

FUTURE PAY TEMPLATE LOAD

This spreadsheet will pull all active compensations in the system. You can delete those not needed from the spreadsheet. Watch the Position Number that is being paid.

Tip: Archive compensations that are no longer reported to EMIS or those that are no longer being paid on.

1. Reports>Report Manager>Future Pay Template report
 - This is designed to run in Excel Data format
 - Query Options – will allow you to run by Pay Group. Separate multiple pay groups by commas. Exp: 1A,1B
2. The first 4 columns (A – D) are required for the load.
 - Column A - To add an entry to Payments – Future, column A must have a heading, but no entries underneath
 - Column B = Employee ID
 - Column C = Position Number
 - Column D = Compensation code. Do not alter. System matches on this code.
3. Column E = Effective Date. This can be left blank if the entry should be picked up on the next payroll run. If used for a date in the future, enter date with a format of: YYYYMMDD
4. Column F will pull in the Supplemental Tax Option as set on the compensation. This can be changed. Options are below. Insert exactly as shown.
 - None
 - ApplyAnnuitiestoRegular
 - ApplyannuitiesToSupplemental
5. Column G =units – enter the number of units to be paid
6. Column H = rate - pulls from the compensation, but may be changed.
7. Column I = Retire Hours
8. Columns J – R may have amounts showing. Erase those amounts from all entries.
9. Scroll to the last ID in the file. If there are other codes beneath with no ID attached, delete those.
10. Column J = Pay Type
 - **Options are below. Insert exactly as shown
 - AdoptionAssistance
 - Dock
 - Irregular
 - LifeInsurancePremium
 - Miscellaneous
 - NonCashTaxableBenefit
 - NonTaxableReimbursement
 - Overtime
 - PayOffAccrued
 - Regular
 - Retro
 - ShiftPremium
 - Termination
11. Column K = Description. Enter whatever description you'd like.

12. Column L = Applies for Retirement – if left on spreadsheet, requires value.

- True
- False

13. Column M = Supplemental – if left on spreadsheet, requires value.

- True
- False

****Specific Pay Account Information – only use if adding a specific pay account. If not using specific pay accounts, the columns can be deleted.**

****If specific pay accounts are being used on some, but not others – ALL entries require values in Columns Q & R.**

14. Column N = Specific Pay Account Rate Type – required if using specific pay accounts

- Percent
- Fixed

15. Column O = Specific Pay Account Amount Charged – required if using specific pay accounts

16. Column P = Specific Pay Account or XREF code – provide full account code without dashes (or xRef code)

17. Column Q = Specific Pay Account Leave Projection -**if left on spreadsheet, requires value**

- True
- False

18. Column R = Specific Pay Account Employer Distribution – **if left on spreadsheet, requires value**

- True
- False

19. When the spreadsheet has been updated with what you want to load, save as in csv format.

LOADING THE SPREADSHEET

****Only load the original spreadsheet once. If loaded multiple times, successfully loaded entries will appear on Payroll Payments Future multiple times and the employee will be paid more than what is authorized.**

1. Utilities>Mass Load
2. Browse & find your Future Pay load spreadsheet. It should be in csv format.
3. Importable Entities = FuturePayAmount
4. Load

USPS Load File Book1.csv

Importable Entities: ▼

5. The results will show on screen:

Records Loaded: 1

Errors: 2

6. If using specific pay accounts on some, but not others, a warning may appear. This is showing because values were required in Columns Q & R, but no other details were inserted.

Exp:

Warning: Specific pay account properties exist in load file with no specific account code for employee: MOUS00105, position: 3, compensation code: 0801884-A. Specific pay account not loaded.

7. If there are errors to correct, a USPLOADERR.csv report will drop as a report. Open the report. The errors will be listed. Successful entries will not show on this report. Corrections can be made on the USPLOADERR.csv report and saved. When correcting the spreadsheet, correct the entry and remove the error message. Save as a csv. The name can be changed or can remain as USPLOADERR.csv. Load the corrected file (without the successful entries).
8. Verify Results. Payroll>Payroll-Payments-Future.
 - Entries should show & be calculated correctly.
 - Entries can be corrected, if needed.
9. Balance timesheets to system entries.
 - Reports>Report Manager> SSDT Future Pay Amount Report