

Placement ID	Employee Name	Pay Rate	Bill Rate	Pay Code	Week Worked	Pay & Bill Unit	Pay Unit	Bill Unit
Numeric(10)*	Alpha(50)	Decimal(8)	Decimal(8)	Alpha(50)*	Date(MM/DD/YYYY)*	Decimal(8)*	Decimal(8)*	Decimal(8)*
12345	John Adams Roberts	15.00	25.00	REG	1/22/2021	40.00		
98765	Susan Johnson	15.25	30.50	REG	1/22/2021		40.00	40.00
444555	Melvin Gordon	12.50	25.00	REG	1/29/2021			

This is an example. When creating and uploading your file you should have the required columns and **SAVE** your template as a **CSV file**.

Make sure that **all mapped fields will have data** when uploading.

When a transaction is imported, any data that is currently in time entry will be **DELETED** and the imported hours will take their place.

If a line item has both **Weekly (blue)** **AND** **Daily (green)** values the import process will **IGNORE** the **Weekly** units and only enter in **Daily** units.

Required Field

Required Field Required Field At least 1 column must have a value from: Pay & Bill Unit, Pay Unit, or Bill Unit if using weekly time.

Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Saturday Hours	Sunday Hours
Decimal(8)*	Decimal(8)*	Decimal(8)*	Decimal(8)*	Decimal(8)*	Decimal(8)*	Decimal(8)*
8.00	8.00	8.00	8.00	8.00		

At least 1 column must be filled out if using weekly time: Monday Hours, Tuesday Hours, Wednesday Hours, Thursday Hours, Friday Hours, Saturday Hours, Sunday Hours