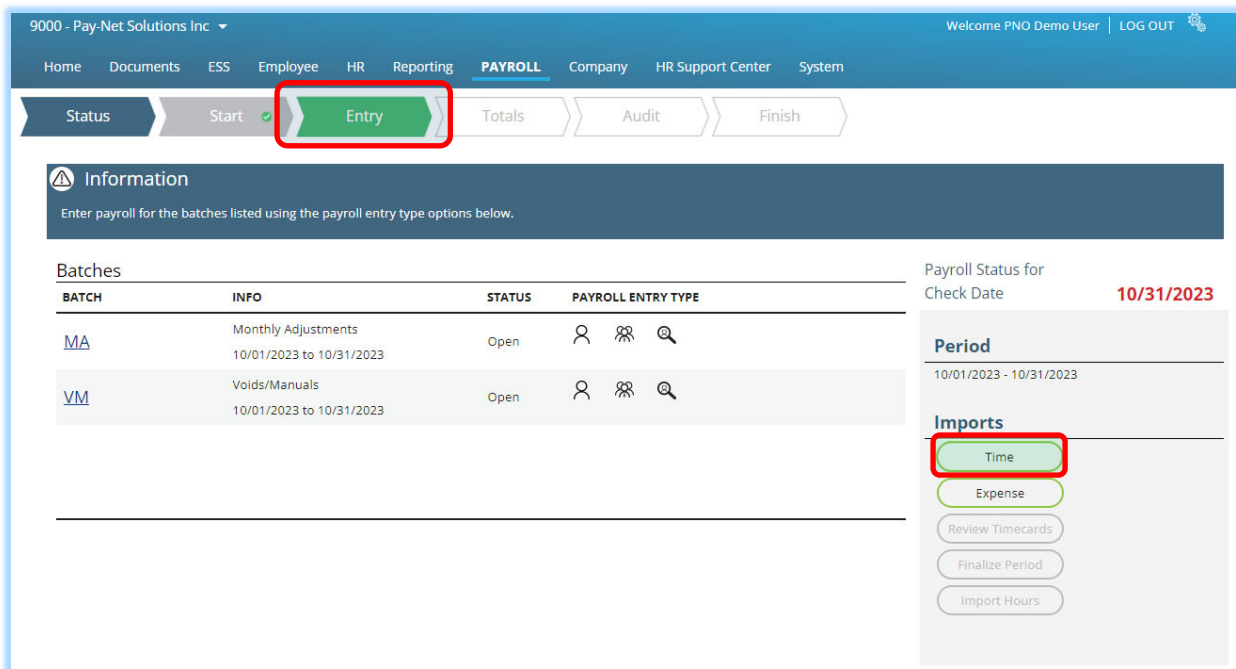


This Quick Reference Manual is meant to outline the steps necessary to import your payroll file. Please be aware you will need to format your import prior to uploading. We will show you how to do this as needed. It must be **.CSV file**.

1. After logging into Pay-Net and starting your payroll, you will either be on the **Entry tab** or you can click the **Entry Tab**. Click on the **Time** button on the right.



2. Click **Import** [Image 1]. If you do not see the box in Image 2 please see Image 3 and click **Switch to Manual Upload**. Click **Select** and choose your **.CSV file** from your computer's files. Scroll down in the box and click **Upload**.

Image 1

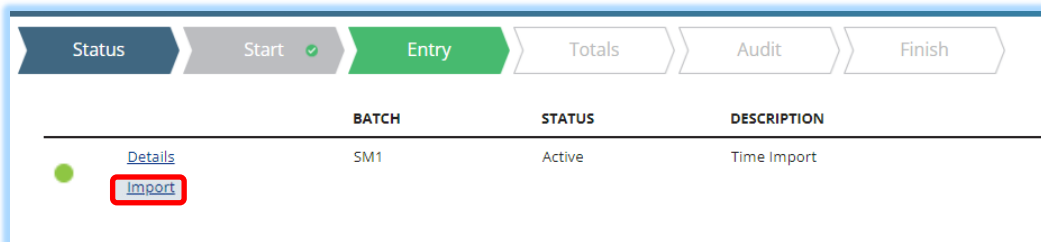


Image 2

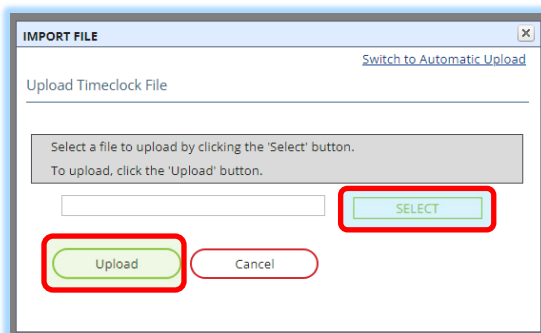
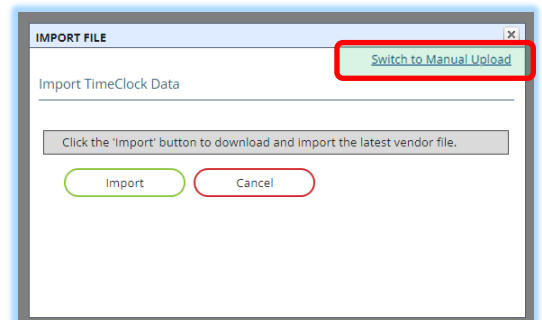


Image 3



3. It will start to upload [Image 4]. If the import was successful with no warnings you will see Image 5 and you are done. Proceed to process payroll as usual. If the status is Warning proceed to step four.

Image 4

TIME IMPORTS			
Use the grid below to import, re-import, or delete time files. To view a log of activity for each import, click details.			
Check Date 04/30/2019			
	BATCH	STATUS	DESCRIPTION
Details	MA	Running	Time Import

Image 5

TIME IMPORTS			
Use the grid below to import, re-import, or delete time files. To view a log of activity for each import, click details.			
Check Date 04/30/2019			
	BATCH	STATUS	DESCRIPTION
Details	MA	Done	Time Import
Re-Import			
Delete			

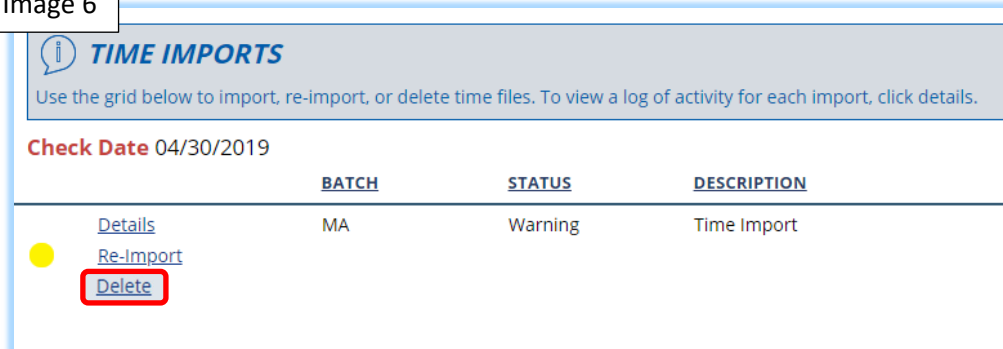
4. This does not mean the import was unsuccessful, but this means there might have been some issues. The issues vary, but you can see the issues with the import by clicking **Details**. In the box that pops up it does not give a detailed explanation, but it does say which line[s] on your .CVS file need to be fixed. **Exit** out of the box.

TIME IMPORTS			
Use the grid below to import, re-import, or delete time files. To view a log of activity for each import, click details.			
Check Date 04/30/2019			
	BATCH	STATUS	DESCRIPTION
Details	MA	Warning	Time Import
Re-Import			
Delete			

STATUS	NOTES	QUEUED USER	QUEUED TIME
Warning	This import completed with the following warnings: Line 1, Employee [2]: Bad Earning Code: '1' Skipping line! Line 2, Employee [2]: Bad Deduction Code: '1' Skipping line! Line 3, Employee [3]: Bad Earning Code: '1' Skipping line!	mhoworth	4/18/2019 8:50:50 AM

5. Click **Delete** [Image 6], where you will then be prompted to confirm by clicking **OK** [Image 7]. It will process your request [Image 8], and then you are ready to import again [Image 9]. Adjust your file as needed and follow the above steps again. It is okay if it takes a couple times to make sure it is formatted correctly.

Image 6

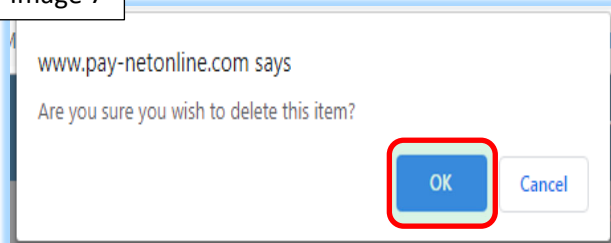


TIME IMPORTS
Use the grid below to import, re-import, or delete time files. To view a log of activity for each import, click details.

Check Date 04/30/2019

	<u>BATCH</u>	<u>STATUS</u>	<u>DESCRIPTION</u>
Details ● Re-Import Delete	MA	Warning	Time Import

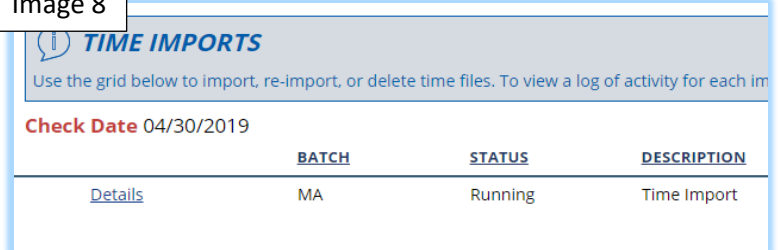
Image 7



www.pay-netonline.com says
Are you sure you wish to delete this item?

OK Cancel

Image 8

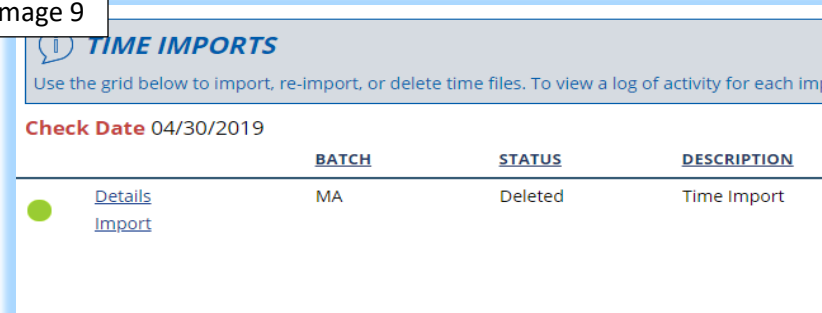


TIME IMPORTS
Use the grid below to import, re-import, or delete time files. To view a log of activity for each im

Check Date 04/30/2019

	<u>BATCH</u>	<u>STATUS</u>	<u>DESCRIPTION</u>
Details	MA	Running	Time Import

Image 9



TIME IMPORTS
Use the grid below to import, re-import, or delete time files. To view a log of activity for each imp

Check Date 04/30/2019

	<u>BATCH</u>	<u>STATUS</u>	<u>DESCRIPTION</u>
● Details Import	MA	Deleted	Time Import