dayforce

Custom Import Client User Guide

Powerpay

dayforce

Table of Contents

Custom Import Client User Guide

Custom Import

What Is It?

Dayforce and Powerpay are pleased to announce the availability of custom import functionality to our Powerpay Plus customer base. This new offering provides an efficient method of populating employee profile, timesheet, direct deposit and deductions & contribution data within Powerpay, without the need to manually enter the information.

Using the custom import functionality, you can:

- Specify the Powerpay import file type (Employee Profile, Timesheet, Direct Deposit, or Deductions and Contributions) to map to
- Specify the fields in the import file to include in the import
- Create multiple data mappings
- Save the data mapping for future use
- Import delimited files (values separated by a comma, tab or semi-colon)
- View available fields and match data to the available fields

Why Use It?

The benefits of this ongoing service include time savings for Powerpay users and a reduction in opportunity for errors occurring while transferring data into Powerpay manually from source documents.

How Does It Work?

The import process consists of the following steps:

1. Create a sample file.
2. Create a custom import template based on the sample file.
3. Upload the sample file.
4. Map the fields to import.
5. Save the custom import template.

6. Select the template to apply.

7. Select the file to import

8. The file is converted to XML and automatically placed in the import queue.

The import process utilizes messaging within Powerpay to monitor the process from end to end and users will be alerted to any issues or complications.

dayforce

Getting Started

After the Custom Import option has been selected and saved by your Powerpay Customer Support Team:

- the *Import Status* page becomes the default screen when you click **Enter** to access an open Regular or Extra run pay period.
- the *Custom Import Setup* page is available on the Company menu (Company → Custom Import Setup).
- The *Custom Import* page is available on the Payroll menu (Payroll → Import → Custom Import).

Review the Powerpay File Import Guide

The Powerpay File Import Guide contains important file format and processing information that is applicable for all methods of importing data into Powerpay. It is important that you fully understand the information in that document to successfully import your payroll data into Powerpay. Click here for more information.

Create a Valid Import File

As described in the Powerpay File Import Guide, you must create or generate a valid import file to successfully utilize the custom import functionality. A valid import file is a delimited file that includes the data to import into Powerpay. It may include a column heading to simplify the process of mapping the import data. Blank lines are assumed to be the end of the file. The following formats are acceptable for all date fields in a Custom Import file:

- YYYY-MM-DD
- DD-MM-YYYY
- MM-DD-YYYY
- YYYY/MM/DD
- DD/MM/YYYY
- MM/DD/YYYY

Powerpay converts the date fields to the required format (YYYY-MM-DD) when a custom import file is uploaded.

Sample import files are available to assist you with the creation of your files:

- [Employee Profile sample import file](#)
- [Employee Timesheet sample import file](#)
- [Employee Direct Deposit sample import file](#)
- [Employee Deductions/Contributions sample import file](#)

Note: Using the Custom Import feature there is no way to blank out a field that is already populated with a value. Field values can only be modified.

Custom Import Setup

The first time you use the Custom Import functionality you will need to create templates for each of the import types you intend to utilize. Powerpay uses the template file to map the data from the import file to the correct Powerpay fields. The import file may include column headings to simplify the data mapping process.

Four import types are available: Employee Profile, Employee Timesheet, Direct Deposit or Deductions & Contributions. After you create your templates you can save them for future use. You can create and save multiple templates for each import type as required.

To create a template:

1. Navigate to the *Custom Import Setup* page (**Company → Custom Import Setup**).
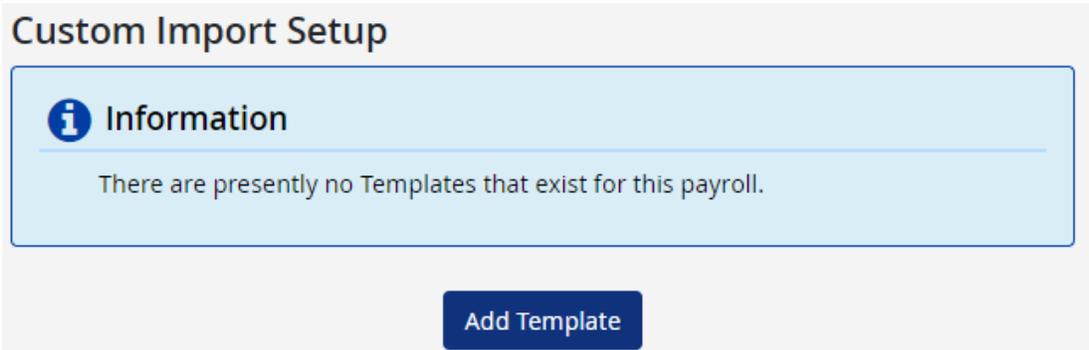
Custom Import Setup

> **ⓘ Information**
>
> There are presently no Templates that exist for this payroll.

Add Template

2. Click **Add Template**.

Select Template Type ✕

Template Type

| Employee Profile ▼ |

Next **Cancel**

3. Select a template type from the drop-down list.

4. Click **Next**.

The Upload Sample Import File page displays.

Custom Import Setup

‹ Back

Upload Sample Import File

Uploaded sample files are not imported into Powerpay and are only used for confirming the Import Template setup

Template Type
Employee Profile

[   ] [Browse]

Default Date Format   Column Delimiter

[YYYY-MM-DD   ▼]   [Comma   ▼]

☑ Has Header Row

[Upload Sample]

5. In the Upload Sample File section click **Browse** and select the sample file to upload. The sample file is only used for creating the import template.

Note: The sample file name must not exceed 80 characters (including the file name extension).

6. Select a default date format to indicate the date format in the selected file. Options are:
   - MM/DD/YYYY
   - DD/MM/YYYY
   - YYYY/MM/DD
   - MM-DD-YYYY
   - DD-MM-YYYY
   - YYYY-MM-DD

The default date format specifies the expected date format for all dates in a custom import file. If there are any dates in the file that do not match the specified default, Powerpay displays an error message with the exceptions when the file is uploaded. To correct the date format for the specified fields, double-click on the date in the Matched Fields pane and specify the date format for the specific field. For more information see, *Editing Date Formats in the Matched Fields Section*, page 14.

ERROR

This page has not been saved as it contains errors. Please review and re-save the page.

The following date fields in the Custom Import File do not match the Default Date Format:

- birth_date
- hire_date

7. Select the column delimiter used in the sample file. The options are comma, tab or semi-colon.

8. If the file has a header row, select the **Has Header Row** check box. If the import file includes a header row, Powerpay uses the field name in the header to automatically map the data in the import file to the Powerpay Field Name.

9. Click **Upload Sample**.

Read-only template data displays in the Template Information section. It includes:

- the template type (Employee Profile, Employee Timesheet, Direct Deposit or Deductions & Contributions),
- the default date format
- the column delimiter,
- header row information.

10. In the Template Details section, enter a unique template name. The template name is required and must be unique for the selected template type.

The Custom Import Fields section on the left displays the fields from the uploaded sample import file.

If the sample file includes a header row:

- the Custom Import Field section displays the header name followed by the first data value corresponding to the header name in parenthesis. For example, in the following image the sample file included the following values in the header row:

- street, sin, cpp_qpp_status, preferred_language, country, postal code...
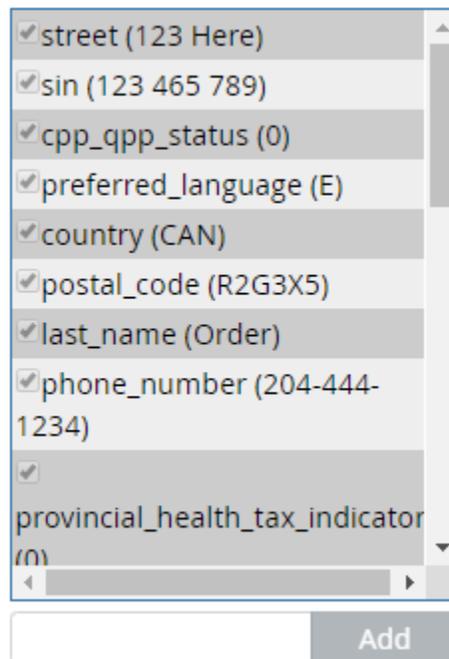
and the following corresponding data in the first row below the header which displays in parenthesis.

- 123 Here, 123 456 789, 0, E, CAN, R2G3X5...

If the sample file does NOT include a header row:

- The Custom Import Field section displays the data for each element in the first row of the sample file. If the sample file includes empty fields (two delimiters in a row with nothing between them), Powerpay displays the italicized text 'Position_#' where the # sign corresponds to the position number in the Custom Import Fields section.

Custom Import Fields

- [ ] 123 Here
- [ ] 123 465 789
- [ ] 0
- [ ] E
- [ ] CAN
- [ ] R2G3X5
- [ ] Order
- [ ] 204-444-1234
- [ ] 0
- [ ] 1972/08/29
- [ ] Winnipeg
- [ ] H

| | Add |

The Powerpay Fields section on the right displays the fields available in Powerpay for the import type. Mandatory fields display with a red asterisk (*).

Powerpay Fields

General Information

- [x] * Employee Number
- [x] Last Name
- [x] First Name
- [ ] Middle Initial
- [x] Social Insurance Number
- [ ] SIN Expiry Date
- [x] Street
- [x] City
- [x] Province/State
- [x] Country

The Matched Fields section in the center displays the Custom Import Fields and Powerpay Fields that are matched. If the sample file includes a header row, Powerpay attempts to match the column name with a corresponding Powerpay field. Review the matched fields for accuracy.

Matched Fields

Custom Import Field Name	Powerpay Field Name
employee_number ▸	Employee Number
last_name ▸	Last Name
first_name ▸	First Name
sin ▸	Social Insurance Number
street ▸	Street
city ▸	City
province_state ▸	Province/State
country ▸	Country
postal_code ▸	Postal Code
phone_number ▸	Phone
preferred_language ▸	Language

Unmatch

11. Match fields as required. For instructions on matching fields see, *Match Import File and Powerpay Fields*, page 12.

12. Click **Save**.

The Template List section displays with the new template entry.

Custom Import Setup

Template Name	Template Type		
Test	Employee Profile	Edit	Delete

Add Template

Match Import File and Powerpay Fields

The Matched Fields section in the center displays the Custom Import Fields and Powerpay Fields that are matched. If the sample file includes a header row, Powerpay attempts to match the column name with a corresponding Powerpay field. Review the automatically matched fields (if any) for validity. Note that fields can be matched, unmatched, split and combined to ensure proper matching.

Matched Fields

Custom Import Field Name	Powerpay Field Name
employee_number ▸	Employee Number
last_name ▸	Last Name
first_name ▸	First Name
sin ▸	Social Insurance Number
street ▸	Street
city ▸	City
province_state ▸	Province/State
country ▸	Country
postal_code ▸	Postal Code
phone_number ▸	Phone
preferred_language ▸	Language

Unmatch

Matching Fields

Use the match fields functionality to match fields in the import file with Powerpay field names.

To match fields:

1. Select one field from the Custom Import Fields (left) pane and one from the Powerpay Fields (right) pane by selecting the check box adjacent to the field names. The order of selection is irrelevant. Only one item may be selected from each pane at a time.

2. Once an item is selected from each pane they are automatically matched and display in the Matched Fields section.

Matched Fields

Custom Import Field Name	Powerpay Field Name
employee_number ▶	Employee Number
last_name ▶	Last Name
first_name ▶	First Name
sin ▶	Social Insurance Number
street ▶	Street
city ▶	City
province_state ▶	Province/State
country ▶	Country
postal_code ▶	Postal Code
phone_number ▶	Phone
preferred_language ▶	Language

Unmatch

The item selected from the Custom Import Fields list displays under the heading Custom Import Field Name in the Matched Fields section and the item selected from the Powerpay Fields list displays under the heading Powerpay Field Name in the Matched Fields section. Once an item is selected and added to the Matched Fields it cannot be unchecked in the Custom Import Fields pane and the Powerpay Fields pane.

Editing Date Formats in the Matched Fields Section

The date format for fields containing dates can be edited in the Matched Fields section for Employee Profile and Employee Timesheet templates.

To edit the date format:

1. Double-click on the Custom Import Field Name entry to edit in the Matched Fields section.

   The Edit Date Format window opens.

2. Select from the available date formats.
3. Click **OK**.

The selected date format is validated. If the date format is invalid and error message displays.

Splitting Fields

Use the Split Fields functionality to create custom user-defined fields. For example, in the following sample, the Custom Import Fields section includes the field "name", and the Powerpay Fields section includes the fields "Last Name" and "First Name" so we can split the Custom Import Field name into first name and last name to be matched with the Powerpay field.

Note: Split Fields functionality is only available for sample files containing both a header and data row.
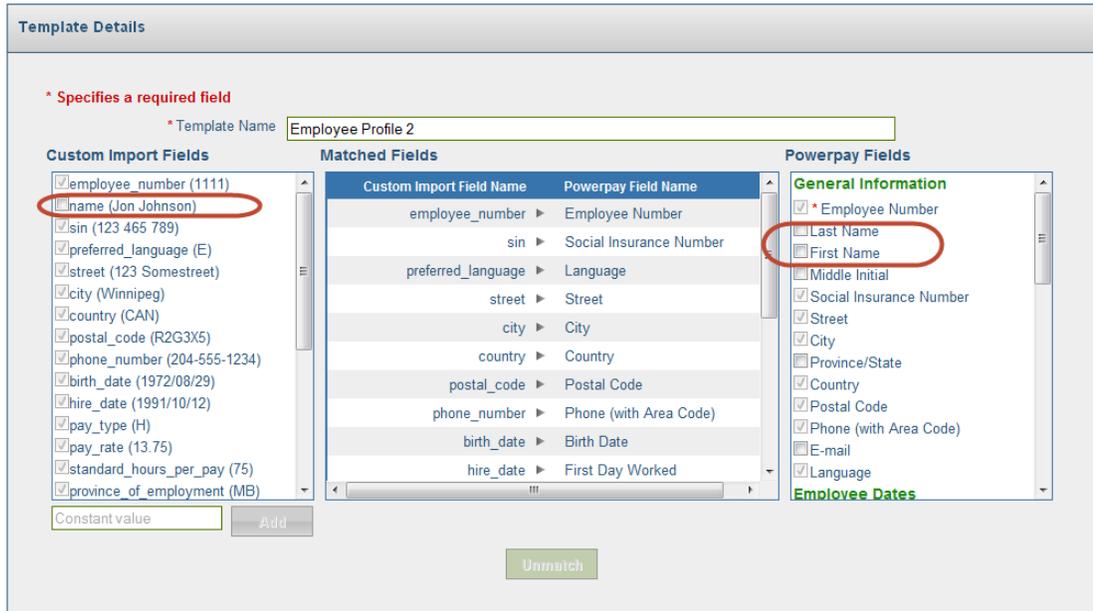
Use the Split Fields functionality to split the name field into First Name and Last Name to match the Powerpay fields.

To split a field:

1. Right-click on the field to split in the Custom Import Fields list.
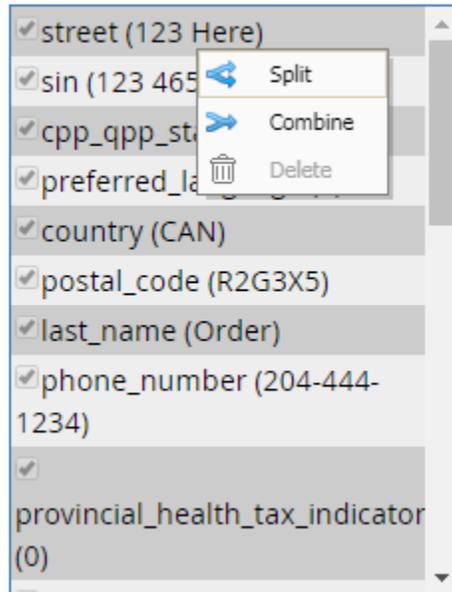
2. Select **Split**.

   The Split window opens.

Split ✕

Custom Field Value

123 Here

Split Option   Delimiter

Split into subfields   ▾   Space   ▾

OK   Cancel

3. Select a Split Option from the drop-down list. The options include:
   - Split into subfields
   - Extract a word from the beginning
   - Extract a word from the end
   - Extract range of words
   - Extract range of characters.
4. As required:
   - select a delimiter from the drop-down list,
   - enter an Index
   - enter From and To values
5. Click **OK**.

The split field values are added at the bottom of the Custom Import Fields list with the symbol ⇆ to indicate that this is a user-defined split field.

Combining Fields

Use the Combine Fields functionality to combine multiple fields and create a new custom user-defined field. For example, we may want to combine values to create an X code value to match.

Note: Combine Fields functionality is only available for sample files containing both a header and data row.

To combine field values:

1. Right-click on the first field to combine in the Custom Import Fields list.

Custom Import Fields
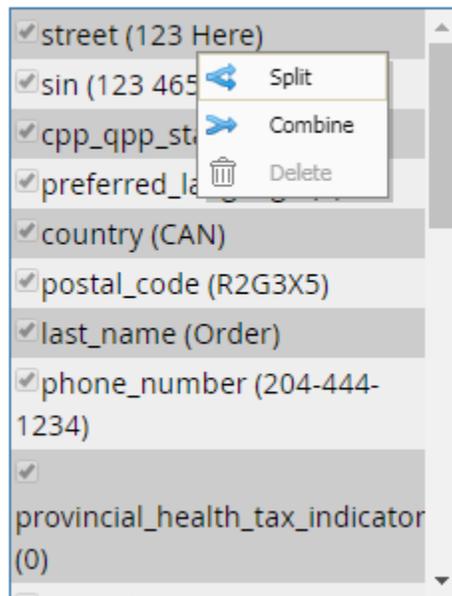
2. Select **Combine**.

The Combine window opens.
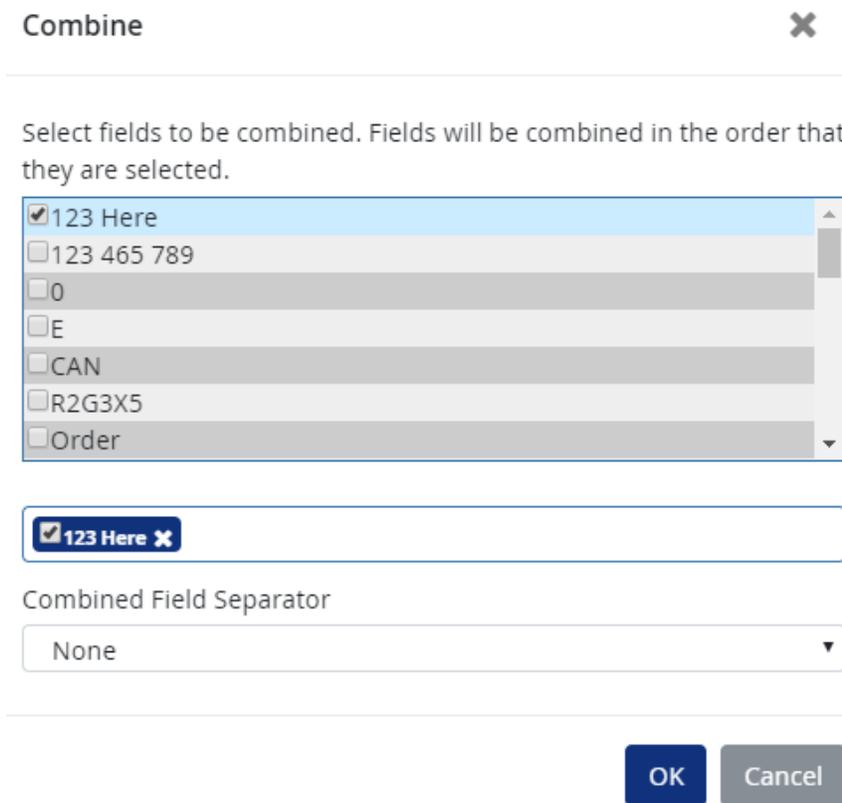
3. Select the fields to combine in the correct order. Fields are combined in the order they are selected.

4. Select a field separator if required.

Combine ✖

Select fields to be combined. Fields will be combined in the order that they are selected.

☐ 123 Here
☐ 123 465 789
☐ 0
☐ E
☑ CAN
☐ R2G3X5
☐ Order

[☑ **Winnipeg** ✖ ☑ **CAN** ✖]

Combined Field Separator

[Comma ▾]

[**OK**] [Cancel]

5. Click **OK**.

The combined field value is added at the bottom of the Custom Import Fields list with the symbol ➢ to indicate that this is a user-defined combined field.

Custom Import Fields

The fields can be matched with Powerpay Fields from the right-hand column.

Adding Constant Value Fields

Sometimes a file is missing one piece of data required for all employees, for example Province or Country. If the missing data is a constant value for all employees, use the Constant Value functionality to add a new custom field with a constant value for all employees.

To add a constant value field:

1. Enter the value in the Constant Value field at the bottom of the Custom Import Fields list. The maximum length is 25 characters.

Custom Import Fields

Manitoba | Add

2. Click **Add.**

The constant field value is added at the bottom of the Custom Import Fields list with the symbol ✏ to indicate that this is a user-defined constant field.

Custom Import Fields

| | Add |

3. The field can be matched with Powerpay Fields from the right-hand column.

.

Deleting Fields

User-defined Split, Combined to Constant fields can be deleted from the Custom Import Fields list.

To delete a user-defined field:

1. Right-click on the field to delete in the Custom Import Fields list.

Custom Import Fields

☑ hire_date (1991-10-12)
☑ ID_Y (456)
☑ employee_number (9000)
☐ plan (1)
☐ rate (4)
☑ first_name (Test)
☐ plan (1)
☐ rate (4)
☑ province_state (MB)
☐ (Winnipeg,CAN)
☐ (Manitoba)

- Split
- Combine
- Delete
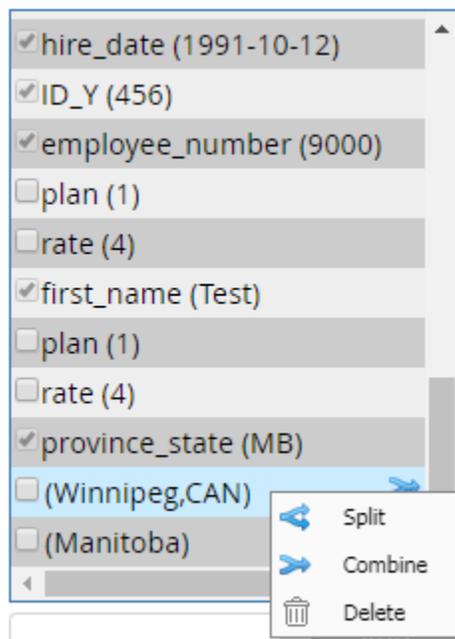
2. Select **Delete**.

   The value is deleted from the Custom Import Fields list.

Unmatching Fields

Sometimes fields are matched incorrectly in the Matched Fields section. Use the Unmatch feature to unmatch fields.

To unmatch fields:

1. Select the pair to unmatch in the Matched Fields section.

2. Click **Unmatch**.

   The pair is removed from the Matched Fields section and the fields are available for selection in the left and right hand panes.

Initiating an Import

The custom import process is initiated on the *Custom Import* page (Payroll → Import → Custom Import) once a Regular or Extra payroll run has been created and entered.

Before performing a custom import, note the following:

- Because only one import file can be processed at a time, imports must follow the order below to ensure that new employees are created before importing their timesheet data.
  a. Employee Profile
  b. Employee Timesheet
  c. Direct Deposit
  d. Deductions / Contributions
- Imported data is subject to passing the same business validation and conditions as though the information were keyed or selected within the Powerpay screens.
- Previews and Imports cannot be processed at the same time. If a Preview was requested first, it will complete and then begin processing the import file(s). A Preview cannot be requested while an import is in progress.
- Payroll runs cannot be submitted while an import is listed in a pending or processing state on the *Import Status* page.
- Import file size maximum is 10 MB. Import files larger than 10 MB are deleted and an error message displays.

Perform an Import

To perform an import:

1. Navigate to the *Custom Import* page (Payroll → Import → Custom Import).

Custom Import		
Template Name	**Template Type**	
Test	Employee Profile	Import

2. Locate the appropriate template and import type and click **Import**.
   The *Create Import File* page displays.

3. Click Browse and locate the appropriate import file.

4. Click **Import Data**.

   A message displays.

5. Click the **Import Status** link.

The *Import Status* page opens (refer to the Powerpay File Import Guide for additional information).

6. The *Import Status* page displays the status of the import. In general, you can expect that your file(s) will be processed within 30 minutes from the time the import process is initiated. At any given time, the import is in one of the following states:

State	Description
Pending Processing	File is in the queue but has not started to process.
Processing	File is being read but has not finished processing all entries.
Complete	All records have been read and inserted or rejected, based on application logic.