



Overview/Description

This process describes the steps necessary to create, save, and upload an Earnings Adjustment Load Spreadsheet for payroll processing.

Keep a blank template of the Earnings Adjustment Load spreadsheet to access each time a new spreadsheet is created. This form is formatted for a successful upload. **Do not change the formatting of the columns.** Once a spreadsheet is uploaded, you should not add additional earnings adjustments. **You must use a new, blank spreadsheet.** For audit and backup purposes, save the completed spreadsheet in an appropriate payroll folder separate from the blank template.

The Earnings Adjustment Load spreadsheet template is available on the OneUSG Connect Support website, https://www.usg.edu/oneusg_connect/.

Navigation:

Practitioner Services > Practitioner Training > Payroll

Prerequisite(s)

N/A

Instructions

1. Complete the Earnings Adjustment Load Spreadsheet.

1.1. Data Entry

- **Paysheet Update Source:** Must be "OT" (Other).
- **Creation Date:** Date the user entered the earnings adjustment data. Format must be MM/DD/YYYY.
- **Company:** Employee's current active three-digit company code.
- **Pay Group:** Pay group for the employee's effective dated row that includes the pay end date for these earnings.
- **Pay Period End Date:** Pay period end date for which the earnings apply. This is the pay period end date on the pay calendar for the pay group entered above. Format must be MM/DD/YYYY.
- **Off Cycle:** Enter "N" for No. The Earnings Adjustment Load spreadsheet will only be loaded to an on-cycle pay calendar's pay period end date. This is a required field.
- **Earnings Begin Date:** First day that the earnings apply for the employee. Format must be MM/DD/YYYY.
 - **Hourly:** This should be the first day of the workweek to which the earnings apply for correct FLSA overtime calculation.



- **Salary:** Can be any date within the monthly pay period begin and end dates.
- **Earnings End Date:** Last day that the earnings apply for the employee. Format must be MM/DD/YYYY.
 - **Hourly:** This should be the last day of the workweek to which the earnings apply for correct FLSA overtime calculation.
 - **Salary:** Can be any date within the monthly pay period begin and end dates.
- **Empl ID:** Active employee's seven digit employee identification number. Must include all seven digits including leading zeros.
- **Empl Record:** Employee's record that is active for the company and pay group for which the deductions apply.
- **Paysheet Transaction Type:** "E" for earnings.
- **Transaction Status:** Enter "A" (Active), when the earnings are submitted to the staging table, they are in an "A" (Active) status. When the earnings are loaded to the payline, the status updates to "I" (Inactive).
- **Separate Check Nbr:**
 - Leave blank for no, this will add earnings to the existing paycheck.
 - Enter "1" for yes, earnings should be on a separate check.
- **Combination Code:** Enter combo code to direct earnings to an account other than employee's regular expense account. Must be an active, valid combo code for the earnings entered.
- **Earnings Code:** Use the appropriate earnings code for the employee's earnings program.
- **Amount:** Flat Amount of earnings to pay employee, no "\$" (dollar sign) or commas.

Important:

1. Do not copy and paste data from other spreadsheets, this will corrupt the spreadsheet's formatting.
2. Once you have a row entered, you can copy down inside the spreadsheet (Ex. Copying the earnings begin and earnings begin dates or the earnings code).
3. Press **Tab** instead of **Enter** to advance to another column. Click **Enter** on the last column when you want to create a new row.



1.2. Save the Spreadsheet.

- 1.2.1. Save the file and have the ability to enter more adjustments before uploading.
- Save as an **Excel** spreadsheet.
 - Add/update the spreadsheet until you are ready to upload.

- 1.2.2. When you are ready to **upload** the Earnings Adjustment Load spreadsheet, follow the steps below:

- Click **File** in upper left hand corner of the spreadsheet.
- Click **Save As** and select "CSV (Comma Delimited)" or "CSV (MS-DOS)." Use the following naming convention:

Example: 220 ERN 85B1 1

CCC XXX RUNID #

- CCC – Numerical Company Code "220"
- XXX – ERN - Earnings
- RUNID – Pay Run ID "85B1"
- # - Iteration of your files for each Pay Run ID "1"

Do not use underscore, dashes, slashes or other special characters.

- Do not reopen the file in Excel once it is saved as a CSV file.** Doing so will remove all CSV formatting causing the file to not load.

1.3. Review File Formatting Prior to Upload.

- To view the format prior to upload, you can open the CSV file in Notepad or WordPad.
- When accessing the CSV file to view, right click once on the file name and select **Open With** either Notepad or WordPad.
- Please review the following:
 - "OT" is in the first column for all rows.
 - Company Code is on each row.
 - All dates are in MM/DD/YYYY format.
 - EMPL IDs have all seven digits including leading zeros.
 - No extra or blank columns or rows.



2. File Upload Processes.

Navigation

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2.1. Attaching the file to be loaded.

- a. Add a **Run Control ID** or Search for an Existing **Run Control ID** to use.
- b. To run a report and validate the data prior to processing, select **upload /validate**. The data will not be loaded. Once validation is complete, select **upload/process** to upload data for processing.
- c. Click **Attach** and a File Attachment screen will open.
- d. Click **Choose File** and navigate to where the Earnings Adjustment Load CSV spreadsheet is located.
- e. Select the file and click **Open**.
- f. Click **Upload** to begin the upload process.
- g. In the **File Attachment** box, the file name that you want to upload should appear. Validate this is the correct file to upload.
- h. Click **Save** then **Run**.
- i. From the Process Scheduler Request window, click OK.
- j. Click **Refresh** in the Process Monitor to refresh until the process completes.

2.2. File Upload Failure, Processes to "No Success."

- a. How to view error messages:
 - Select **Details** on the **Process Monitor**.
 - Click **View/Log/Trace**.
 - Locate File List-Name and select the .stdout file.
 - Review the message(s) displayed.
- b. Common Error Messages:

"No such file or directory" could mean:

 - **Invalid file name:** There is a character in your file name that is not acceptable or it is too long.
Resolution: Resave using the suggested naming convention. Right click on the file and rename; **do not** open file to resave.
 - **Formatting Issue:** There is a formatting issue in your file.
Resolution: Refer to step 1.3, **Review File Formatting Prior to Upload**, to review format.



- **Invalid Data:** Data in the file is incorrect.

Resolution: Check the following:

- Is the earnings code valid for the employee?
- Is the pay end date valid for the pay calendar?
- Is the combo code valid for the earnings?
- Are any required fields blank?

c. Make any necessary corrections.

d. Go back to step 1.2 to correctly save and reattach the file and run the Earnings Adjustment Load process.

2.3. File Runs to Success.

The file can run to success and contain transactions in error status.

- How to view error messages:
- Select **Details** on the **Process Monitor**.
- Click **View/Log/Trace**.
- Locate File List-Name and select the .stdout file.
- View the **Earnings_Error_Report.txt** to review errors.
- View the **Earnings_Load_Report.txt** to review loaded items.

2.4. Automated Adjustment Load.

Navigation

NavBar > Navigator > Payroll for North America > Payroll Customization > Automated Adjustment Load

- a. Add a **Run Control ID** or Search for an Existing **Run Control ID** to use.
- b. Enter the **Pay Run ID** for the earnings adjustments that you wish to load to the staging table.
Note: Pay calendars must be attached to the Pay Run ID for the Earnings Adjustments to load.
- c. Click **Save** then **Run**.
- d. From the **Process Scheduler Request** window, click **OK**.
- e. Click **Refresh** in the **Process Monitor** to refresh until the process completes.



3. Run Query and Validate Load.

Navigation

Navbar > Navigator > Reporting Tools > Query > Query Manager

3.1. Run the query **BOR_PY_PYLOAD**.

- a. Enter parameters for Pay Period End Date and Company for the Earnings Adjustments Load.
- b. Validate that the Automated Adjustments Load process loaded your transactions and they are in the query with a status of "A" (Active).

3.2. View Payline.

- a. During payroll review, validate transactions loaded to the payline.
- b. Run the **BOR_PY_PYLOAD** query for the Pay Period End Date and Company for the Earnings Adjustments Load.
- c. Validate that the Automated Adjustments Load process loaded your transactions and they are in the query with a status of "I" (Inactive).
- d. Any transactions that did not load will need to be processed as a manual adjustment. These adjustments should be submitted to SSC Payroll by the established deadline.