

About the Import Time record layout

The Import Time Record Layout table describes the layout of the individual fields for an import time earnings record. The order in which these fields appear in the import time record must correspond to the time entry view you use.

Import Time Record Layout			
Type	Length	Field	Comment
alpha	10	Employee*	Required.
alpha	12	Job*	If the job on the import record is blank, no job prefills for the current earnings entry.
alpha	12	Job Cost Extra*	If job is blank but extra is filled in, record is rejected. If extras are not being tracked but extra is filled in, record is rejected. Use this field to store the Job Cost extra ID, if any, that applies for the current earnings entry.
alpha	12	Job Cost cost code*	If job is blank but cost code is filled in, record is rejected. If Job Cost cost code on the import record is blank, cost code prefills from the equipment record if Equipment field filled in, and Equipment Cost cost code is blank or non-memo. If cost code is not prefilled from the Equipment record, Job Cost cost code from Employee record prefills for this earnings record. If Job Cost cost code on Employee record is blank, no cost code prefills for the current earnings record.
alpha	3	Category*	If the job field is blank but category is filled in, record is rejected. If Job Cost category on the import record is blank, category prefills from the Equipment record if Equipment field is filled in, and Equipment Cost cost code is blank or non-memo. If category is not prefilled from the Equipment record, the Job Cost category from the Pay record prefills the current earnings record.
alpha	10	Equipment	If the equipment ID on the import record is blank, no equipment prefills for the current earnings record.
alpha	12	Equipment Cost cost code	If equipment ID is blank, but Equipment Cost cost code filled in, the record is rejected. If a Job Cost extra, cost code or category precedes the Equipment Cost cost code field on the import record and the equipment ID is not blank, the Equipment Cost cost code prefills from the employee record only if it is a memo cost code.
alpha	10	Certified class	Prefills from the employee record.

alpha	10	Union	Prefills from the employee record.
alpha	10	Union local	If the union field on the import record is blank, the union local field is not used. Otherwise, the union local prefills from the employee record.
alpha	10	Union class	If union on the import record is blank, union class is not used. Otherwise, the union class prefills from the employee record.
alpha	10	WC code	Prefills from the Payroll cost code entered on the Workers Compensation record based on Job Cost cost code on the import record, if any. Otherwise, the WC code prefills from the employee record.
alpha	10	WC State	Prefills from the WC state entered on the employee record. If the WC state is blank on the employee record, the field prefills with the state entered for the job in Job Cost. If no state prefills, you can enter the WC state during Enter Time or Enter Checks.
alpha	10	Department	Prefills from the employee record.
alpha	10	Misc 1	Prefills from the employee record.
alpha	10	Misc 2	Prefills from the employee record.
alpha	X	Debit account	Prefills according to the standard Payroll hierarchy of accounts.
alpha	10	State	Prefills according to the state entered on the job record, if job is entered unless "Use Employee work state/local" is selected on the Employee Setup - Entry Info window. Otherwise, the field prefills based on the Work State on the employee record.
alpha	10	Local	If a job is entered, this field prefills according to the local entered on the Job record, unless Use Employee work state/local is selected on the Employee Setup - Entry Info window. Otherwise, the field prefills based on the local on the employee record.
alpha	10	Pay ID*	Prefills from the employee record.
date	8	Date*	If the earnings entry is for a certified job, this is a required entry. The date entered for the earnings is compared with the period end date and must be within the same pay period.
alpha	25	Description	If you want to import a description for this time entry, enter a description using up to 25 characters. Remote Time Entry does not automatically prefill this item.
time	xx:xx	Start Time	Required if the end time is imported.
time	xx:xx	End Time	Required if the start time is imported.
numeric	1	Shift	Prefills from the employee record.

check box	5	Certified?	This check box is selected if the job entered for the earnings record is certified and Exclude from certified repc is not selected on the Employee Setup - Misc Info window
numeric	-7.2	Units*	If start and end time are used, the units calculate automatically.
numeric	-7.5	Rate	For hourly employees only. The rate of pay prefills based on the Pay Rate Table, the employee pay record, or the pay record. The highest of the three rates prefills in the import record.
numeric	9.2	Amount	Prefills with the units multiplied by rate unless an entry is included in the import record.

*These fields can be sent from Remote Time Entry.

[About field separators](#)

[About import time field types](#)

[About multiple line records](#)

[About spaces and tabs](#)

[About the Import Time file format](#)

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