USPLOAD PAYROLL FILES IMPORT PROGRAM

Revised December 2017

Overview

The USPLOAD program allows a district to import data into the USPS master files from an outside source. This may include, but is not limited to, Excel, Access, lotus and other third party software that have the option to export data in either a CSV (Comma Separated Values) or TAB (Tab Delimited) format. The USPLOAD program reads the data, imports and validates it, then writes it to the USPS file structures, thus eliminating manual entry. This might be useful for a district converting to USPS or for a district processing mass updates to varying fields.

The USPLOAD program provides an add and an update option for the import. Both options validate all data to ensure it meets USPS requirements. All possible field values are outlined in the Miscellaneous notes section, under the USPLOAD Criteria. Any records with fields not meeting the USPS possible values validity checks are rejected. A message is written to the reports indicating what record included invalid data.

The CSV or TAB delimited file being read by the USPLOAD options can include the fields in any order. The file must contain a header record which includes all the pre-defined field names (Req Column Desc) as the first record in the import file. The pre-defined field names are included in the USPLOAD Criteria found in the Miscellaneous notes section of this chapter. The remaining records in the file represent the data values being loaded.

Sample .CSV file to Load BIOSCN Information

```
"TRUE_SSN","EMPLOYEE_ID","LAST_NAME","FIRST_NAME","STATE","DIRECT
_DEPOSIT"
"012345678","BOO000010","Boone","Pat","OH","Y"
"234567890","IDO000010","Idol","Billy","OH","Y"
"345678901","TWI000010","Twist","Oliver","OH","N"
"456789012","ING000010","Ingalls","Laura","OH","Y"
"567890123","BOO000010","Boop","Betty","OH","Y"
"678901234","CHI000010","Chicken","Tyson","OH","Y"
"789012345","TAY000010","Taylor","Ann","OH","Y"
"890123456","JAC000010","Jackson","Samuel","OH","N"
"901234567","NIC000010","Nicks","Stevie","OH","Y"
```

When using either the add or the update option, certain fields are required. These fields are highlighted in the USPLOAD Criteria section in this chapter. All records without the required criteria will not be loaded or updated in the files. For the deduction types, it is imperative you reference the correct portion of the Criteria section to determine what the required fields are. In addition, some fields are required dependent on other values. For example, if a retirement code is used, the appointment type is required.

If using the modify option of USPLOAD, a special file is needed to define the fields the district intends to update. It is suggested assistance be obtained from the ITC before attempting to use the update option.

Accessing the program

```
Menu>USPLOAD
```

Main menu

```
USPLOAD - Payroll Files Import Program
------------------------------------------------------------
    1.  BIOSCN     -  Import Biographical Data
    2.  BENSCN     -  Import Benefit Data
    3.  JOBSCN     -  Import Job Data
    4.  PAYSCN     -  Import Pay Account Information
    5.  DEDNAM     -  Import Deduction Name Information
    6.  DEDSCN     -  Import Deduction Information
    7.  ATDSCN     -  Import Attendance Information
    8.  USPDATMST  -  Import Date Master Information
    9.  USPDATES   -  Import Date Detail Information
   10.  EXIT       -  Exit program
```

BIOSCN option

```
                              USPLOAD - BIOSCN
Report File Specifications:
 Error report file                 EMPLOAD.TXT
 Print options page                Y
 Optional heading line

Processing Options:
 Format of import file             CSV
 Update existing records (Y/N)     N
 Name of import file               BIO.CSV
 Name of parameter file
 Name of parameter section
```

Field Definitions

- The default error report file name is EMPLOAD.TXT. The text file name can be changed at the **Error report file** prompt.

- The USPLOAD program has the ability to create an options page for each report that is generated detailing how the program was run. The creation of the page is controlled by the **Print options page** prompt. 'Y' (yes) will generate the page and 'N' (no) will not generate the page. A printed record of the various processing options chosen can be helpful when researching problems.

- Information entered in the **Optional heading** field will appear at the top of each page of the report.

- Enter the format of the file in the **Format of import file** field. The format choices are as follows:
    - CSV - comma-separated variables
    - TAB - tab-delimited

- The **Update existing records** field allows an existing file to be updated or a new file to be created:
    - Y - Update an existing file
    - N - Create a new file

- The **Generate ZIDS (Y/N)** field allows ZIDs to be generated if State ID field is blank:
    - Y - Generate ZIDs if State ID field is blank
    - N - Do not generate a ZID

If 'Y' is selected, a ZID will be generated, regardless of the value in the 'Report to EMIS' field on JOBSCN.

- Enter the name of the import file to be imported in the **Name of import file** field.

- If using a parameter file to load information, enter the name of the parameter file in the **Name of parameter file** field.

- If using a parameter file to load information, enter the name of the parameter section in the **Name of parameter section** field.

Please note, the screen is formatted the same for each USPLOAD option.

Miscellaneous notes

USPLOAD Criteria

The manual contains tables outlining the field requirements for the various USPLOAD options. Each table includes a description, the maximum size, the required column description, possible values, and the field format. In the column labeled "Max Size" the fields defined are represented as either alphabetic or numeric. All alphabetic fields are defined as 'X', for example, field **EMPLOYEE_ID** is an alphabetic field 9 characters long. All numeric fields are defined as '9', for example, field **DATE_OF_BIRTH** is a numeric field 8 characters long. Numeric fields with an 'S' preceding the '9' indicate this field can hold a positive value or a negative value. Numeric fields containing a value which allows decimal places, contain a '.' in the "Max Size" column. All numeric values with a decimal point, must include the decimal point in the CSV or TAB file. For example, a value for 2 dollars and 10 cents must be in the spreadsheet as 2.10. Fields listed in each table that are bolded are required for adding new data or updating current data. The ADD or UPDATE option is specified by each bolded field and is located in the description column. Fields that are italicized only may be required, dependent upon another field's value.