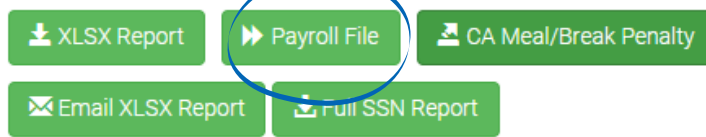


# Polling/Pre-Payroll Part 4: Importing Payroll File to iSolved

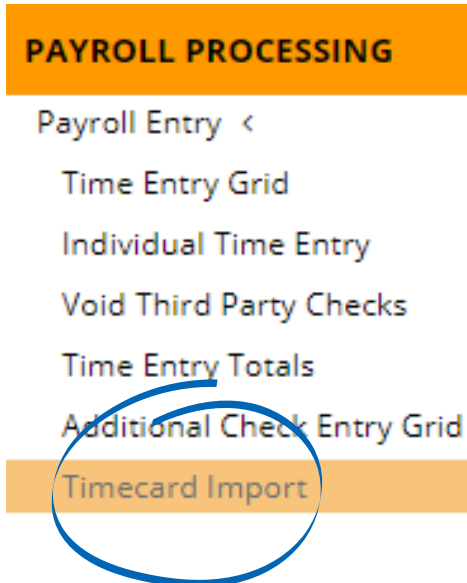


Go back to SB Clocks where you downloaded the XLSX (Exceptions) Report, and click "Payroll File"

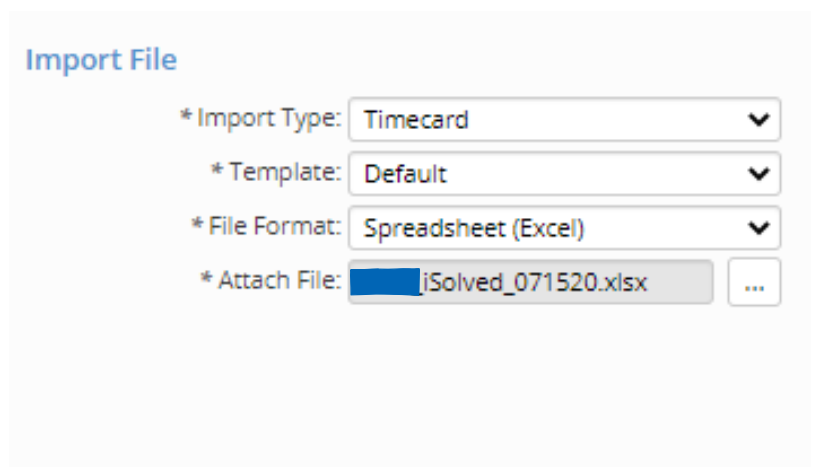
## Raw Input Parsed Data [REDACTED] (07/15/2020)



In iSolved, go to Payroll Processing>  
Payroll Entry>Time Card Import



Import Type will be "Timecard"  
Leave Template as "Default"  
File Format will be "Spreadsheet (Excel)"  
Attach the file you just downloaded



# Polling/Pre-Payroll Part 4: Importing Payroll File to iSolved

- Select your Default Company
- Leave everything else as is, it will be auto-populated based upon your settings
- Click "Next"

**Import Options**

Note: Default Company & Pay Group will be used if none is provided in the file.

\* Default Company:  ▼

\* Default Pay Group:  ▼

Pay Date: 7/20/2020  
Period Begin Date: 7/1/2020  
Period End Date: 7/15/2020

\* Import Key:  ▼

Implied Decimal Places:  ▼

On the next screen you'll see the list of all employees and "Import Validation Summary" at the bottom. There should be zero critical errors.

**Import Validation Summary**

Critical Error Records: 0  
Warning Records: 1  
File Format Errors: 0

Click "Next" and you're finished.

