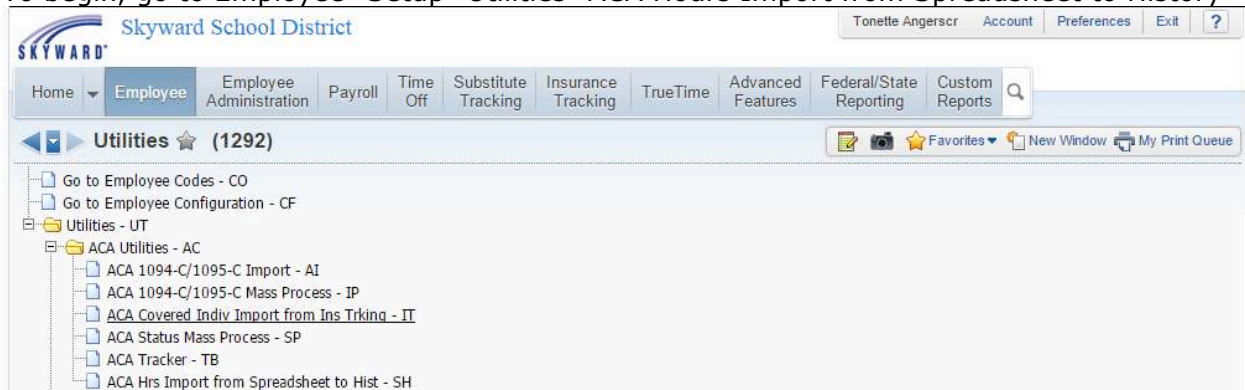


This document will explain why you would import ACA Hours from an excel spreadsheet.

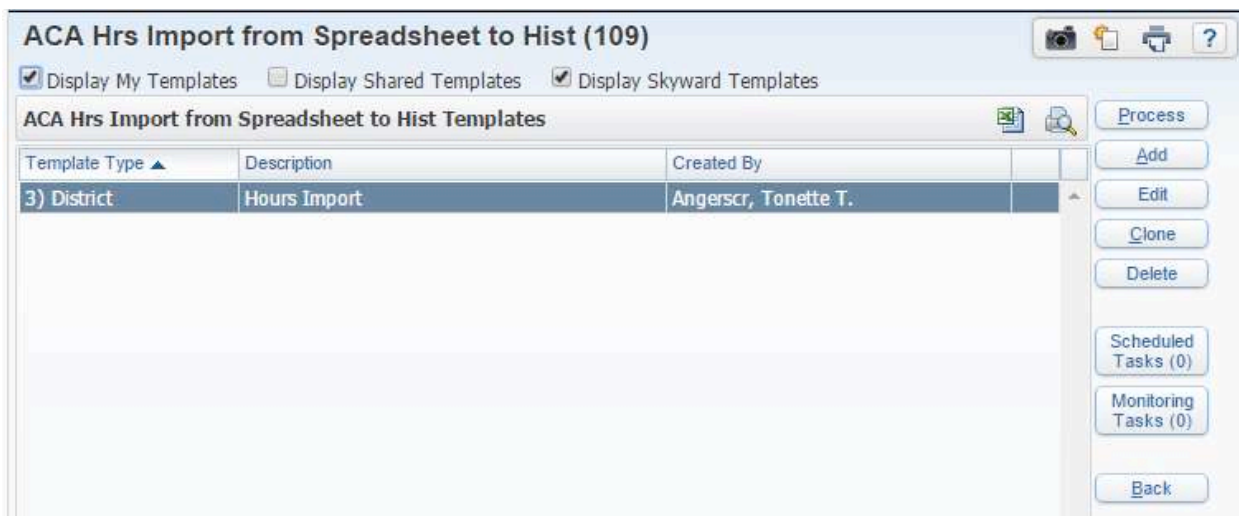
In our other videos and documentation we've shown how you can track ACA Hours using our other modules including True Time, Employee Management, Sub Tracking, Pay Records, and Payroll Worksheets. If you don't own some of these modules and track ACA Hours on your own spreadsheets we have a utility that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

ACA Hours Import From Spreadsheet to History (73)

Template Settings

* Template Description: #6

Share with other users in the district

ACA Hours Import From Spreadsheet to History

Select the ACA Hours Spreadsheet to be imported:

File to Import: Hours Import.csv #2

First Line of File is Header Record #3

* Employee Identifier: #4

* If ACA Hours exist for a Date and Pay Code then: Add to hours Overwrite the current hours Give an exception #5

Last File Imported:

Import File Layout

The file to import must contain the ACA fields in the format listed using a .csv format file.

Employee Identifier	Date	Hours	Pay Code(optional)
1234567	01/01/2015	2.00	TCH

#1

Asterisk (*) denotes a required field

Click Preview Data to Process.

ACA Hrs Import from Spreadsheet to Hist (79)

Template Description:

Processing Messages

Preview process has completed and has found records to process.
Select the 'Preview Data to Process' button to continue.

Process Options

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.

Last Name	First Name	Middle Name	Date	Pay Code	Current ACA Hours	Imported ACA Hours	New ACA Hours	Update Message	Exceptions
Abeescr	Jeannine	D	11/01/2014		140.00	140.00	140.00	Modify: Overwrite Hours	
Abeescr	Jeannine	D	12/01/2014		141.00	141.00	141.00	Modify: Overwrite Hours	
Abeescr	Jeannine	D	01/01/2015		142.00	142.00	142.00	Modify: Overwrite Hours	
Abeescr	Jeannine	D	02/01/2015		150.00	150.00	150.00	Modify: Overwrite Hours	
Abeescr	Jeannine	D	03/01/2015		125.00	125.00	125.00	Modify: Overwrite Hours	
Abeescr	Jeannine	D	05/01/2015		130.00	130.00	130.00	Modify: Overwrite Hours	
Abeescr	Jeannine	D	06/01/2015		140.00	140.00	140.00	Modify: Overwrite Hours	
Abeescr	Jeannine	D	07/01/2015		132.00	132.00	132.00	Modify: Overwrite Hours	
Abeitascr	Zenia	G	11/01/2014		277.00	277.00	277.00	Modify: Overwrite Hours	
Abeitascr	Zenia	G	12/01/2014		278.00	278.00	278.00	Modify: Overwrite Hours	
Abeitascr	Zenia	G	01/01/2015		283.00	283.00	283.00	Modify: Overwrite Hours	
Abeitascr	Zenia	G	02/01/2015		297.00	297.00	297.00	Modify: Overwrite Hours	
Abeitascr	Zenia	G	03/01/2015		255.00	255.00	255.00	Modify: Overwrite Hours	
Abeitascr	Zenia	G	04/01/2015		275.00	275.00	275.00	Modify: Overwrite Hours	
Abeitascr	Zenia	G	05/01/2015		264.00	264.00	264.00	Modify: Overwrite Hours	
Abeitascr	Zenia	G	06/01/2015		269.00	269.00	269.00	Modify: Overwrite Hours	
Abeitascr	Zenia	G	07/01/2015		260.00	260.00	260.00	Modify: Overwrite Hours	
Abelescr	Reena	H	11/01/2014		160.00	160.00	160.00	Modify: Overwrite Hours	
Abelescr	Reena	H	12/01/2014		162.00	162.00	162.00	Modify: Overwrite Hours	
Abelescr	Reena	H	01/01/2015		157.00	157.00	157.00	Modify: Overwrite Hours	
Abelescr	Reena	H	02/01/2015		150.00	150.00	150.00	Modify: Overwrite Hours	
Abelescr	Reena	H	03/01/2015		125.00	125.00	125.00	Modify: Overwrite Hours	
Abelescr	Reena	H	04/01/2015		140.00	140.00	140.00	Modify: Overwrite Hours	
Abelescr	Reena	H	05/01/2015		135.00	135.00	135.00	Modify: Overwrite Hours	

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.

ACA Hrs Import from Spreadsheet to Hist (79)

Template Description: Hours Import

Processing Messages

Preview process has completed and has found records to process.
Select the 'Preview Data to Process' button to continue.

Process Options

Preview Data to Process

Run the Update