



Infiniti HR Timesheet Import Instructions

1. Pay Import file can be saved anywhere on your computer but **WITHOUT any spaces in the file name and MUST BE SAVED AS A .TXT FILE.**
2. Type "Time Sheet Entry" in the search bar. (Add this to your favorites)
3. Select the desired payroll you would like to import:

Payroll / Action / Time Sheet Entry Client: (29999) DEMO CLIENT

Select Payroll for Time Sheet Entry

Payroll#	Approval Pending	Description	Payroll Type	Pay Date	Cutoff Date	Cutoff Time	Delivery Date
20201		02-07-20 WK	Scheduled	02/07/20	02/06/20	11:58PM	02/06/20

4. Click on the Payroll Import Icon near the top right of the screen:

Payroll / Action / Time Sheet Entry Client: (29999) DEMO CLIENT

Payroll: 20201 Weekly Start: 10/30/2016 End: 11/06/2016 Pay Date: 02/07/2020

Closed in [Closed]

Employee	Name	Pay rate	Salary	FLSA Exempt	REGULAR	OVERTIME	VACATION	HOLIDAY	BONUS	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	Gross Pay	O/E	O/D	L/R	PTO
E41862	Rutledge, Jennifer	28.84			40.00								40.00			1,153.85				
T41203	Smith, John	12.00			0.00															

5. Click on Start Import:

Payroll / Change / Time Sheet Import Client: (1111) DEMO COMPANY

Time Sheet Import Pay Groups

Payroll Number: 202115

Import Definition: TCPimport

Start Import

6. Choose File and Submit:

The screenshot shows a web application interface for payroll import. At the top, there is a header bar with 'Payroll / Change / Time Sheet Import' on the left and 'Client: (1111) DEMO COMPANY' on the right. Below the header, the page is divided into two main sections: 'Time Sheet Import' on the left and 'Pay Groups' on the right. In the 'Time Sheet Import' section, there are two input fields: 'Payroll Number' with the value '202115' and 'Import Definition' with a dropdown menu set to 'TCPimport'. The 'Pay Groups' section is currently empty. Overlaid on the right side of the interface is a browser window titled 'Upload a File - Google Chrome'. The address bar shows the URL 'inf.prismhr.com/inf.hsg/jupload.asp?r=0.3239951215206869'. The main content of the browser window is a file upload dialog box with the text 'Pick a file to upload:'. Below this text are two buttons: 'Choose File' and 'No file chosen'. At the bottom of the dialog box is a 'submit' button. A red rectangular box highlights the 'Choose File' and 'No file chosen' buttons.

7. Fix Errors on the import if needed (Contact your payroll Specialist for any assistance)

Once imported, the timesheet can be adjusted as needed and finalized when ready for processing. Payroll will process as usual from here.

IF YOU ARE NOT CURRENTLY IMPLEMENTING TIMESHEET IMPORTS BUT YOU ARE INTERESTED, PLEASE REACH OUT TO OUR HRIS DEPARTMENT AND ASK FOR ASSISTANCE WITH SETTING UP A TIMESHEET IMPORT – HRIS@infinitehr.com