | CT (Ters) VAnio, 1 | OT (Tra) Week 2 | Flog (EB) VAeds 1 | Rog (ES) Week X | |
| U | Adame, Ancy | • | 7 | 1 | | 204 - | | 0.000000 | | | | | \$ 1,500,0000 | \$ 1,509,0000 | |
| 0 | Allocation, Labor | | 11 | 1. | | 201 - | | 0.000000 | | | | | \$ 3,500,0000 | \$ 3,500 (000) | |
| 8 | Brown, Bob | • | 0 | 1 | | 201 - | | 0.000000 | | | | | \$ 2,000,0000 | \$ 2,000,0000 | |
| 0 | Brown, Bob | | 8 | 1 | 6 | | Labor Gode 101/La | 0.000000.0 | 48,0000 | | | | \$ 0.0000 | \$ 0.0000 | > |
| U | Collins Quel | | 9 | 1 | | 201 - | | 0.000000 | | | | | \$ 2,500,9000 | \$ 2,000.0000 | |
| £1 | Debailt Codes, Ed | | 12 | - t. | | 204 - | | * 10000 CON | | | | | | | |
| ш. | Reduce, Auto | | 12 | 1 | | 201 * | | 0.000000 | | | | | 5 4,000,0000 | \$ 4,003.0000 | |
| 88 | Doing, Dan | | 10 | 1 | | 302 * | | 0.000000 | | | | | \$ 3,000.0000 | 8 3,000,0000 | |