

## 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.

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**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.

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

- 1 Download and populate the "Point of Sales Pay Import" template from the Paycor system.
- 2 In the **Pay Employees** area on the **Select Payrun** screen, locate the appropriate payrun, and click .
- 3 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.
- 4 Click  and review the File Totals, Imported Totals, and Difference.
- 5 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 .
- 6 To proceed with importing the file, click . 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**.

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**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.

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Employee	Regular	Hi	OT	Hr	Cat 1	Code1	Cat 2	Code2	Cat 3	Code3	Cat 4	Code4	Cat 5	Code5	Cat 6	Code6
7	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	Category 6	Labor Code 601	Category 12345678	Labor Code 31234
8	48	2	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	Category 6	Labor Code 601	Category 12345678	Labor Code 31234
9	49	3	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	Category 6	Labor Code 601	Category 12345678	Labor Code 31234
13	43	4	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	Category 6	Labor Code 601	Category 12345678	Labor Code 31234
12	42	5	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	Category 6	Labor Code 601	Category 12345678	Labor Code 31234
10	50	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	Category 6	Labor Code 601	Category 12345678	Labor Code 31234	
11	51	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	Category 6	Labor Code 601	Category 12345678	Labor Code 31234	

“Point of Sales Pay Import” template available from the Paycor system

Payroll	Paygroup	Process Date	Pay Period (Bi-weekly)	Check Date	Additional Payment / Void Payment
Payroll 1	Payroll 1	01/18/19	02/20/19 - 02/20/19	02/20/19	Review <a href="#">Continue</a>
Payroll 2	Payroll 2	01/23/19	01/09/19 - 01/22/19	01/25/19	+ Add Manual Check Review <a href="#">Begin</a>
Payroll 2	Payroll 2	02/06/19	01/23/19 - 02/05/19	02/08/19	+ Add Manual Check Review <a href="#">Begin</a>

Import Pay

Week 1

Drop file here or [browse](#)

CSV, PRN or TXT

Week 2

Drop file here or [browse](#)

CSV, PRN or TXT

### Import Pay

⚠ The import completed with the following conditions:

- 3 records have some potential problems.
- 4 records contain errors and cannot be uploaded.

**5** View Errors

Pay Import	Regular Hours		OT Hours		Coded Hours		Amount	
	Imported	Difference	Imported	Difference	Imported	Difference	Imported	Difference
201016 P2 Invalid Cat.csv	48.00	0.00	0.00	0.00	0.00	0.00	\$ 0.00	\$ 0.00 <span style="color: red;">Delete</span>
<b>Week 1 Total:</b>	<b>48.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Pay Period Total</b>	<b>48.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

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Previous Ignore Errors and Finish

201000 - Disability - Mail Job Costing Import Hub  
Payroll 2 - Payroll 2  
Pay Period - 01/06/19 - 01/07/19 Check Date - 01/07/19

No Pay	Emp	Check	Net DD	Department	Label Codes	Rate	Reg (Wk1)	Reg (Wk2)	OT (Wk1)	OT (Wk2)	Reg (EB)	Reg (EB)
							Week 1	Week 2	Week 1	Week 2	Week 1	Week 2
	Adams, Andy	7	1	204		0.000000					\$ 1,600.0000	\$ 1,575.0000
	Allocation, Labor	11	1	201		0.000000					\$ 3,800.0000	\$ 2,550.0000
	Brown, Bob	8	1	201		0.000000					\$ 2,880.0000	\$ 2,000.0000
	Brown, Bob	8	1	201	Labor Code 1014L...	0.000000	48.0000				\$ 0.0000	\$ 2.0000
	Collins, Mack	9	1	201		0.000000					\$ 2,500.0000	\$ 2,200.0000
	Default Code, Std ...	13	1	204		8000.000000						
	Reduci, Auto	12	1	201		0.000000					\$ 4,000.0000	\$ 4,000.0000
	Deking, Dan	10	1	202		0.000000					\$ 3,000.0000	\$ 3,000.0000

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