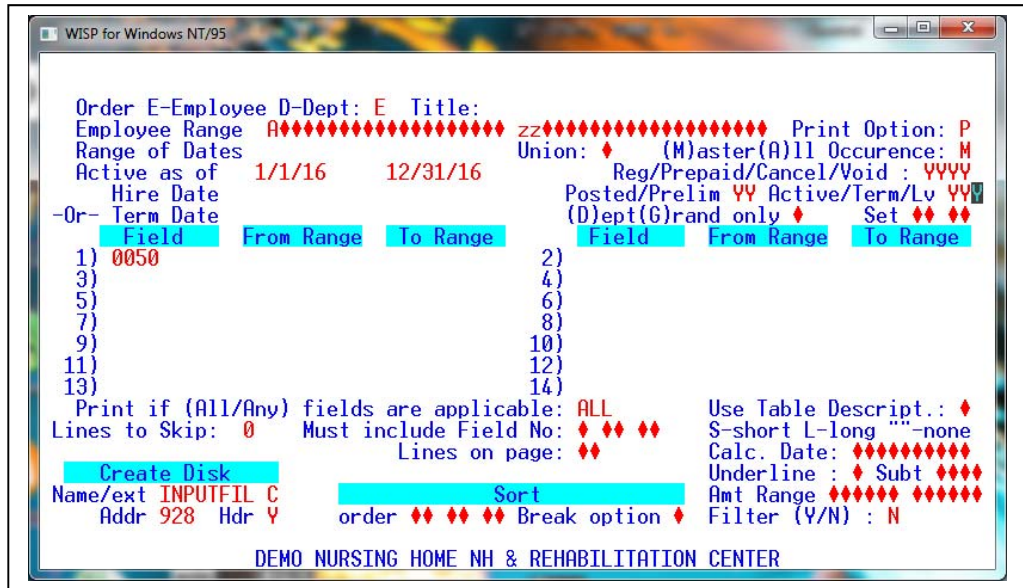


Preparing the data to be imported using EHEXCEL

Prior to running EHEXCEL, a spreadsheet must be prepared; the steps to prepare a spreadsheet are as follows.

1. Start Charts & run **PR, 9, 8 (EMPLYGEN)**.
2. Fill in the screen, as shown:



- a. Fill in the **Employee Range** (found on the 2nd line of the screen shown) for all of the employees desired.
- b. Fill in the **(M)aster (A)ll Occurrence** (found on the 3rd line of the screen shown) with **M**.
- c. Fill in the **Active Range** (found on the 4th line of the screen shown) for all of the employees desired.
- d. Fill in all of the **YN** fields (found on the right side of the 4th & 5th lines of the screen shown) as **Y**.
- e. In **Field 1** enter **0050** (the code for the Marital Status field), in order to get every employee meeting the criteria entered in steps a, b & c.
- f. Enter the **name of the file** to be created & the letter **C**, in the **Name/ext** fields (found on the left side of the 4th line from the bottom of the screen shown).
- g. Enter the appropriate **Device Address** that you are accustomed to place your payroll files in the **Addr** field & **Y** in the **Hdr** field (found on the left side of the 3rd line from the bottom of the screen shown).
- h. Once all of the fields on the screen have been entered correctly, press enter.

Preparing the data to be imported using EHEXCEL

3. The sample output data will look similar to this, once imported into Excel.
 - a. The output file created by EMPLYGEN should be imported into Excel.
 - b. During the import, specify that the file is a tab-delimited text file.
 - c. The data created by EMPLYGEN should look similar to this once imported.

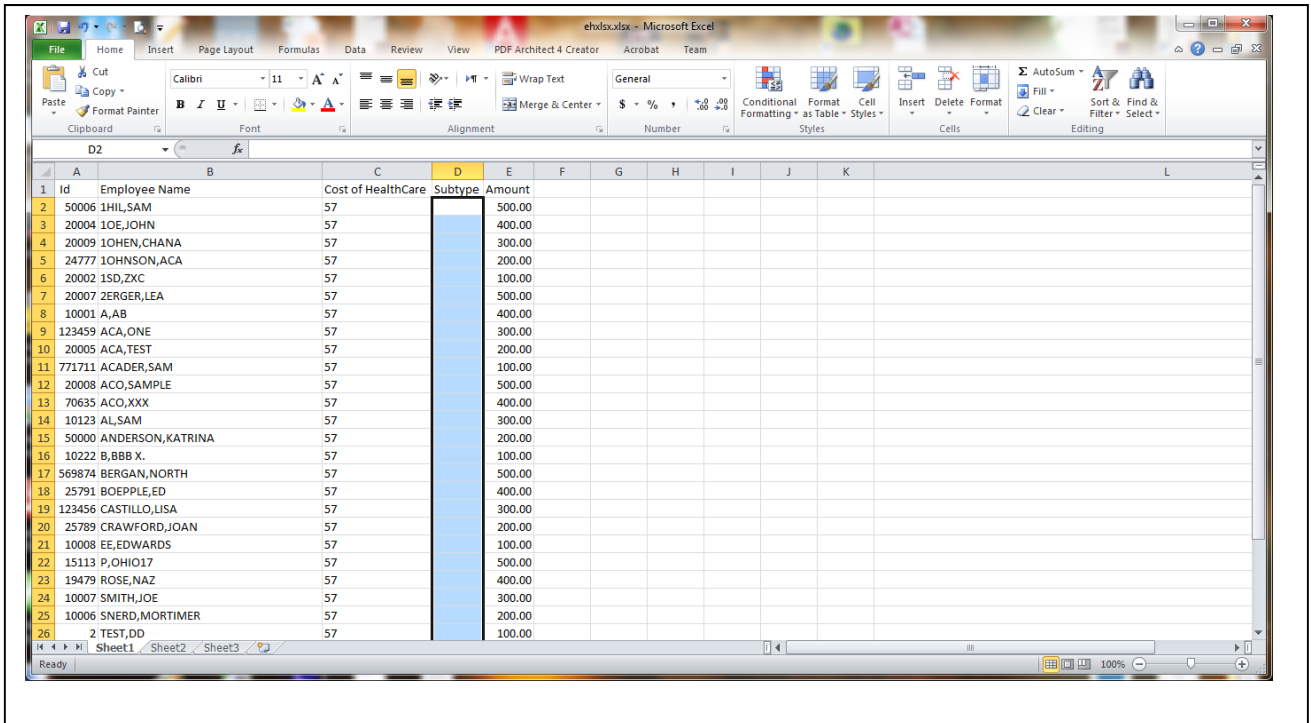
Id	Employee Name	Marital
50006	IHIL,SAM	M
20004	IOE,JOHN	S
20009	IOHEN,CHANA	M
24777	IOHNSON,ACA	M
20002	ISD,ZXC	S
20007	IERGER,LEA	S
10001	A,AB	M
123459	ACA,ONE	M
20005	ACA,TEST	M
771711	ACADER,SAM	M
20008	ACO,SAMPLE	M
70635	ACO,XXX	M
10123	AL,SAM	M
50000	ANDERSON,KATRINA	S
10222	B,BBB X.	S
569874	BERGAN,NORTH	M
25791	BOEPPLE,ED	M
123456	CASTILLO,LISA	S
25789	CRAWFORD,JOAN	S
10008	EE,EDWARDS	S
15113	P,OHIO17	M
19479	ROSE,NAZ	M
10007	SMITH,JOE	M
10006	SNERD,MORTIMER	D
2	TEST,DD	S

- d. Remove column C, as it will be not be used in the import step.
- e. Populate the spreadsheet, according to the requirements of each field being updated. Depending on the field type, 2 or 3 fields will be needed for each field.
 - i. For an Hours field, 3 columns are used: Code, Hours & Amount. The rate is automatically calculated by dividing the amount by the hours.
 - ii. For an Earnings/Deduction field 3 columns are used: Code, Subtype & Amount. If there is no subtype an empty column MUST be used¹.
 - iii. For a Tax field 2 columns are used: Code & amount.
 - iv. For a State/Municipality field 3 columns are used: Code – which MUST be 99, a State code which may be filled in or blank but must be included & a Municipality code which may be filled in or blank but must be included.

¹ Most clients do not use subtypes, but the field is required.

Preparing the data to be imported using EHEXCEL

4. Here is a sample populated Excel spreadsheet.
 - a. **57** – Cost of HealthCare², which is an example of an **Expense/Deduction** field, found in columns C, D & E. Notice that the Subtype entries are blank for this example. The reason for this is that a Subtype isn't used for this specific expense but is required for certain other expenses.



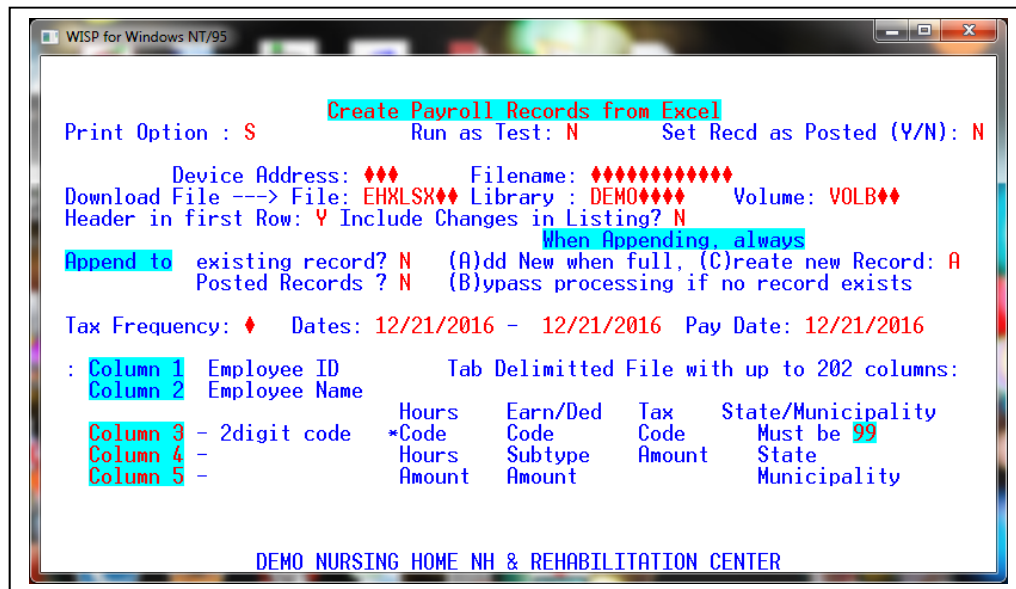
1	A	B	C	D	E	F	G	H	I	J	K	L
2	Id	Employee Name	Cost of HealthCare	Subtype	Amount							
3	50006	1HIL,SAM	57		500.00							
4	20004	1OE,JOHN	57		400.00							
5	20009	1OHEN,CHANA	57		300.00							
6	24777	1OHNSON,ACA	57		200.00							
7	20002	1SD,ZXC	57		100.00							
8	20007	2ERGER,LEA	57		500.00							
9	10001	A,AB	57		400.00							
10	123459	ACA,ONE	57		300.00							
11	20005	ACA,TEST	57		200.00							
12	771711	ACADER,SAM	57		100.00							
13	20008	ACO,SAMPLE	57		500.00							
14	70635	ACO,XXX	57		400.00							
15	10123	AL,SAM	57		300.00							
16	50000	ANDERSON,KATRINA	57		200.00							
17	10222	B,BBB X.	57		100.00							
18	569874	BERGAN,NORTH	57		500.00							
19	25791	BOEPPLE,ED	57		400.00							
20	123456	CASTILLO,LISA	57		300.00							
21	25789	CRAWFORD,JOAN	57		200.00							
22	10008	EE,EDWARDS	57		100.00							
23	15113	P,OHIO17	57		500.00							
24	19479	ROSE,NAZ	57		400.00							
25	10007	SMITH,JOE	57		300.00							
26	10006	SNERD,MORTIMER	57		200.00							
27	2	TEST,DD	57		100.00							

5. When completed save the spreadsheet as an Excel spreadsheet. This will save a lot of time if the data has to be modified.
6. Save the spreadsheet as a tab delimited text file.

² This value is an example used in producing this document. Please verify that the field code being used is the correct one for the facility being updated.

Preparing the data to be imported using EHEXCEL

- Next, run EHEXCEL, using as input the file saved in the previous step.



- Make sure that EHEXCEL is being run for the correct date range & the correct facility³.

³ As this program may be used to enter bonuses or one-time payments at year end, it is important that the date range & Pay Date are specified correctly when running EHEXCEL.