# This document will explain why you would import ACA Hours from an excel spreadsheet.

In our other videos and documentation we've shown how you can track ACA Hours using our other modules including True Time, Employee Management, Sub Tracking, Pay Records, and Payroll Worksheets. If you don't own some of these modules and track ACA Hours on your own spreadsheets we have a utility that allows you to import them to history.

One thing to note – If you use our other modules to track ACA Hours, those hours will be tied to check history. If this utility is used, you will not be able to see them on check history, but you will be able to report on them thru Data Mining or using the ACA Tracker.

To begin, go to Employee>Setup>Utilities>ACA Hours Import from Spreadsheet to History
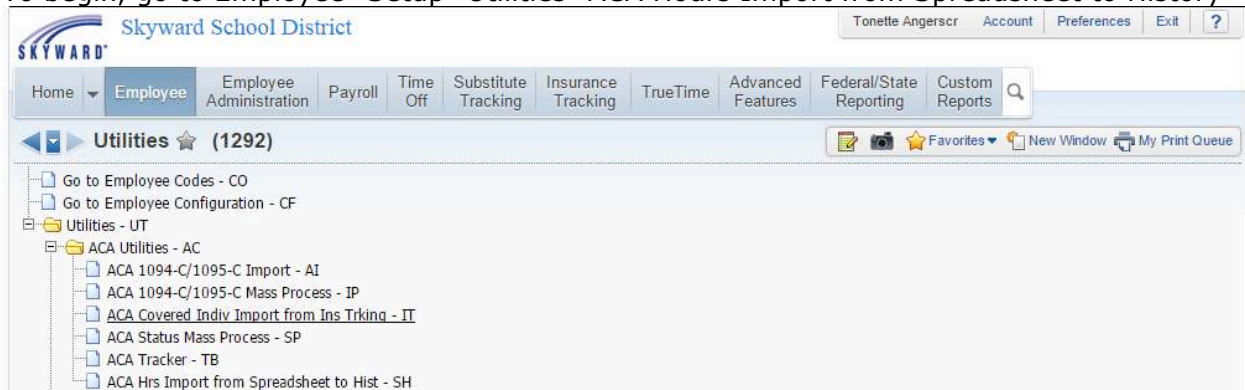
Create a template by clicking Add
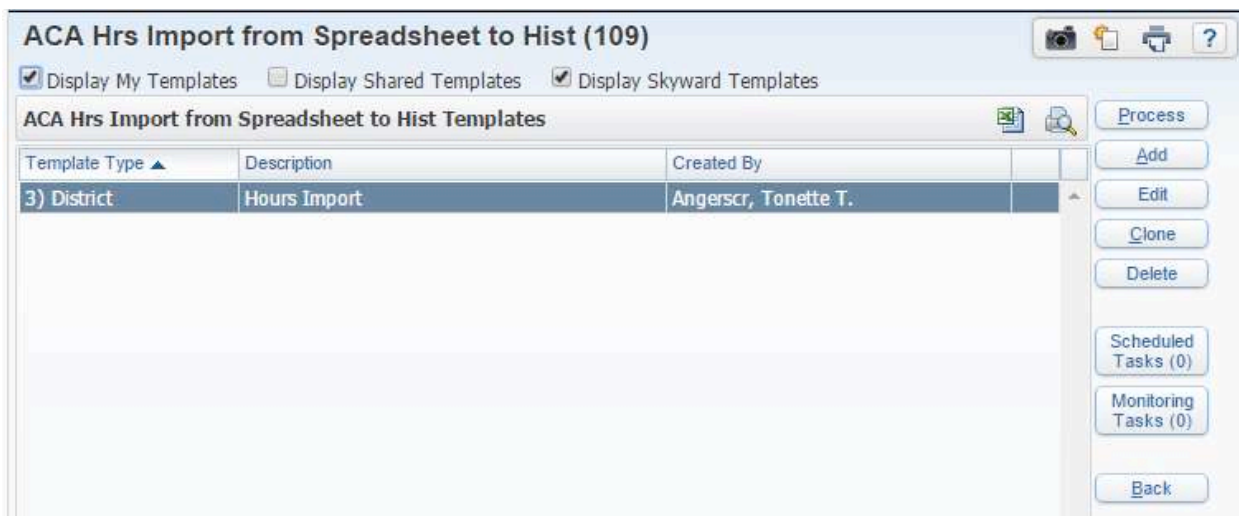
1. The excel file must be formated exactly like shown below. (must be a .csv file)
2. Choose the file to import.
3. Indicate if the file has a header record on the first line.
4. Choose the employee identifier.
5. Choose what to do with the hours on the spreadsheet if they already exist in Skyward.
6. Click Save and Process when ready.



Click Preview Data to Process.

You can delete any records that shouldn't be imported.

Run a report or drop to excel for further analysis before importing.

When you're ready to import just click Back.



Click, Run the Update, to post the hours to history.

These hours can now be reported on thru Data Mining or using the ACA Tracker.

You'll also be able to see these in Employee Profile>ACA Information>ACA Hours tab in a future addendum.