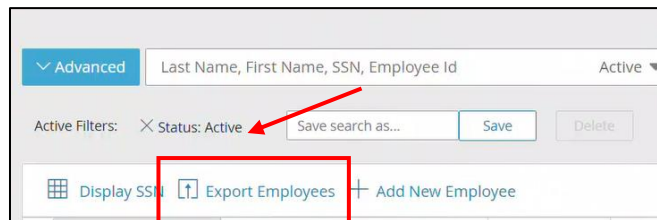




Archdiocese of Boston Uploading a File for Special Easter/Christmas Checks

To upload a file of Christmas/Easter honoraria for a group of employees/priests, determine first if you will only be paying Active employees, or if you will also be paying any employees coded as LOA.

- Under **Employees>Employee Search**, if you will only pay Active employees, leave the Status: Active filter intact. If you want to pay employees on LOA, click the X next to that filter to display all employees (including LOA and Terminated status).
- Click **Export Employees**.



- An Excel sheet will generate. You may need to look for it in the upper or lower corner of your screen. Be sure popup blockers are disabled for this site so that you can view the Excel sheet.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Preferred Fi	Emp Id	Status	Superviso	Department	Canonical
2	Atter	Pat		3520001	A		Rectory	Layperson
3	Bella	Silvia		3520002	A		Parish/Church	Layperson
4	Cibbe	Davide		3520007	A		Parish/Church	Layperson
5	Copper	Mary		3520018	A		Religious Education	Layperson
6	Edwards	Fr. Edward		3520005	A		Parish/Church	Incardinated Priest

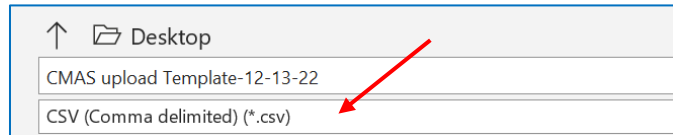
- The sheet then needs to be formatted for upload. The following fields must be included and in this order, and all other data/fields must be deleted. Use the sample upload template to assist you, cutting and pasting the following:
 - Employee ID#s
 - Type of Code = E
 - Code = **CMAS** for Christmas or **EAST** for Easter
 - Hours = Leave Blank
 - Amount = enter the \$ amount per person

If different employees will receive varying amounts, you may want to enter the amounts into the original spreadsheet (while the names are listed) and then cut and paste data into the upload format to avoid errors.

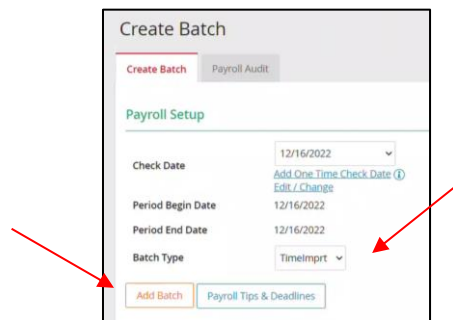
Once satisfied, delete the header line shown below.

Employee ID	Type of Code	Code	Hours	Amount

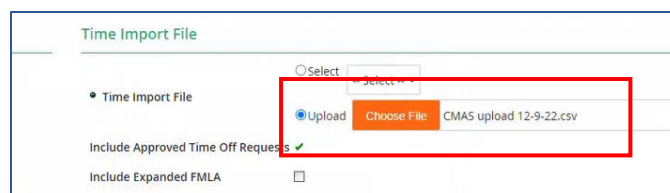
- Save the file either directly to CSV, or first save to Excel and then Save As CSV, somewhere you can easily find it on your computer.



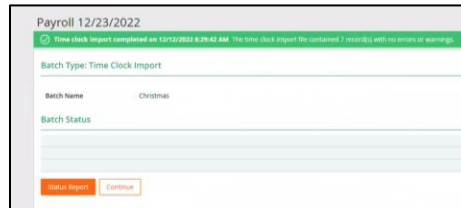
- Go to **Payroll>Pay Entry**.
- If you are issuing payments on a non-common pay date, you must first **Add a One Time Check Date**:
 - Click **Add a One Time Check Date**.
 - Populate the date fields, using whatever date you prefer.
 - Click **Add** when done.
- On the **Create Batch** page, add a batch:
 - Select the **Check Date**.
 - Under **Batch Type**, select **TimeImprt**:
 - You will use this process to upload a file with your Christmas/Easter payment amounts by employee/priest. Your location does not need to use Time & Labor to utilize this feature.
 - Click **Add Batch**:



- Name the batch in the Create New field (ex: Christmas) and leave all other filters as is, unless you only want to pay certain Positions, Departments, Canonical Roles, etc.
- To upload the file you prepared, click **Choose File**, select your prepared file, and then click **Import** (bottom left of your screen – see above).



- You should see a green bar confirming that your upload was a success. If you receive an error message, check your file to confirm that you deleted the first line (column headings) and saved to CSV.



- You will then return to the Create Batch screen, where you can click to review your batch by clicking the link with the name of your batch.

Batches											
<input checked="" type="checkbox"/>	Batch	Created	User	# Checks	Batch Type	Status	Ov Begin Date	Ov End Date	User	Action	
<input type="checkbox"/>	Christmas	12/12/2022 8:27:49 AM	cgustavson	7	TimeImprt - Overridden	Open	N/A	N/A		Approve Batch Totals	

- View Check Details and then Register, per normal procedure then finalize/submit the payroll batch as you normally would.