

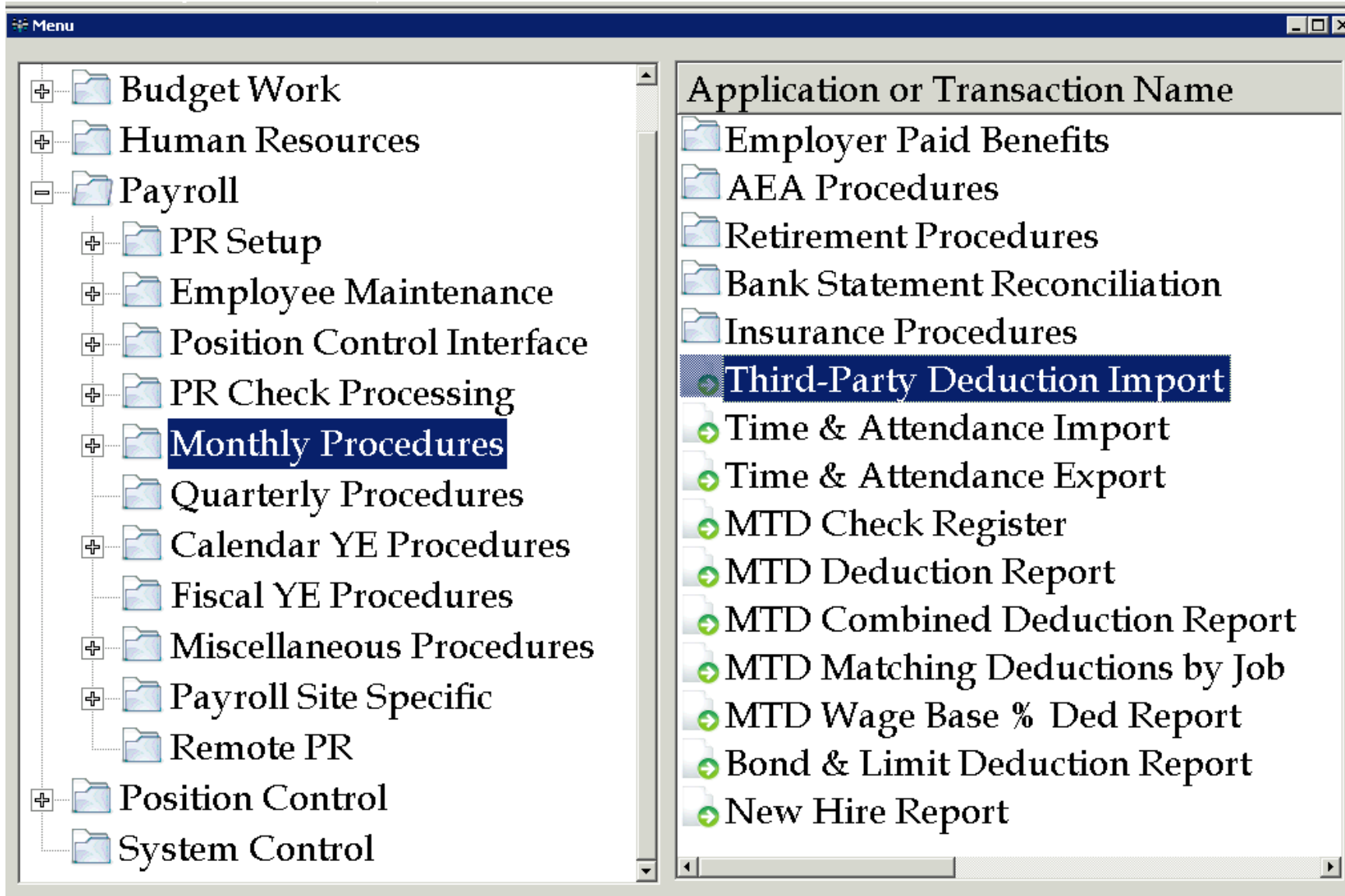
The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the slide, framing the central text. The overall aesthetic is clean and modern.

# Utilizing Spreadsheets and Databases

# Interfacing Data using Excel

- ▶ Vendor deduction upload
  - ▶ PEEHIP
  - ▶ American Fidelity
  - ▶ AEA
  - ▶ Any vendor can be interfaced
- ▶ Input pay
- ▶ Leave taken

# Interfacing Vendor Deductions



File Edit Tools Toolbar Windows Favorites Help

Enter Default Last Delete Save Inquire Next Back Clear Search PrtScr Exit

PR/PHIP: Third-Party Deduction Import (v3.08)

File Definition Name  SSN Deduction Amounts Interface (Import)

Processing Month

Pay Periods

Monthly      Payroll Run Id       july312018a, Ded Cycle 1

Semi-Monthly

Bi-Weekly

Weekly

File Location\Name

Enter Selection Criteria, Click Enter(F1) To Generate Report

Any Excel CSV file can be interfaced in the format: ssn, deduction #, amount.

AEA monthly deduction file can be uploaded using the AEA preset

- SSNDedAmt
- EmplDedAmt
- EmplDedPet
- EmprDedAmt
- EmprDedPet
- DedLimit
- SSNDedAmt
- AEADedAmt
- Tobacco

1	418299923	121	100
2	424335362	45	101.4
3	424335362	47	61.07
4	253908522	45	53.28
5	253908522	121	50
6	419213431	44	61.5
7	587672763	45	50.7
8	416212535	121	150
9	424219606	121	208.33
0	416352674	14	150
1	416352674	45	104.52
2	418840144	49	42.4
3	422273130	121	83.33
4	416783390	45	30.42
5	425573088	45	0
6	425573088	121	60
7	219138768	45	0
8	419118617	46	11.6
9	377908654	47	80.25
0	417135818	121	150
1	416190974	45	27.86
2	259391517	121	25
3	418413325	44	37.5
4	595247866	134	220
5	424159896	46	11.6
6	416134809	44	0
7	416134809	47	0
8	422254853	44	47
9	259574113	47	55.1
0	421909810	121	50

2018 Auburn City Upload

### American Fidelity:

- Submits secure CSV file for January payroll processing
- 228 entries
- Interfaced to employee records in a few minutes
- Improved accuracy - no room for manual entry error

# Time and Attendance / Sub Finders

Time and Attendance systems with Nextgen interfaces

(interfaces have to be customized to your system)

- ▶ Kronos
- ▶ Gorrie Regan
- ▶ Interfaces hours worked as well as leave taken

Kelly Services can be interfaced with

- ▶ Kronos
- ▶ Gorrie Regan
- ▶ Nextgen
- ▶ Kelly Services interfaces leave taken

# Kronos Interface Process

The screenshot displays the Kronos Administration interface. At the top left, the Kronos logo is visible, and the user name 'JAN SWIDERSKI' is shown with a 'Sign Out' link. The main navigation bar includes 'Administration' and 'Quick Links'. A 'Quick Links' dropdown menu is open, showing a 'Back to Quick Links' button. Below this, the 'INTERFACES' section is visible, featuring buttons for 'Refresh', 'Run', 'Set Runtime Options', and 'Schedule'. A table lists various interfaces, with 'Leave\_Taken\_Export' selected. The interface details for 'Leave\_Taken\_Export' are shown in a modal window, including the 'Interface' name, 'Description' (Version 1.14a Date -11-12-2013), and 'Last Deployed' date (12/08/2017 2:17PM). The 'ENTER DATA' section shows 'STEP 3: CREATETEMPDB2.KNX' with a 'Start Date' field set to 06/04/18. A second modal window shows the same interface details but with an 'End Date' field set to 07/01/18.

**KRONOS** JAN SWIDERSKI Sign Out

Administration Quick Links

Quick Links

Back to Quick Links

**INTERFACES**

Refresh Run Set Runtime Options Schedule

	Name	
<input type="radio"/>	Accrual Balance Reset	Interfac
<input type="radio"/>	Custom Field Job Import	Imports
<input type="radio"/>	Demographics Import	Imports
<input type="radio"/>	Holiday Fix	Interface created from Link Holid
<input checked="" type="radio"/>	Hours and Overtime Worked File	Version 2.0 Updated on 0421201
<input type="radio"/>	KSS Leave Import	Import Pay Code Edits with Leav
<input checked="" type="radio"/>	Leave_Taken_Export	Version 1.14a Date -11-12-2013
<input type="radio"/>	Make Whole - All Cost Centers	Adds hours to employees timeca
<input type="radio"/>	Make Whole - CC Prompt	Adds hours to employees timeca
<input type="radio"/>	Sick Bank Participants - Update	Interface created from Link SickB
<input type="radio"/>	TERMINATE_ONLY	***Use this to Terminate. Termina

Administration Quick Links

Quick Links

Back to Quick Links

**ENTER DATA**

Interface Leave\_Taken\_Export

Description Version 1.14a Date -11-12-2013

Last Deployed 12/08/2017 2:17PM

Return Continue

**STEP 3: CREATETEMPDB2.KNX**

\* Start Date: 06/04/18 MM/dd/yy

Administration Quick Links

Quick Links

Back to Quick Links

**ENTER DATA**

Interface Leave\_Taken\_Export

Description Version 1.14a Date -11-12-2013

Last Deployed 12/08/2017 2:17PM

Return Continue

**STEP 3: CREATETEMPDB2.KNX**

\* Start Date: 06/04/18

\* End Date: 07/01/18 MM/dd/yy



MFPHYHRWK june - Notepad

File Edit Format View Help

```

00000105801AFTR004150+000000+000000+HLY
00000107439BUSA001575+000000+000000+BD
00000107850BSUB005575+000000+000000+HLY
00000129539BD 000550+000000+000000+BD
00000129939BD 000975+000000+000000+BD
00000130239BD 001175+000000+000000+BD
00000130221FT10000250+000000+000000+BD
00000130221FT10000875+000000+000000+BD
00000130539BD 001125+000000+000000+BD
00000131150BSUB002650+000000+000000+HLY
00000131239BD 000825+000000+000000+BD
00000131639BD 000125+000000+000000+BD
00000131839BD 000650+000000+000000+BD
00000132039BD 001975+000000+000000+BD
00000132110BSUB003800+000000+000000+HLY
00000138010XTRA000500+000000+000000+EXEMPT
00000141239BD 001425+000000+000000+BD
00000144650SUB 001725+000000+000000+HLY
00000158011TUTR000200+000000+000000+EXEMPT
00000158150T1TU005675+000000+000000+HLY
00000159850T1TU005350+000000+000000+HLY
00000161650SUB 001575+000000+000000+HLY
00000163511TUTR000175+000000+000000+EXEMPT
00000168550T1TU002700+000000+000000+HLY
00000169050T1TU000400+000000+000000+HLY
00000169610XTRA003375+000000+000000+EXEMPT
00000169611TUTR000800+000000+000000+EXEMPT
00000174110XTRA000775+000000+000000+EXEMPT
00000175411TUTR000725+000000+000000+EXEMPT
00000177210XTRA001175+000000+000000+EXEMPT
00000178410XTRA000775+000000+000000+EXEMPT
00000178611TUTR000150+000000+000000+EXEMPT
00000180510XTRA001450+000000+000000+EXEMPT
00000186510XTRA000500+000000+000000+EXEMPT
00000188510XTRA002525+000000+000000+EXEMPT
00000188511TUTR000450+000000+000000+EXEMPT
00000199310XTRA002025+000000+000000+EXEMPT
00000200511TUTR000650+000000+000000+EXEMPT
    
```

MFPYLEAV july - Notepad

File Edit Format View Help

```

00000107901ELBK201806203 000800+00000000000 0000000 0080
00000107901ELBK201806215 000800+00000000000 0000000 0080
00000107901ELBK201806225 000800+00000000000 0000000 0080
00000110201PSYC201806051 000800+00000000000 0000000 8605
00000110501CNSS201806203 000800+00000000000 0000000 8608
00000110501CNSS20180622P 000800+00000000000 0000000 8608
00000110801SCRT201806113 000800+00000000000 0000000 0020
00000110801SCRT201806123 000800+00000000000 0000000 0020
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00000110801SCRT201806153 000800+00000000000 0000000 0020
00000110801SCRT201806183 000800+00000000000 0000000 0020
00000110801SCRT201806193 000800+00000000000 0000000 0020
00000110801SCRT201806203 000800+00000000000 0000000 0020
00000110801SCRT201806213 000800+00000000000 0000000 0020
00000110801SCRT201806223 000800+00000000000 0000000 0020
00000110801SCRT201806253 000800+00000000000 0000000 0020
00000110801SCRT201806263 000800+00000000000 0000000 0020
00000110801SCRT201806273 000800+00000000000 0000000 0020
00000111101RECP20180611P 000800+00000000000 0000000 8601
00000111101RECP20180612P 000800+00000000000 0000000 8601
00000111601CU12201806053 000800+00000000000 0000000 0020
00000111601CU12201806063 000800+00000000000 0000000 0020
00000111601CU12201806113 000800+00000000000 0000000 0020
00000111601CU12201806123 000800+00000000000 0000000 0020
00000111601CU12201806213 000800+00000000000 0000000 0020
00000111601CU12201806223 000800+00000000000 0000000 0020
00000112001PR 20180613P 000800+00000000000 0000000 0045
00000112001PR 201806153 000800+00000000000 0000000 0045
00000112001PR 201806211 000800+00000000000 0000000 0045
00000112001PR 201806261 000800+00000000000 0000000 0045
00000112001PR 201806293 000800+00000000000 0000000 0045
00000112201PR 201806182 000800+00000000000 0000000 0070
00000112201PR 201806193 000800+00000000000 0000000 0070
00000112201PR 201806293 000800+00000000000 0000000 0070
00000113201CU12201806155 000800+00000000000 0000000 0020
00000113201CU12201806181 001600+00000000000 0000000 0020
00000113201CU12201806283 000800+00000000000 0000000 0020
00000113201CU12201806293 000800+00000000000 0000000 0020
00000116601ASST201806253 000800+00000000000 0000000 8601
    
```



# Nextgen Interface Process

The screenshot displays a software menu interface with two main panes. The left pane shows a hierarchical tree view of folders under the 'MCAI' root. The right pane shows a list of application or transaction names, with a 'PR' column on the far right. The 'Time & Attendance Import' item is highlighted in blue.

Application or Transaction Name	Ap
Employer Paid Benefits	
AEA Procedures	
Retirement Procedures	
Bank Statement Reconciliation	
Insurance Procedures	
Third-Party Deduction Import	PR
<b>Time &amp; Attendance Import</b>	PR
Time & Attendance Export	PR
MTD Check Register	PR
MTD Deduction Report	PR
MTD Combined Deduction Report	PR
MTD Matching Deductions by Job	PR
MTD Wage Base % Ded Report	PR
Bond & Limit Deduction Report	PR
New Hire Report	PR

**Folder Tree (Left Pane):**

- MCAI
  - Budget Work
  - Human Resources
  - Payroll
    - PR Setup
    - Employee Maintenance
    - Position Control Interface
    - PR Check Processing
    - Monthly Procedures**
    - Quarterly Procedures
    - Calendar YE Procedures
    - Fiscal YE Procedures
    - Miscellaneous Procedures
    - Payroll Site Specific
      - Remote PR
  - Position Control
  - System Control



**File Import Option**  
 Import Hours Worked  Import Leave Taken

**Sick Bank Withdrawal Prompt Option**  
 Prompt  Always Allow  Always Deny

PR Run ID  july312018a  Import Excel Spreadsheet

Fiscal Year   Allow User to Clear Existing Imported Records

Activate Inactive GL Accounts

File Name and Loc

CCTR	Employee	Name	..	Name	Job	Wo
	1380	HELENE B WHALEY				
	1741	KIMBERLY C JOHNSON				
	1784	DERICK MCCLENDON				
	1805	LAURA O MCGILBERRY				
	1865	CHRISTOPHER SPENCER				
	2269	TEQUELLIA GARDNER	10			
	2337	WILLIAM NEIL WILDER	1			
	2743	VERNESHA JONES	10			
	2808	TOBI C. BANKS	1			
	3172	LISA A MOORE	1			
	3360	TOWNLEY OWEN CROWE	50			
	3361	SUZANNE F. BEARD	50			

Enter Selection Criteria, Click Enter(F1) To Genera

Empl...	Name	J..	Date	Ty...	Taken	Subs...	N.	J...	W...	Error Message
3278	,	1	06/29/2018	3	8	0		0	0	Invalid Employee Number
1328	MARY P WHITLOW	1	06/12/2018	3	8	0		0	0	Leave type 3 Changed to H
1328	MARY P WHITLOW	1	06/13/2018	3	8	0		0	0	Leave type 3 Changed to H
1328	MARY P WHITLOW	1	06/14/2018	3	8	0		0	0	Leave type 3 Changed to H
1328	MARY P WHITLOW	1	06/15/2018	3	8	0		0	0	Leave type 3 Changed to H
3553	KEITH J ENTWISTLE	1	06/27/2018	3	8	0		0	0	Leave type 3 Changed to H
3553	KEITH J ENTWISTLE	1	06/28/2018	3	8	0		0	0	Leave type 3 Changed to H
3553	KEITH J ENTWISTLE	1	06/29/2018	3	8	0		0	0	Leave type 3 Changed to H
2946	FREDDIE JERRELL H...	1	06/19/2018	3	8	0		0	0	Leave type 3 Changed to H
2946	FREDDIE JERRELL H...	1	06/20/2018	3	8	0		0	0	Leave type 3 Changed to H
2946	FREDDIE JERRELL H...	1	06/21/2018	3	8	0		0	0	Leave type 3 Changed to H
2946	FREDDIE JERRELL H...	1	06/22/2018	3	8	0		0	0	Leave type 3 Changed to H

Import Completed Successfully

## Benefits for utilizing interfaces:

- ▶ Efficiency
  - ▶ Hours worked file contained close to 500 entries
  - ▶ Interface completed in a few minutes
  - ▶ Only 20 records returned as an error
- ▶ Accuracy
  - ▶ Data interfaced is generated from Time and Attendance system
  - ▶ No risk of manual entry error

# Interfacing Data Using Spreadsheets

- ▶ If using Kelly Services or other sub finder organizations
  - ▶ Receive weekly data files containing employee absence information
- ▶ Additional hours worked; additional pay
  - ▶ Populate in Excel for interfacing

**\*\*REFER TO THE ATTACHED HARRIS PRESENTATION FOR DETAILED INSTRUCTIONS ON INTERFACING INPUT PAY AND LEAVE TAKEN VIA SPREADSHEETS\*\***