

## 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

SKYWARD	Skywar	d School Dis	trict						Tonette Ang	erscr Acc	ount	Preferences	Exit	?
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<b>∢</b> ∎⊳ u	Jtilities 🚖	(1292)							📝 🖬 😭	Favorites 🕶	C Nev	w Window	My Print	Queue
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Create a template by clicking Add

ACA Hrs Impo	ort from Spreadsheet to ates Display Shared Templates	Hist (109) Ø Display Skyward Templates	(1)	1 -
ACA Hrs Import fr	om Spreadsheet to Hist Templat	es	2 🗟	Process
Template Type 🔺	Description	Created By		Add
3) District	Hours Import	Angerscr, Tonette T.		Edit
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- 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.

* Template Description: Hours Import	#6 Save ar Proces
Share with other users in the district	#0 Proces
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ACA Hours Import From Spreadsheet to History	
Select the ACA Hours Spreadsheet to be imported:	
File to Import: Choose File Hours Import.csv #2	
First Line of File is Header Record #3	
* Employee Identifier: Social Security Number 🔹 🔻	
* If ACA Hours exist for a Date and Pay Code  Add to then: hours  * If ACA Hours exist for a Date and Pay Code  Add to then: hours  * If ACA Hours exception	5
Last File Imported: Hours Import.csv	View
Last File Imported: Hours Import.csv mport File Layout he file to import must contain the ACA fields in the format listed using a .csv format file.	View

## Click Preview Data to Process.

Template Des	cription: Hours Import	Back
Processing Messages		
Preview proc	ess has completed and has found records to process	
Select th	he 'Preview Data to Process' button to continue.	
Process Options		
Process Options	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.

Views: Modif	ied/Created	Records 🔻	Filters: *Skywa	ard Default	•				7		Delete
Last Name 🔺	First Name	Middle Name	Date	Pay Code	Current ACA   Hours	mported ACA Hours	New ACA Hours	Update Message	Exceptions		Repor
Abeescr	Jeannine	D	11/01/2014		140.00	140.00	140.00	Modify: Overwrite Hours		4	-
Abeescr	Jeannine	D	12/01/2014		141.00	141.00	141.00	Modify: Overwrite Hours			Back
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			
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Abeitascr	Zenia	G	12/01/2014		278.00	278.00	278.00	Modify: Overwrite Hours			
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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	Н	11/01/2014		160.00	160.00	160.00	Modify: Overwrite Hours			
Abelescr	Reena	Н	12/01/2014		162.00	162.00	162.00	Modify: Overwrite Hours			
Abelescr	Reena	Н	01/01/2015		157.00	157.00	157.00	Modify: Overwrite Hours			
Abelescr	Reena	Н	02/01/2015		150.00	150.00	150.00	Modify: Overwrite Hours			
Abelescr	Reena	Н	03/01/2015		125.00	125.00	125.00	Modify: Overwrite Hours			
Abelescr	Reena	Н	04/01/2015		140.00	140.00	140.00	Modify: Overwrite Hours			
Abelescr	Reena	Н	05/01/2015		135.00	135.00	135.00	Modify: Overwrite Hours			
4	Territory	Trans. 1		4	1						

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.

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Template	Description: Hours Import	Back
Processing Messag	es	
Preview p	process has completed and has found records to process.	
Sele	ct the Preview Data to Process button to continue.	
Process Options		
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