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:

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 Begin.
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 Next and review the File Totals, Imported Totals, and Difference.
5. Review the **Warnings and Errors** area. If many fixes are required, click the Export button to download a file that you can reference.
   - To delete the uploaded file(s), click the trash can icon Delete .
6. 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.

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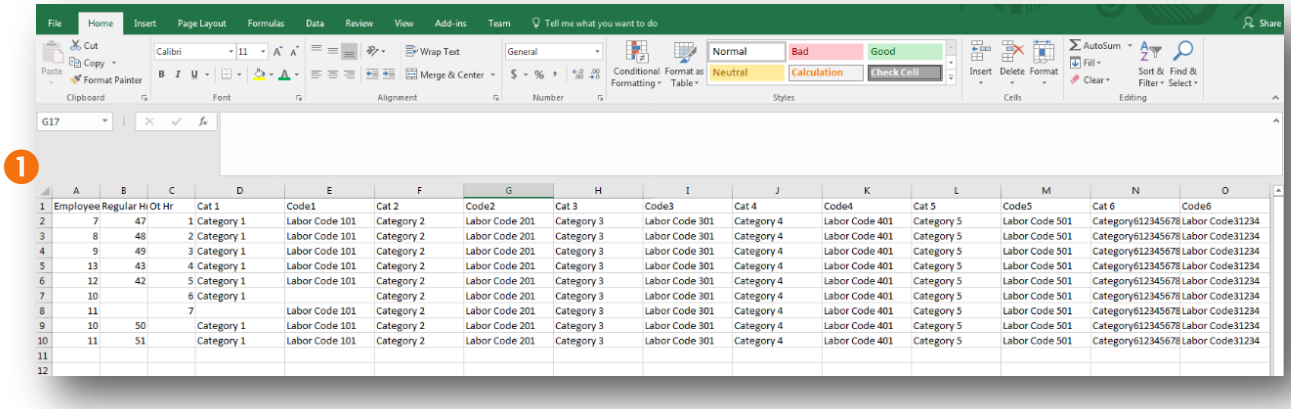
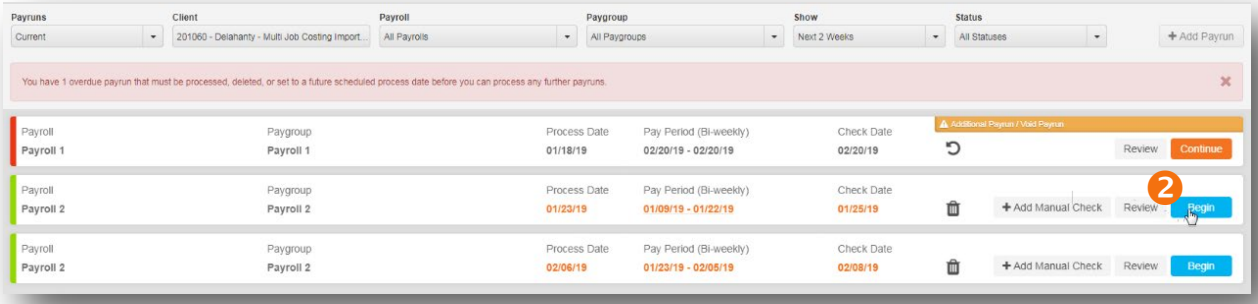
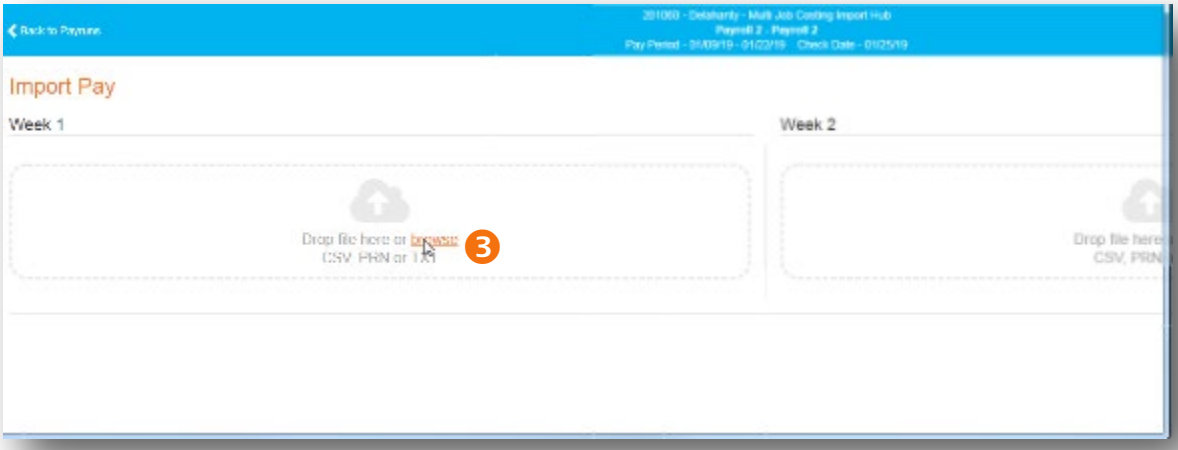


Employee	Regular Hr	Ot Hr	Cat 1	Code1	Cat 2	Code2	Cat 3	Code3	Cat 4	Code4	Cat 5	Code5	Cat 6	Code6
7	47	1	Category 1	Labor Code 101	Category 2	Labor Code 201	Category 3	Labor Code 301	Category 4	Labor Code 401	Category 5	Labor Code 501	Category612345678	Labor Code31234
8	48	2	Category 1	Labor Code 101	Category 2	Labor Code 201	Category 3	Labor Code 301	Category 4	Labor Code 401	Category 5	Labor Code 501	Category612345678	Labor Code31234
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	Category612345678	Labor Code31234
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	Category612345678	Labor Code31234
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	Category612345678	Labor Code31234
10		6	Category 1		Category 2	Labor Code 201	Category 3	Labor Code 301	Category 4	Labor Code 401	Category 5	Labor Code 501	Category612345678	Labor Code31234
11		7		Labor Code 101	Category 2	Labor Code 201	Category 3	Labor Code 301	Category 4	Labor Code 401	Category 5	Labor Code 501	Category612345678	Labor Code31234
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	Category612345678	Labor Code31234
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	Category612345678	Labor Code31234

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





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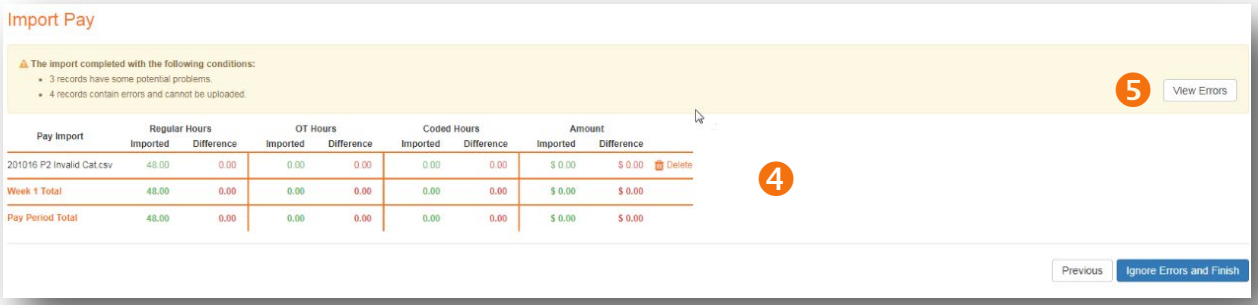

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