

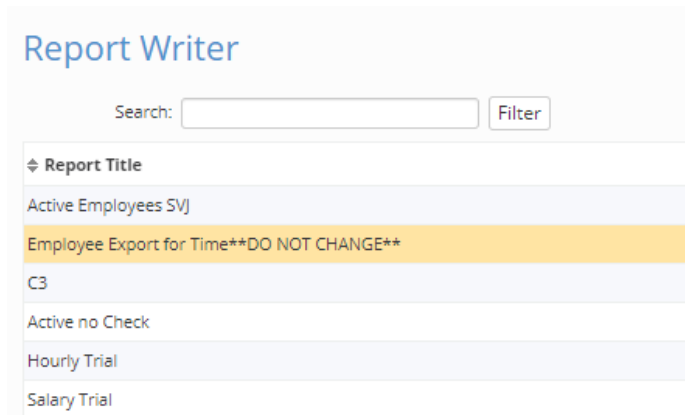
Polling/Pre-Payroll Part 1: Importing Employee File To SB Clocks



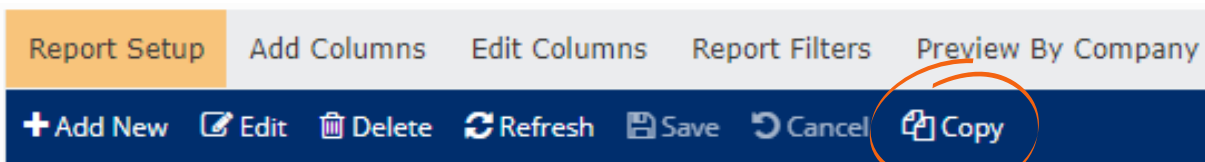
Go to Reporting>Report Writer



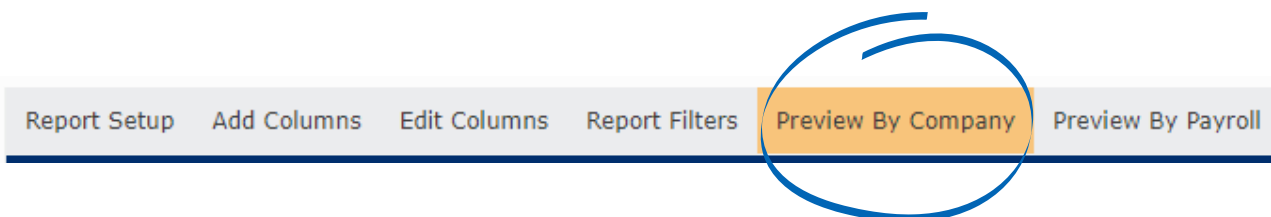
Select "Employee Export for Time"



It is very important that you DO NOT CHANGE this report. If you would like to make changes, click "Copy" in the blue bar and make changes to the copy.



Once "Employee Export for Time" is selected, click "Preview by Company"




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- You can either select a specific company, or leave "All Companies" selected.
- Leave "As of Date" blank
- Output type will be CSV. Ensure you don't select Excel, as the file won't be read properly.

Employee Export for TimeDO NOT CHANGE****

Company: ----- All Companies ----- ▼

As Of Date: 

Leave blank to base on the most recent pay date.

Output Type: CSV ▼

Click "Generate Report" and then "Go to My Reports Queue"



Download the report by clicking "View Report"

My Reports Queue iSolved | University

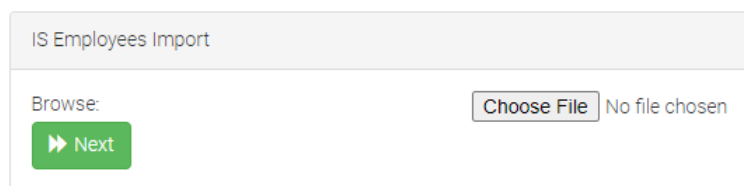
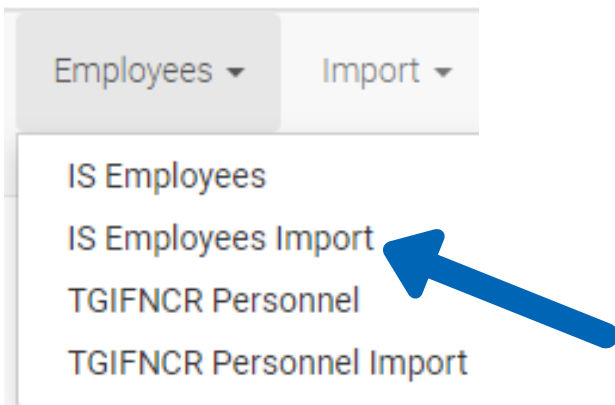
Client ID	Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
AFI	Active Employees SVJ	GENERATED	7/16/2020 3:20:28 PM	7/16/2020 3:20:34 PM	7/16/2020 3:20:50 PM	7/19/2020 3:20:50 PM	View Report

Polling/Pre-Payroll Part 1: Importing Employee File To SB Clocks

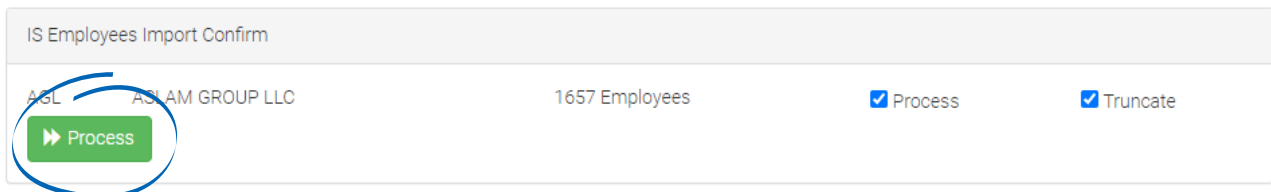


Go to SB Clock
Go to Employees>IS Employee Imports

Click "Choose File" and select the file
you just downloaded
Click "Next"



The next screen will confirm the file upload, click "Process"



You will see a confirmation screen that says "Import Processed Successfully"

