

# Payroll – miExcel Payroll

## ❖ Setup/Security

- [Database Connections](#)
- [Enabling the Import Option](#)

## ❖ Lists

- [Activities](#)
- [Employees](#)
- [Tasks](#)
- [Pay Codes](#)

## ❖ Custom Functions

- [=GetEmployeeLastName\(\)](#)
- [=GetEmployeeFirstName\(\)](#)
- [=GetEmployeeGender\(\)](#)
- [=GetEmployeeJobPosition\(\)](#)
- [=GetEmployeeDepartment\(\)](#)
- [=GetEmployeeHourlyRate\(\)](#)
- [=GetEmployeeEstimatedAnnualHours\(\)](#)
- [=GetEmployeeAnnualWage\(\)](#)
- [=GetEmployeeCodeHours\(\)](#)
- [=GetEmployeeCodeAmounts\(\)](#)
- [=GetEmployerCodeAmounts\(\)](#)
- [=GetPayCodeTitle\(\)](#)

## ❖ Imports

- [Importing Time](#)
- [Importing Time Table](#)
- [Update Pay Schedules](#)
- [Import Contributions](#)
- [Update Hourly Rate](#)

---

## SETUP/SECURITY

---

In order to use miExcel you will need to be connected to your organization's Caselle databases. To ensure you are connected to the proper databases follow below instructions:

### ❖ Database Connections

1. Click the Caselle tab and depending on your license certain features will be unlocked.

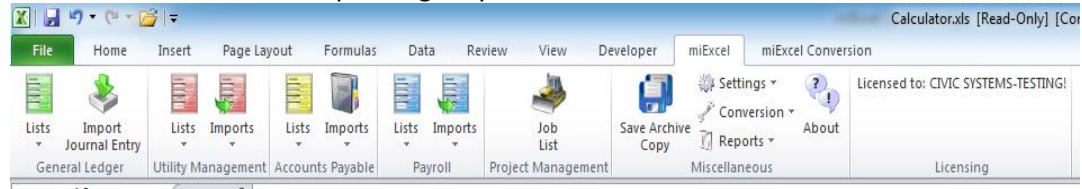


Illustration 1: miExcel Ribbon

2. Click **Setting | Database Connection** button.

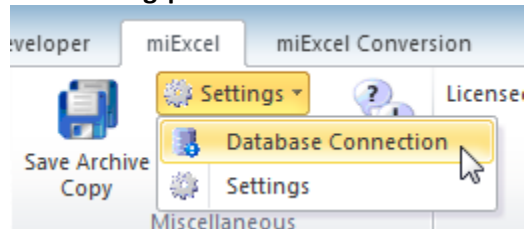
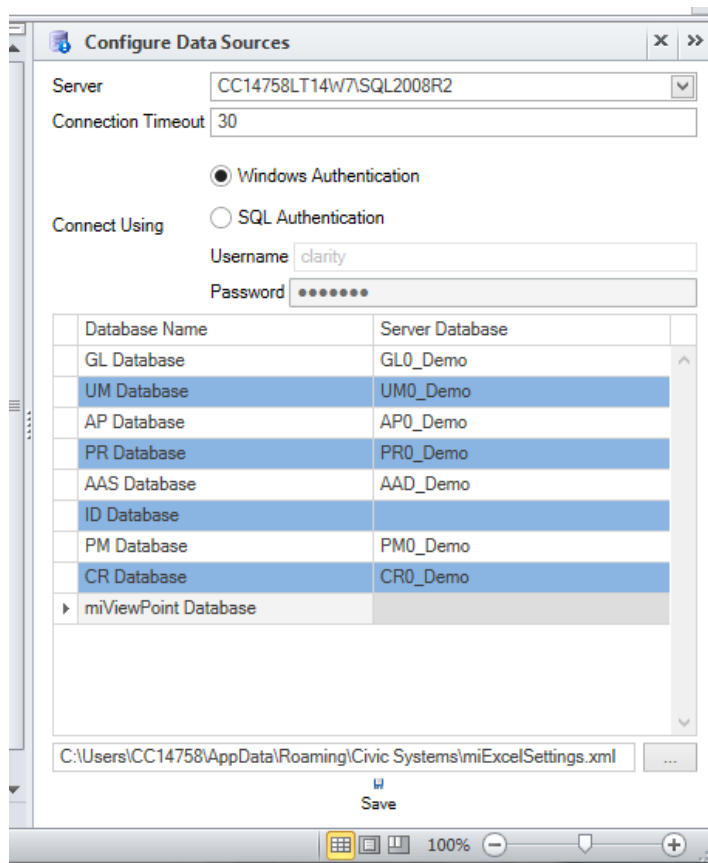


Illustration 2: Database Connection

3. There are several fields that need to be specified on this screen.
  - **Server** – Specify the name of the SQL server that Connect is installed on.
  - **Connect Using** – Specify whether we are going to connect to the SQL server through *Windows Authentication* or *Sql Authentication*. If we are connecting through *Sql Authentication*, a **Username** and **Password** will need to be specified.
  - **Datasources** – Specify the name of the appropriate databases for General Ledger (GL0), Utility Management (UM0), Accounts Payable(AR0), Payroll (PR0), Security (AAS), Improvement Districts (ID0), Project Management(PM0), Cash Receipting (CR0) , and miViewPoint databases.

(See screen shot on next page)



**Illustration 3: Configure Database Sources**

4. Click **Save**.

### ❖ Enabling the Import Option

The ability to utilize the **Import** options is dependent upon whether you as a user has access to those menu items **AND** whether your network ID is populated on the user in Security (System Management>Security>Setup/Modify User Rights).

**Import Time and Time Table imports** is only active if the user has access to **Enter Payroll Checks** program in Caselle Payroll (Payroll>Employees>Enter Payroll Checks).

**Import Timekeeping and Timekeeping Table** is only active if the user has access to **Enter Employee Time** in Caselle Timekeeping (Timekeeping>Employees>Enter Employee Time).

**Update Pay Schedules** is only active if the user has access to **Pay Schedules** in Caselle Payroll (Payroll>Organization>Pay Schedules).

**Import Contributions** is only active if the user has access to **Modify Existing Employees** in Caselle Payroll (Payroll>Employees>Modify Existing Employees).

**Update Hourly Rates** is only active if the user has access to **Modify Existing Employees** in Caselle Payroll (Payroll>Employees>Modify Existing Employees).

---

## ***LISTS***

---

The following section explains how to utilize different lists for the miExcel custom functions

### ❖ **Activities List**

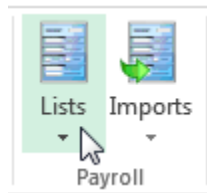
Some of the miExcel custom functions and imports utilize activities from the Timekeeping module. To view your activities and their activity codes, follow these steps:

1. Click on the **miExcel** ribbon at the top.



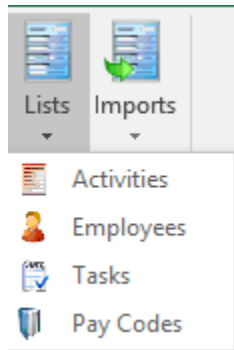
**Illustration 1: miExcel on Excel ribbon**

2. Click on the **Lists** drop-down button under the *Payroll* section.



**Illustration 2: Lists button**

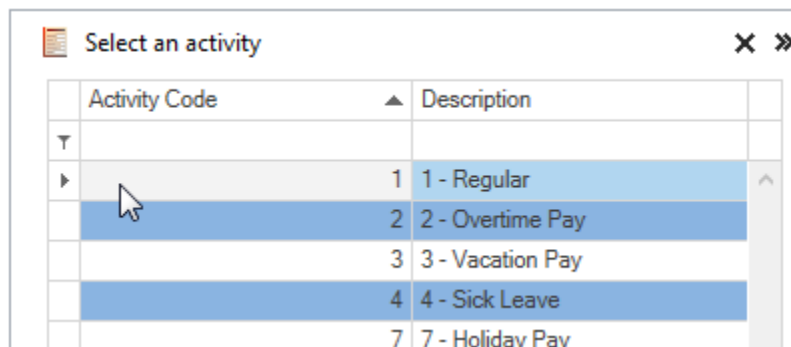
3. Select **Activities**.



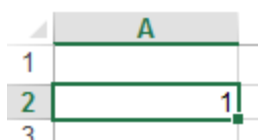
**Illustration 3: Activities button**

### Selecting a Single Activity

To select an activity, click on the activity you desire and then click the **OK** button at the bottom. You can also double-click on an activity from the list. The activity code selected will be placed in the current cell on your Excel workbook.



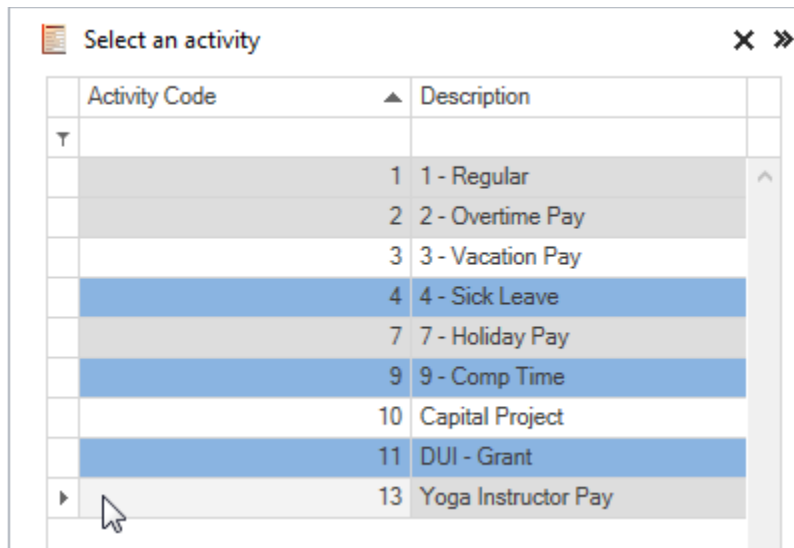
**Illustration 4: Activity List (Single Activity)**



**Illustration 5: Activity Code populated into the current cell in your Excel workbook**

## Selecting Multiple Activities

To select multiple activities from the **Activities List**, hold the *Shift* key to highlight a range of activities or the *Control* key to select individual activities from the list. Once you have the appropriate activities highlighted, click the **OK** button at the bottom. The activities selected will be placed in the current cell and subsequent cells in the same column.



**Illustration 6: Activity List (Multiple Activities)**

The screenshot shows an Excel spreadsheet with column A highlighted in green. The data is as follows:

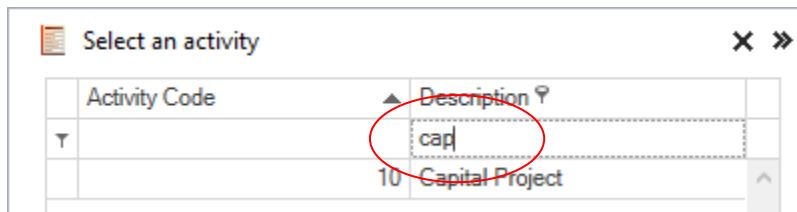
	A
1	
2	1
3	2
4	7
5	13

**Illustration 7: Activities Codes populated into your Excel workbook**

## Filtering

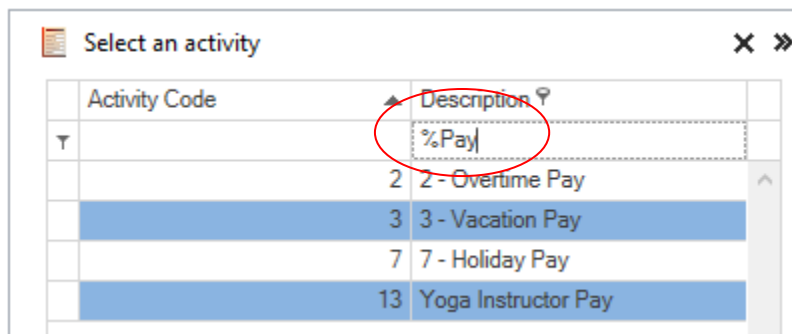
You can filter the list to only display certain **Activities**.

To filter on any column that appears in the data grid, simply start typing in that field at the top. The list will then filter automatically.



**Illustration 8: Activity List filtered to only show those Activities that begin with “cap”**

You can use the percent sign (%) as a wildcard. In the following example, we filtered for any activity that has “Pay” in its description.



**Illustration 9: Activity List filtered to only show those accounts with “Pay” in the Activity Description.**

## ❖ Employees List

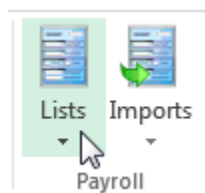
Many of the miExcel custom functions and imports utilize employee numbers. To view a list of Employees, follow these steps:

1. Click on the **miExcel** ribbon at the top.



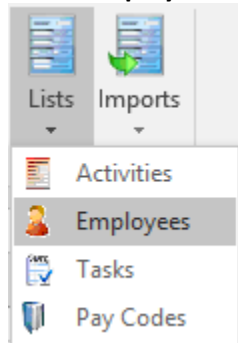
**Illustration 1: miExcel on Excel ribbon**

2. Click on the **Lists** drop-down button under the *Payroll* section.



**Illustration 2: Lists button**

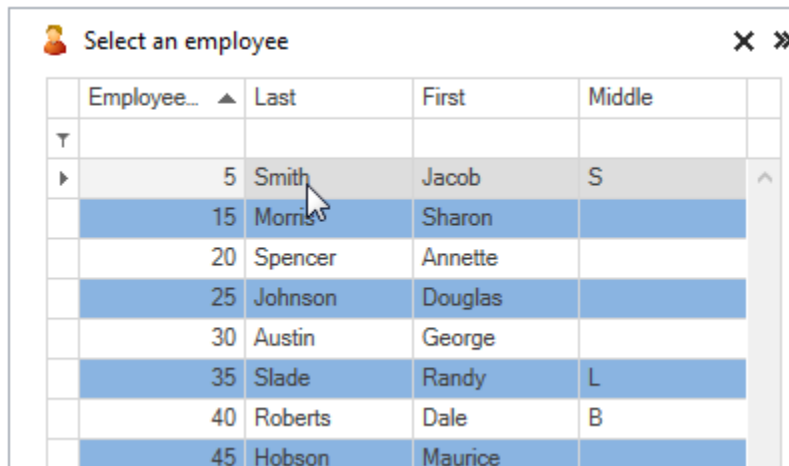
### 3. Select **Employees**.



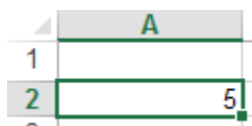
**Illustration 3: Employees button**

### Selecting a Single Employee

To select an employee, click on the employee you desire and then click the **OK** button at the bottom. You can also double-click on a rate from the list. The employee number selected will be placed in the current cell on your Excel workbook.



**Illustration 4: Employee List (Single Employee)**

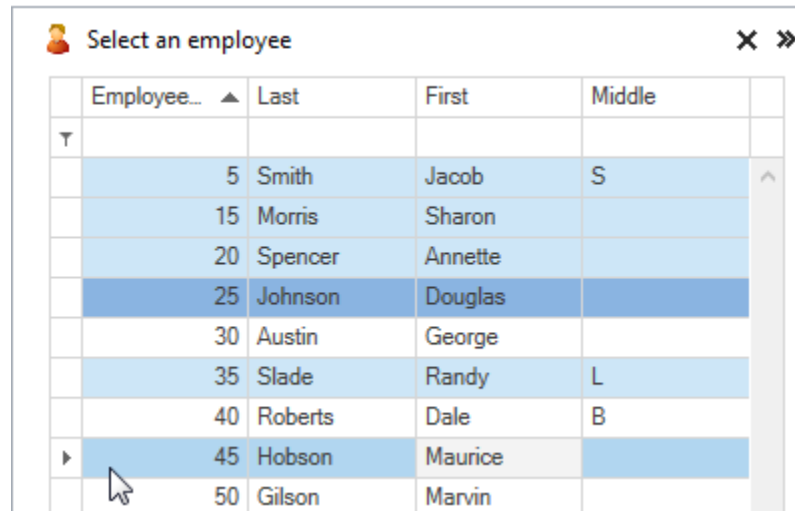


**Illustration 5: Employee number populated into your Excel workbook**

### Selecting Multiple Employees

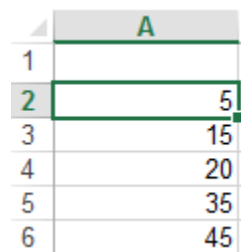
To select multiple employees from the **Employee List**, hold the *Shift* key to highlight a range of rates or the *Control* key to select individual employees from the list. Once you have the appropriate

employees highlighted, click the **OK** button at the bottom. The employees selected will be placed in the current cell and subsequent cells in the same column.



Employee...	Last	First	Middle
5	Smith	Jacob	S
15	Morris	Sharon	
20	Spencer	Annette	
25	Johnson	Douglas	
30	Austin	George	
35	Slade	Randy	L
40	Roberts	Dale	B
45	Hobson	Maurice	
50	Gilson	Marvin	

**Illustration 5: Employees List (Multiple Employees)**



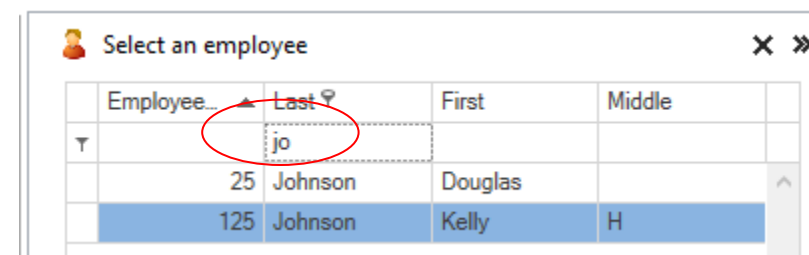
	A
1	
2	5
3	15
4	20
5	35
6	45

**Illustration 6: Employees populated into your Excel workbook**

## Filtering

You can filter the list by **Employee Number** or **Name**.

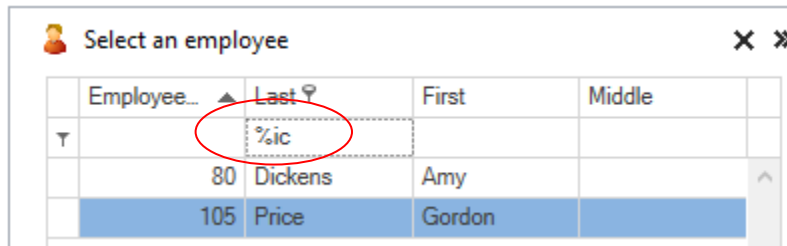
To filter, simply start typing in any field at the top. The list will then filter automatically.



Employee...	Last	First	Middle
25	Johnson	Douglas	
125	Johnson	Kelly	H

**Illustration 7: Employee List filtered to only show Employee that start with “jo”**

You can use wildcards for additional filtering capabilities. The percent sign (%) acts as a wildcard character.



Employee...	Last	First	Middle
80	Dickens	Amy	
105	Price	Gordon	

**Illustration 8: Employee List filtered to only show those employees with “ic” in the Employee’s Last Name**

## ❖ Task List

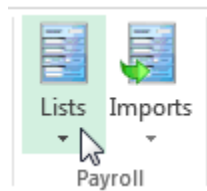
Some of the miExcel custom functions and imports utilize tasks from the Timekeeping module. To view a list of tasks, follow these steps:

1. Click on the **miExcel** ribbon at the top.



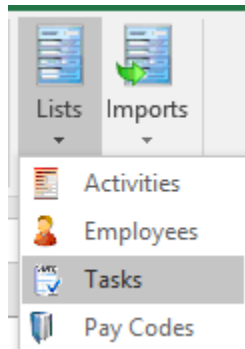
**Illustration 1: miExcel on Excel ribbon**

2. Click on the **Lists** drop-down button under the *Payroll* section.



**Illustration 2: Lists button**

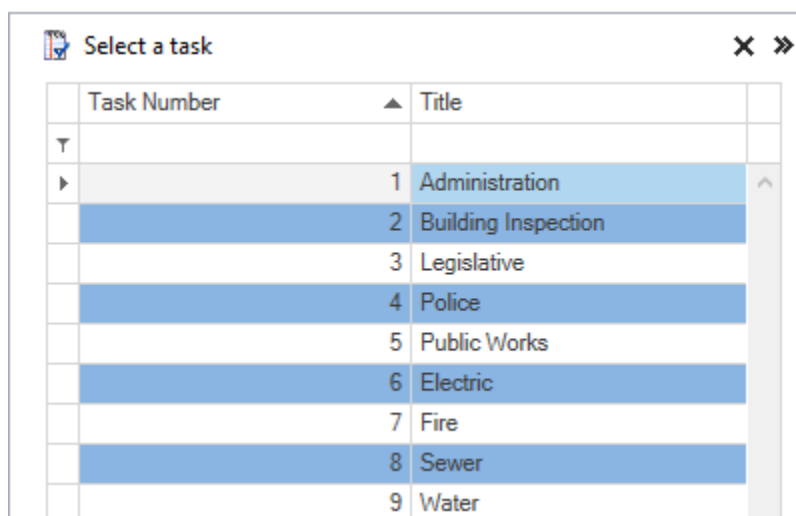
3. Select **Tasks**.



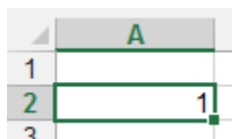
**Illustration 3: Tasks button**

## Selecting a Single Task

To select a task, click on the task you desire and then click the **OK** button at the bottom. You can also double-click on a task from the list. The task selected will be placed in the current cell on your Excel workbook.



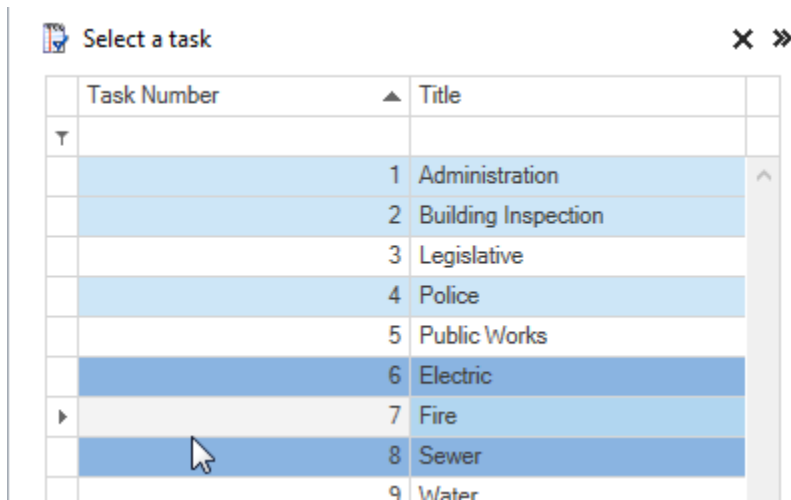
**Illustration 4: Tasks List (Single Task)**



**Illustration 5: Task number populated into your Excel workbook**

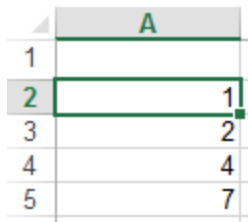
## Selecting Multiple Tasks

To select multiple tasks from the **Tasks List**, hold the *Shift* key to highlight a range of tasks or the *Control* key to select individual tasks from the list. Once you have the appropriate tasks highlighted, click the **OK** button at the bottom. The tasks selected will be placed in the current cell and subsequent cells in the same column.



Task Number	Title
1	Administration
2	Building Inspection
3	Legislative
4	Police
5	Public Works
6	Electric
7	Fire
8	Sewer
9	Water

**Illustration 6: Tasks List (Multiple Tasks)**



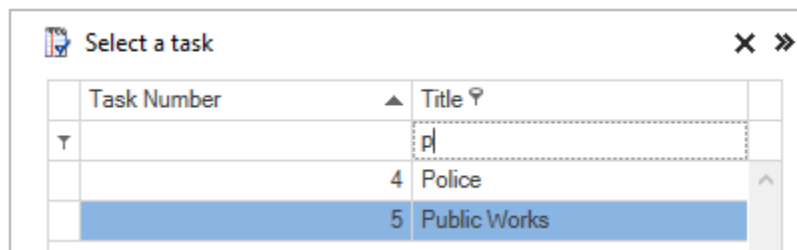
	A	B
1		
2	1	1
3		2
4		4
5		7

**Illustration 7: Tasks populated into your Excel workbook**

## Filtering

You can filter the list by **Task Number** or **Title**.

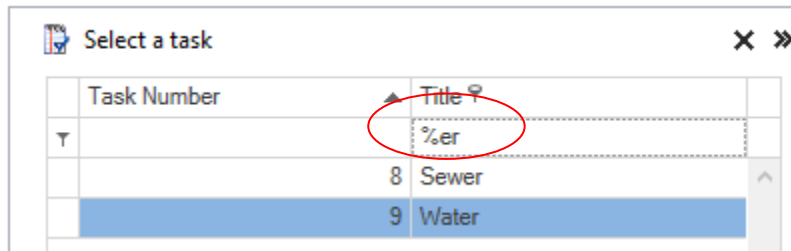
To filter on **Task Number** or **Title**, simply start typing in a field at the top. The list will then filter automatically.



Task Number	Title
4	Police
5	Public Works

**Illustration 8: Task List filtered to only show Tasks that start with “p”**

You can use wildcards for additional filtering capabilities. The percent sign (%) acts as a wildcard character.



**Illustration 9: Tasks List filtered to only show those tasks with “er” in the Task Title**

## ❖ Pay Code List

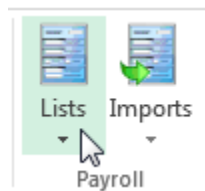
Many of the miExcel custom functions and imports utilize pay codes. To view a list of Pay Codes, follow these steps:

- Click on the **miExcel** ribbon at the top.



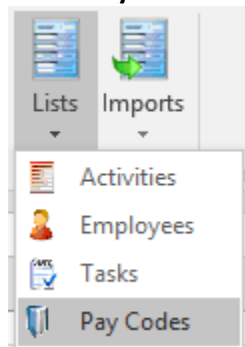
**Illustration 1: miExcel on Excel ribbon**

- Click on the **Lists** drop-down button under the *Payroll* section.



**Illustration 2: Lists button**

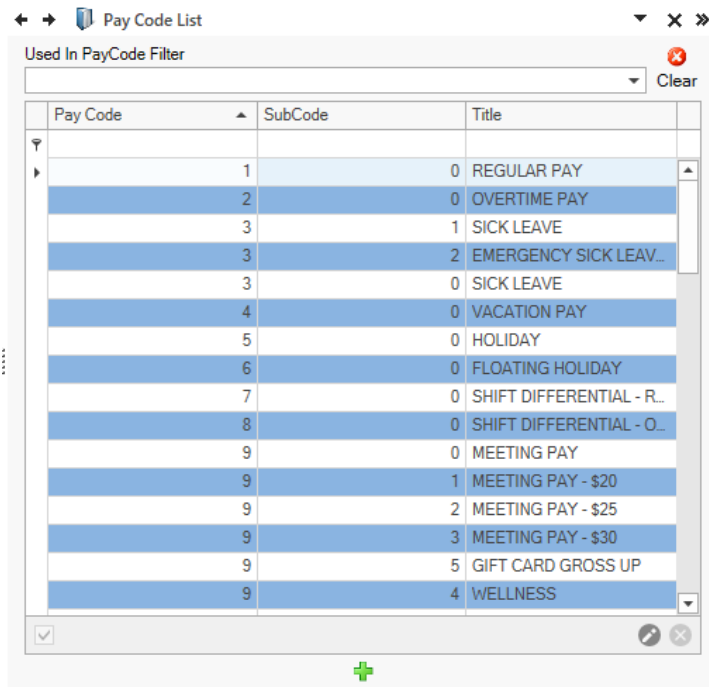
- Select **Pay Codes**.



**Illustration 3: Pay Codes button**

### Selecting a Single Pay Code

To select a pay code, click on the pay code you desire and then click the **OK** button at the bottom. You can also double-click on a task from the list. The task selected will be placed in the current cell on your Excel workbook.



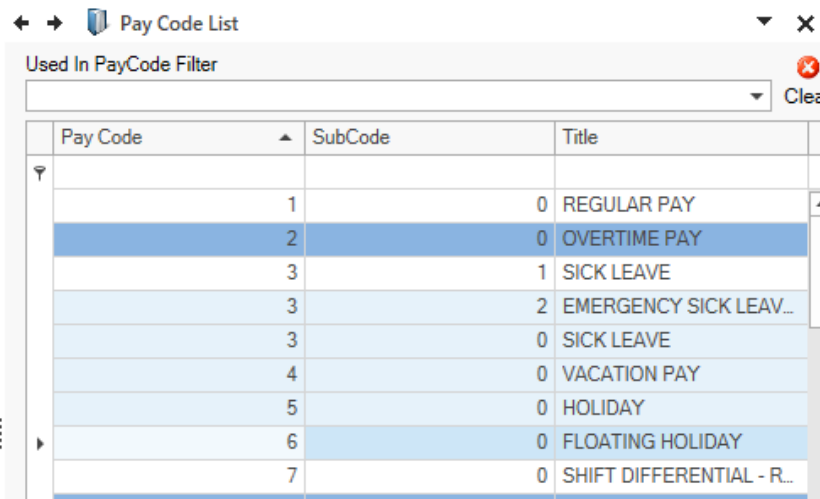
**Illustration 4: Pay Code List (Single Task)**

	A	B
1	Pay Code	Sub Code
2	1	0

**Illustration 5: Pay Code & Sub Code populated into your Excel workbook**

### Selecting Multiple Pay Codes

To select multiple pay codes from the **Pay Codes List**, hold the *Shift* key to highlight a range of tasks or the *Control* key to select individual pay codes from the list. Once you have the appropriate pay codes highlighted, click the **OK** button at the bottom. The pay codes & sub codes selected will be placed in the current cell and subsequent cells in the same column.

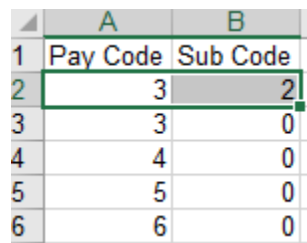


Pay Code List

Used In PayCode Filter

Pay Code	SubCode	Title
1	0	REGULAR PAY
2	0	OVERTIME PAY
3	1	SICK LEAVE
3	2	EMERGENCY SICK LEAV...
3	0	SICK LEAVE
4	0	VACATION PAY
5	0	HOLIDAY
6	0	FLOATING HOLIDAY
7	0	SHIFT DIFFERENTIAL - R...

**Illustration 6: Pay Codes List (Multiple Tasks)**



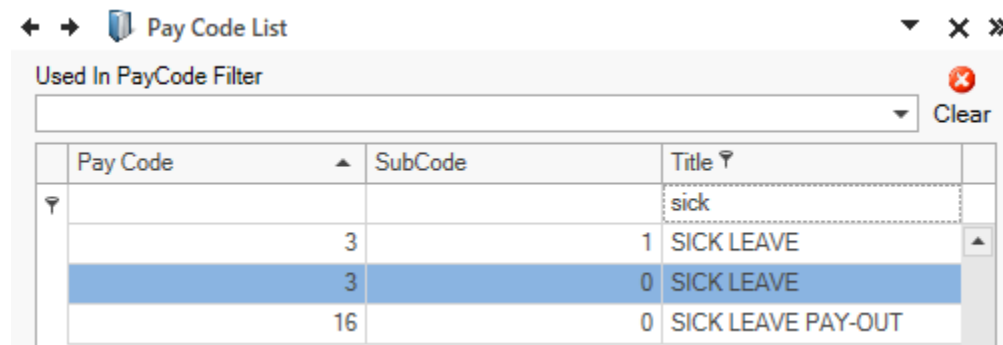
	A	B
1	Pay Code	Sub Code
2	3	2
3	3	0
4	4	0
5	5	0
6	6	0

**Illustration 7: Pay Codes populated into your Excel workbook**

## Filtering

You can filter the list by **Pay Code**, **Sub Code** or **Title**.

To filter on **Pay Code**, **Sub Code** or **Title**, simply start typing in a field at the top. The list will then filter automatically.



Pay Code List

Used In PayCode Filter

Filter: sick

Pay Code	SubCode	Title
3	1	SICK LEAVE
3	0	SICK LEAVE
16	0	SICK LEAVE PAY-OUT


**Illustration 8: Pay Code List filtered to only show Pay Code Titles that start with “sick”**

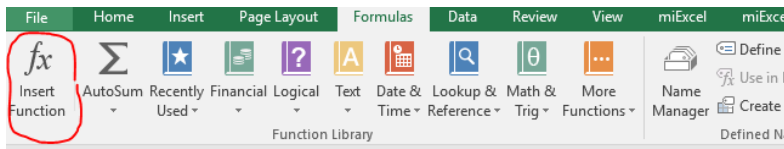
You can use wildcards for additional filtering capabilities. The percent sign (%) acts as a wildcard character.

Pay Code	SubCode	Title
		%holi
	5	0 HOLIDAY
	6	0 FLOATING HOLIDAY

**Illustration 9: Pay Codes List filtered to only show those pay codes with “holi” in the Pay Code Title**

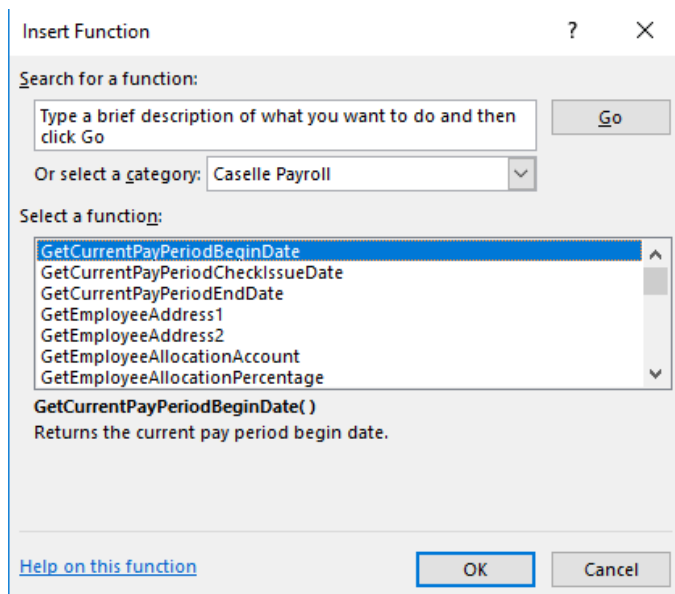
## CUSTOM FUNCTIONS

Custom functions can be utilized to get specific data that is in the Caselle database into an Excel document. There are many functions available in the payroll module. To view all the available functions select the “Insert function” from the formula menu or select the  from the toolbar.



or  from toolbar

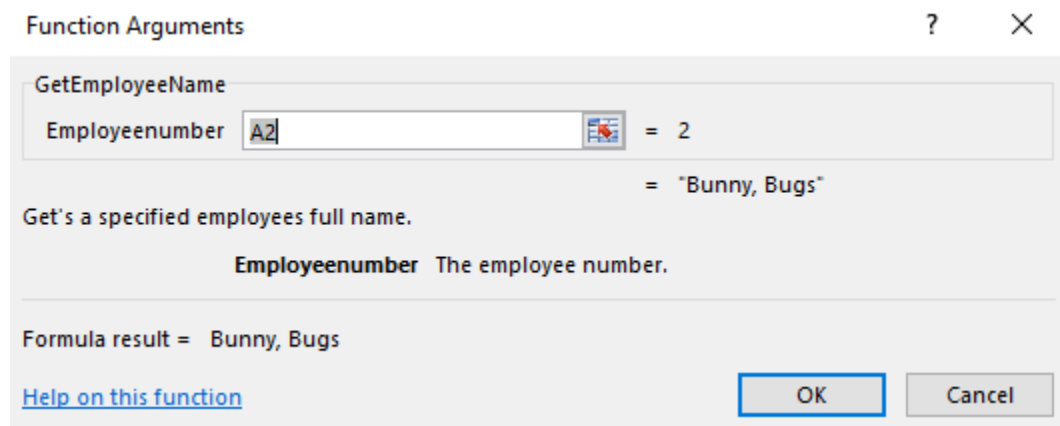
Choose the category of “Caselle Payroll” to get the entire list of payroll functions.




Common payroll functions are listed below along with instructions on how to use each function:

### ❖ =GetEmployeeLastName()

The **=GetEmployeeLastName()** function will provide you with the employee's last name. This function utilizes one (1) argument: employee number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle Payroll".

Once you have specified the cell where the **Employee number** resides, click the **OK** button.

	A	B	C	D	E
	Employee Number	Employee Name	Last Name		
	2	Bunny, Bugs	=GetEmployeeLastName(A2)		

**Illustration 2: Formula Example**

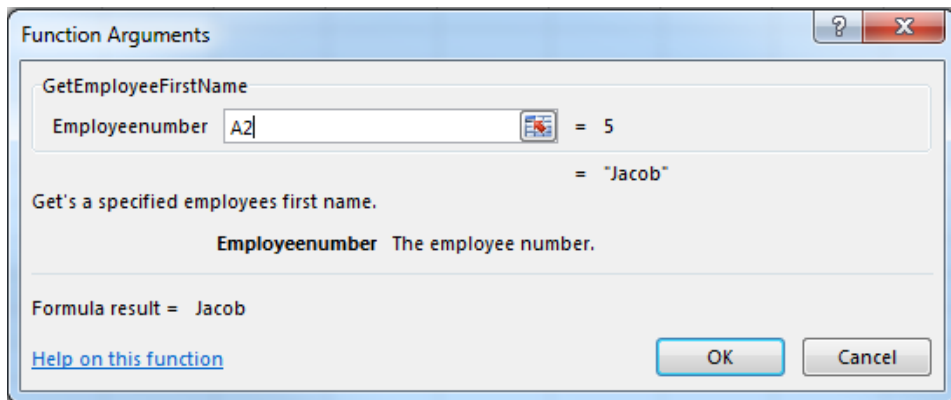
	A	B	C
1	Employee Number	Employee Name	Last Name
2	2	Bunny, Bugs	Bunny

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

### ❖ =GetEmployeeFirstName()

The **=GetEmployeeFirstName()** function will provide you with the employee's first name. This function utilizes one (1) argument: employee number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle Payroll*”.

Once you have specified the cell where the **EmployeeNumber** resides, click the **OK** button.

	A	B	C	D	E
1	Employee Number	Employee Name	First Name		
2	5	Smith, Jacob S	=GetEmployeeFirstName(A2)		

**Illustration 2: Formula Example**

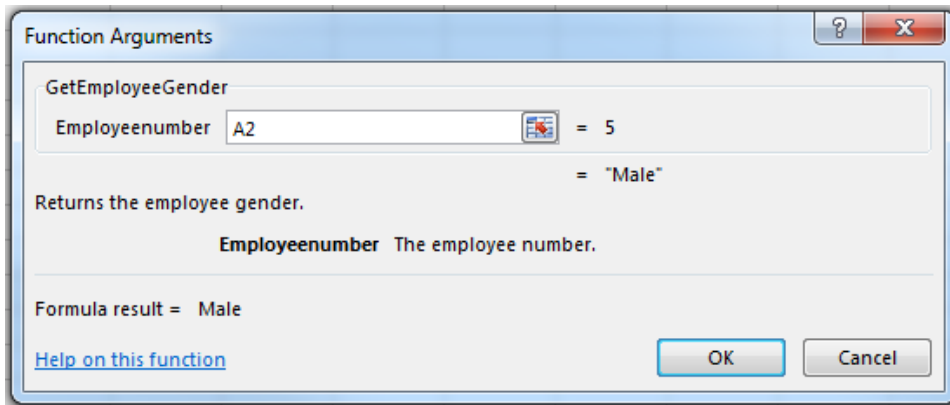
	A	B	C
1	Employee Number	Employee Name	First Name
2	5	Smith, Jacob S	Jacob

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## ❖ =GetEmployeeGender()

The **=GetEmployeeGender()** function will provide you with the employee’s gender. This function utilizes one (1) argument: employee number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle Payroll”.

Once you have specified the cell where the **Employee number** resides, click the **OK** button.

	A	B	C	D	E
1	Employee Number	Employee Name	First Name		
2	5	Smith, Jacob S	=GetEmployeeGender(A2)		

**Illustration 2: Formula Example**

	A	B	C
1	Employee Number	Employee Name	First Name
2	5	Smith, Jacob S	Male

**Illustration 3: Formula Completed Example**

Once you have this function set, you can simply copy and paste this function to other cells.

## ❖ =GetEmployeeJobPosition()

The **=GetEmployeeJobPosition()** function will provide you with the employee’s job position. This function utilizes one (1) argument: employee number.

Function Arguments

GetEmployeeJobPosition

EmployeeNumber  = 2


= "CREWMAN"

Returns the employee's current job position.

**EmployeeNumber** The employee number.

Formula result = CREWMAN

[Help on this function](#)

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle Payroll".

Once you have specified the cell where the **EmployeeNumber** resides, click the **OK** button.

	A	B	C	D	E
1	Employee Number	Employee Name	Job Position		
2	<input type="text" value="2"/>	Bunny, Bugs	=GetEmployeeJobPosition(A2)		

**Illustration 2: Formula Example**

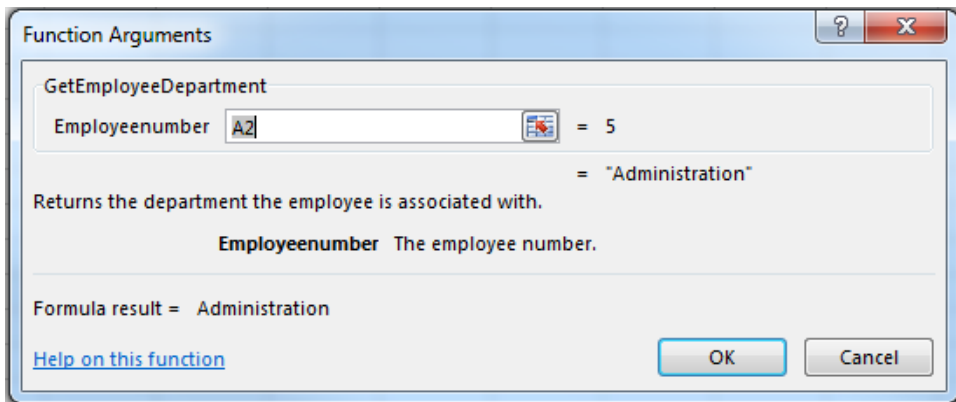
	A	B	C
1	Employee Number	Employee Name	Job Position
2	2	Bunny, Bugs	CREWMAN

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

### ❖ =GetEmployeeDepartment()

The **=GetEmployeeDepartment()** function will provide you with the employee's department. This function utilizes one (1) argument: employee number.



### Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle Payroll”.

Once you have specified the cell where the **Employee number** resides, click the **OK** button.

	A	B	C	D	E
1	Employee Number	Employee Name	Department		
2	5	Smith, Jacob S	=GetEmployeeDepartment(A2)		

### Illustration 2: Formula Example

	A	B	C
1	Employee Number	Employee Name	Department
2	5	Smith, Jacob S	Administration

### Illustration 3: Formula Completed Example

Once you have this function set, you can simply copy and paste this function to other cells.

## ❖ =GetEmployeeHourlyRate()

The `=GetEmployeeHourlyRate()` function will provide you with the employee’s hourly rate. This function utilizes one (1) argument: employee number.

Function Arguments ? X

---

GetEmployeeHourlyRate

EmployeeNumber  = 2

= 22.98

Get an employees hourly rate.


**EmployeeNumber** The employee number.

---

Formula result = 22.98

[Help on this function](#) OK Cancel

### Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle Payroll”.

Once you have specified the cell where the **EmployeeNumber** resides, click the **OK** button.

	A	B	C	D	E
1	Employee Number	Employee Name	Hourly Rate		
2	2	Bunny, Bugs	=GetEmployeeHourlyRate(A2)		

### Illustration 2: Formula Example

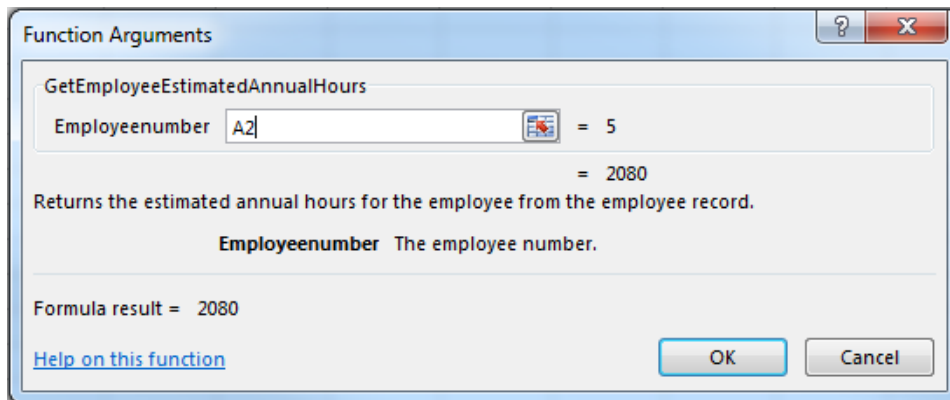
	A	B	C
1	Employee Number	Employee Name	Hourly Rate
2	2	Bunny, Bugs	22.98

### Illustration 3: Formula Completed Example


Once you have this function set, you can simply copy and paste this function to other cells.

## ❖ =GetEmployeeEstimatedAnnualHours()

The **=GetEmployeeEstimatedAnnualHours()** function will provide you with the employee’s estimated annual hours as specified on the employee record. This function utilizes one (1) argument: employee number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle Payroll”.

Once you have specified the cell where the **EmployeeNumber** resides, click the **OK** button.

	A	B	C	D	E
1	Employee Number	Employee Name	Est Annual Hours		
2	5	Smith, Jacob S	=GetEmployeeEstimatedAnnualHours(A2)		

**Illustration 2: Formula Example**

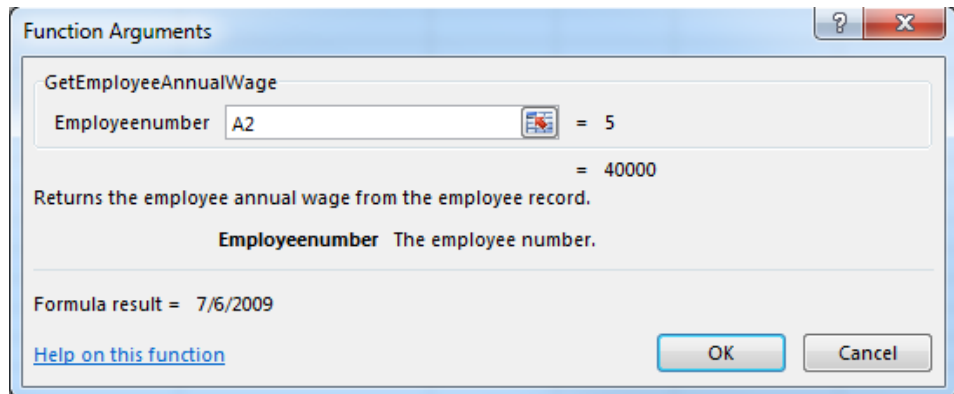
	A	B	C
1	Employee Number	Employee Name	Est Annual Hours
2	5	Smith, Jacob S	2080

**Illustration 3: Formula Completed Example**


Once you have this function set, you can simply copy and paste this function to other cells.

## ❖ =GetEmployeeAnnualWage()

The **=GetEmployeeAnnualWage()** function will provide you with the employee’s annual wage. This function utilizes one (1) argument: employee number.



**Illustration 1: Function Arguments**

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle Payroll”.

Once you have specified the cell where the **Employee number** resides, click the **OK** button.

	A	B	C	D
1	Employee Number	Employee Name	Annual Wage	
2	5	Smith, Jacob S	=GetEmployeeAnnualWage(A2)	

**Illustration 2: Formula Example**

	A	B	C
1	Employee Number	Employee Name	Annual Wage
2	5	Smith, Jacob S	\$ 40,000.00

**Illustration 3: Formula Completed Example**

Once you have this function set, you can simply copy and paste this function to other cells.

### ❖ =GetEmployeeCodeHours()

The **=GetEmployeeCodeHours()** function will provide you with the employee’s hours for a specific pay code between specific date ranges. This function utilizes five (5) arguments: employee number, pay code, sub code, start date and end date.

**Function Arguments**

**GetEmployeeCodeHours**

Employeenumbers  = 1001  
 Paycode  = 1  
 Subcode  = 0  
 Startdate  = 43831  
 Enddate  = 44196

= 52


Returns the total employee hours for a particular code.

**Employeenumbers** The range of employee numbers.

Formula result = 52.00

[Help on this function](#)

### Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle Payroll”.

Once you have specified the cell where the **Employeenumber, pay code, sub code, start date and end date** resides, click the **OK** button.

	A	B	C	D	E	F	G	H
1	Employee Number	Employee Name	Pay Code	Sub Code	Start Date	End Date	Total Hours	
2	1001	Pan, Peter	1	0	1/1/2020	12/31/2020	=GetEmployeeCodeHours(A	

### Illustration 2: Formula Example

	A	B	C	D	E	F	G
1	Employee Number	Employee Name	Pay Code	Sub Code	Start Date	End Date	Total Hours
2	1001	Pan, Peter	1	0	1/1/2020	12/31/2020	52.00

### Illustration 3: Formula Completed Example

Once you have this function set, you can simply copy and paste this function to other cells.

## ❖ =GetEmployeeCodeAmounts()

The **=GetEmployeeCodeAmount ()** function will provide you with the employee’s amount for a specific pay code between specific date ranges. This function utilizes five (5) arguments: employee number, pay code, sub code, start date and end date.

**Function Arguments**

**GetEmployeeCodeAmount**

Employee numbers: A2 = 1001

Paycode: C2 = 1

Subcode: D2 = 0

Startdate: E2 = 43831

Enddate: F2 = 44196

= 1125

Returns the total employee payment for a particular code.  
**Enddate** The end date.

Formula result = 1,125.00

[Help on this function](#) **OK** **Cancel**

#### Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle Payroll”.

Once you have specified the cell where the **Employee number, pay code, sub code, start date and end date** resides, click the **OK** button.

	A	B	C	D	E	F	G	H
1	Employee Number	Employee Name	Pay Code	Sub Code	Start Date	End Date	Total Amount	
2	1001	Pan, Peter	1	0	1/1/2020	12/31/2020	=GetEmployeeCodeAmount	

#### Illustration 2: Formula Example

	A	B	C	D	E	F	G
1	Employee Number	Employee Name	Pay Code	Sub Code	Start Date	End Date	Total Amount
2	1001	Pan, Peter	1	0	1/1/2020	12/31/2020	1,125.00

#### Illustration 3: Formula Completed Example

Once you have this function set, you can simply copy and paste this function to other cells.

### ❖ =GetEmployerCodeAmounts()

The **=GetEmployerCodeAmount ()** function will provide you with the employer’s amount for a specific pay code between specific date ranges. This function utilizes five (5) arguments: employee number, pay code, sub code, start date and end date.

Function Arguments

**GetEmployerCodeAmount**

Employeenumbers  = 1001  
 Paycode  = 42  
 Subcode  = 0  
 Startdate  = 43831  
 Enddate  = 44196

= 724.92


Returns the employer code amount for the employees, pay code, and sub code.

**Employeenumbers** The range of employee numbers.

Formula result = 724.92

[Help on this function](#)

### Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle Payroll”.

Once you have specified the cell where the **Employeenumber, pay code, sub code, start date and end date** resides, click the **OK** button.

	A	B	C	D	E	F	G	H
1	Employee Number	Employee Name	Pay Code	Sub Code	Start Date	End Date	Total Amount	
2	1001	Pan, Peter	42	0	1/1/2020	12/31/2020	=GetEmployerCodeAmount	

### Illustration 2: Formula Example

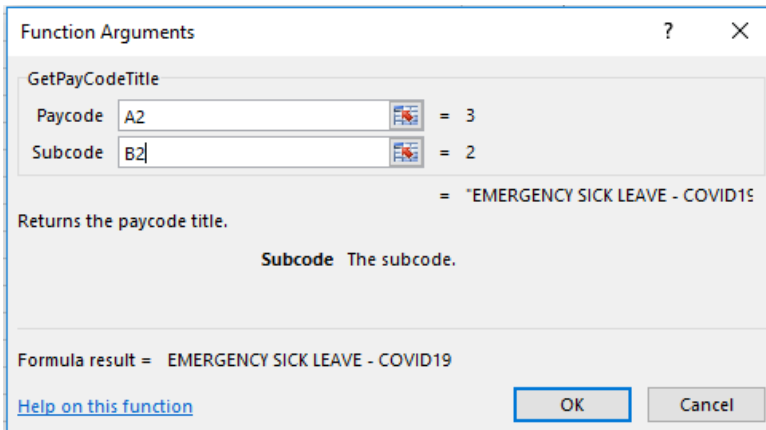
	A	B	C	D	E	F	G
1	Employee Number	Employee Name	Pay Code	Sub Code	Start Date	End Date	Total Amount
2	1001	Pan, Peter	42	0	1/1/2020	12/31/2020	724.92

### Illustration 3: Formula Completed Example


Once you have this function set, you can simply copy and paste this function to other cells.

## ❖ =GetPayCodeTitle()

The **=GetPayCodeTitle ()** function will provide you with the title of a specified pay code/sub code. This function utilizes two (2) arguments: pay code and sub code.



### Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle Payroll”.

Once you have specified the cell where the **Pay Code and Sub code** resides, click the **OK** button.

	A	B	C
1	Pay Code	Sub Code	Pay code Title
2	3	2	=GetPayCodeTitle(A2,B2)

### Illustration 2: Formula Example

	A	B	C
1	Pay Code	Sub Code	Pay code Title
2	3	2	EMERGENCY SICK LEAVE - COVID19

### Illustration 3: Formula Completed Example

Once you have this function set, you can simply copy and paste this function to other cells.

---

## IMPORTS

---

You have the ability to import timesheets, update pay schedules, import contributions, and update hourly rates from an Excel spreadsheet. This is done by utilizing the **Imports** button on the **miExcel** ribbon at the top.

- **Importing Time or Timekeeping**

- Enter the time into a spreadsheet or get an export from your timekeeping system into Excel. Below are a list of required and optional fields depending on whether using the time import or the timekeeping import.

❖ **Time Imports** - Time import is best used for importing departments that have multiple GL account overrides, activities, rate overrides, or jobs in any given pay period. Imports go directly into “Enter Payroll Checks” program (Payroll>Employees>Enter Payroll Checks).

**Required for Time Import**

- Employee Number
- Pay Code
- Sub Code
- Hours, Amount, or Units

**Other optional fields for Time Import that can be included consist of**

- Amount – a flat amount to be paid to an employee
- Description – the description the particular time line
- GL Account – overrides the GL account for all time entries on that line
- GL Activity – override the GL activity for all time entries on that line
- Job Number – allows you to specify a job for hours on that line
- Rate – allows you to override the rate for hours on that line

❖ **Timekeeping Imports** - Timekeeping imports is used to import hours into timekeeping program. Best used where tracking in the system is needed on a daily basis or time is applied to jobs. Imports go directly into “Enter Employee Time” program in timekeeping module (Timekeeping>Employees>Enter Employee Time) and then are transferred to the “Enter Payroll Checks” program (Payroll>Employees>Enter Payroll Checks) by selecting the “Import Hours from Timekeeping program (Payroll>Employees>Import Hours from Timekeeping).

**Required for Timekeeping Import**

- Employee Number
- Date
- Hours
- Task Number
- Activity Code

**Other optional fields for Timekeeping Import that can be included consist of**

- Differential Employee Number – if working for another employee and gets that employee’s pay
- GL Account – overrides the GL account for all time entries on that line
- GL Activity – override the GL activity for all time entries on that line
- Job Number – allows you to specify a job for hours on that line
- Differential Rate – allows you to override the rate for hours on that line
- Pay Code – allows you to provide the pay code if not set on the Activity or override it
- Sub Code – allows you to provide the sub code if not set on the Activity or override it

- Billing Rate – allows you to override the billing rate
- Comments – any comments for that line
- Overtime – if this line is overtime (true or false)

- Below is an example of the Time Import spreadsheet. The spreadsheet should have the pay code/sub codes listed in rows.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Time Import Example:																								
2																									
3	ee #	1004																							
4	ee name	Robin, Christopher				Hourly Rate		\$21.6346																	
5																									
6	PP ending	03/28/20																							
7																									
8																									
9	Type of Pay	Mon 3/15	Tues 3/16	Wed 3/17	Thurs 3/18	Fri 3/19	Sat 3/20	Mon 3/22	Tues 3/23	Wed 3/24	Thurs 3/25	Fri 3/26	Week 1 Total	Week 2 Total	Payroll Total	Rate Override	Amount	GL Account Override	Description Notes	Employee Number	Pay Code	Sub Code			
11	Regular	3.20	2.50	2.00	1.00	1.50		3.20	3.20	1.50	1.50	1.50	10.20	10.90	21.10		456.49	100-5330-1000		1004	1	0			
12	Regular	3.20	3.84	4.20	3.50	4.54		3.20	3.20	4.54	3.14	4.54	19.28	18.62	37.90	30.00	1,137.00	200-5610-1000		1004	1	0			
13	Regular	0.80	0.83	0.9	0.75	0.98		0.80	0.80	0.98	0.68	0.98	4.26	4.24	8.50		183.89	200-5810-1000		1004	1	0			
14	Regular	0.80	0.83	0.90	2.75	0.98		0.24					6.50	0.24	6.50		140.62	100-5370-1000		1004	1	0			
15	Overtime												0.00	0.00	-		0.00	100-5330-1000		1004	2	0			
16	Overtime												0.00	0.00	-	0.00	0.00	200-5610-1000		1004	2	0			
17	Overtime												0.00	0.00	-		0.00	200-5810-1000		1004	2	0			
18	Overtime												0.00	0.00	-		0.00	100-5370-1000		1004	2	0			
19	Vacation												0.00	0.00	-		0.00			1004	4	0			
20	Sick - Covid-19								2.00	2.00	2.00		0.00	6.00	6.00		129.81		Taking care of Pooh	1004	3	2			
21	Floating Holiday												0.00	0.00	-		0.00			1004	6	0			
22	Holiday												0.00	0.00	-		0.00			1004	5	0			
23	Comp Time Taken												0.00	0.00	-		0.00			1004	11	0			
24													0.00	0.00	-		0.00			1004					
25													0.00	0.00	-		0.00			1004					
26													0.00	0.00	-		0.00			1004					
27													0.00	0.00	-		0.00			1004					
28	Total:	8.00	8.00	8.00	8.00	8.00		7.44	9.20	9.02	7.32	7.02	40.24	40.00	80.00										
29	Gross Pay \$2,047.82																								

- Highlight only what you want to import and a header row (if applicable)

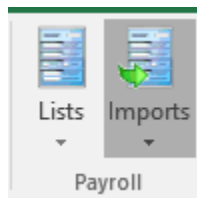
Payroll Total	Rate Override	Amount	GL Account Override	Description Notes	Employee Number	Pay Code	Sub Code
21.10		456.49	100-5330-1000		1004	1	0
37.90	30.00	1,137.00	200-5610-1000		1004	1	0
8.50		183.89	200-5810-1000		1004	1	0
6.50		140.62	100-5370-1000		1004	1	0
-		0.00	100-5330-1000		1004	2	0
-	0.00	0.00	200-5610-1000		1004	2	0
-		0.00	200-5810-1000		1004	2	0
-		0.00	100-5370-1000		1004	2	0
-		0.00			1004	4	0
6.00		129.81		Taking care of Pooh	1004	3	2
-		0.00			1004	6	0
-		0.00			1004	5	0
-		0.00			1004	11	0

- Click on the **miExcel** ribbon at the top.



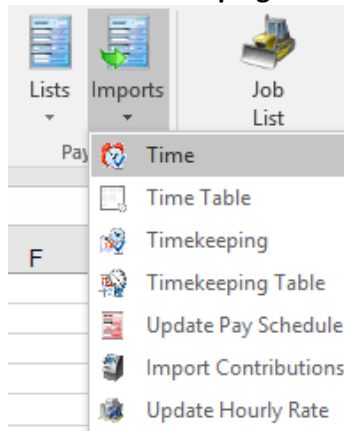
Illustration 1: miExcel on Excel ribbon

- Click on the **Imports** drop-down button under the *Payroll* section.

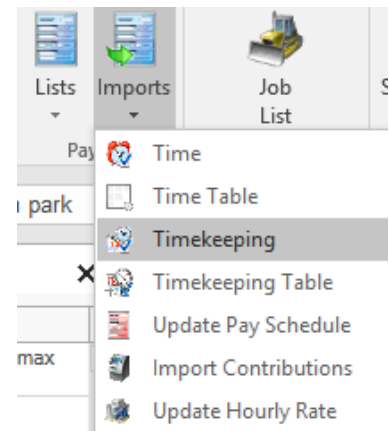


**Illustration 2: Imports button**

- Select **Time** or **Timekeeping** if running thru Timekeeping module



or



**Illustration 3: Time or Timekeeping button**


- The import mapping grid will appear on the right hand side of the grid (example shown below is the Time Import).
- If you selected a header row as shown in the example above. Check the box **First Row Contains Headers**. This will change the columns from the column letters to the column names you have specified

☒ First Row Contains Headers

**Column Mapping**


Column	Caselle Element
Payroll	None
Rate	None
Amount	None
GL Account	None
Description	None
Employee	None
Pay	None
Sub	None


- If you did not select a header row, do NOT check this box or the first row of your import will not be imported


☐ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
R	None
S	None
T	None
U	None
V	None
W	None
X	None
Y	None


- If you checked the box First Row Contains Headers the  button will become available at the bottom of the screen
  - If you click this button the Caselle Element column will be filled in based on the column headers you have typed in matching the Caselle Element drop down closely. The results for this example are shown below. Note that some columns still need to be mapped as the auto map match was not close enough. This will be done in the next step


☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
Payroll	None
Rate	Rate
Amount	Amount
GL Account	None
Description	Description
Employee	None
Pay	None
Sub	None

- Map out any remaining columns by selecting the element from the drop down as shown below. For columns you do not want to import select **None**.


 ☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
Payroll	Hours
Rate	Amount
Amount	Description
GL Account	Employee_Number
Description	GL_Account
Employee	GL_Activity
Pay	Hours
Sub	Job_Number
	None
	Pay_Code
	Rate
	Sub_Code
	Units


Import Information

- The completed import mapping for this example is shown below. It is important to always verify your mapping is correct prior to importing

 ☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
Payroll	Hours
Rate	Rate
Amount	Amount
GL Account	GL_Account
Description	Description
Employee	Employee_Number
Pay	Pay_Code
Sub	Sub_Code

- Finally we need to fill out the bottom portion of the screen
  - The current **Pay Period** should already be selected from the drop down. NOTE: If this is the incorrect period, you should go into Connect and update the pay period prior to proceeding with the import
  - Select the **Journal Code**. This is the journal code that will be used to post the general ledger entries for payroll.
  - Select the **Created Date**. This is just used on the backend to note the day in which yc  did the import

- We are ready to import. Click Import
  - Validation will be run automatically and will check for things noted below
    - Fields that are too long. Eg. Your description is too long
    - Fields that cannot be parsed. Eg. You entered a word in the total hours column instead of a number
    - Employee numbers that don't exist
    - GL accounts and activities that don't exist
    - Job Numbers that don't exist
    - Pay Code/Sub Code combinations that don't exist
    - Pay Code/Sub Codes that don't exist on a specified employee
  - If validation errors are found. The errors will appear on a taskpane on the right hand side of the screen and you will receive the message shown below. If you are okay with the errors and would like to proceed with the import Click **Yes**, otherwise click **No** and fix the errors

Are you sure?

Validation errors were found, are you sure you want to continue with the import?

- Clicking on a row in the validation errors taskpane will drill you down right to the area where the error was found

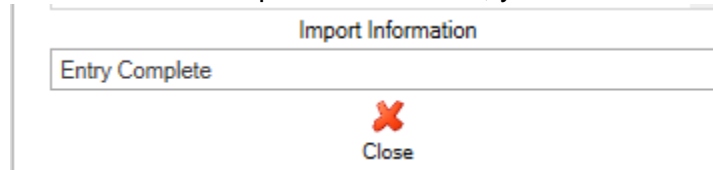
Validation Errors								
Worksheet	Type	Cell	Description					
TimelImport	Error	R14:Y14	Invalid paycode/subcode combination					

	R	S	T	U	V	W	X	Y
4								
5								
6								
7								
8								
	Payroll	Rate	Amount	GL Account	Description	Employee	Pay	Sub
	Total	Override		Override	Notes	Number	Code	Code
11	21.10		456.49	100-5330-1000		1004	1	0
12	37.90	30.00	1,137.00	200-5610-1000		1004	1	0
13	8.50		183.89	200-5810-1000		1004	1	0
14	6.50		140.62	100-5370-1000		1004	200	0
15	-		0.00	100-5330-1000		1004	2	0
16	-	0.00	0.00	200-5610-1000		1004	2	0
17	-		0.00	200-5810-1000		1004	2	0
18	-		0.00	100-5370-1000		1004	2	0
19	-		0.00			1004	4	0
20	6.00		129.81		Taking care of Pooh	1004	3	2
21	-		0.00			1004	6	0
22	-		0.00			1004	5	0
23	-		0.00			1004	11	0

- In this case pay code/sub code 200 does not exist for employee 1004.

3. Fix the errors
4. Click **Import** again
- iii. If the import is successful, you will see the following message



- **Importing Time Table or Timekeeping Table**

1. Enter the time into a spreadsheet or get an export from your timekeeping system into Excel. Below are a list of required and optional fields depending on whether using the time table import or the timekeeping table import.

- ❖ **Time Table Imports** - Time Table import is best used for importing departments that have relatively simple time and one person is keying all the time into a spreadsheet. Imports go directly into “Enter Payroll Checks” program (Payroll>Employees>Enter Payroll Checks).

**Required for Time Table Import**

- **Employee Number**
- **Hours, Amount, or Units** for each applicable pay code/sub code.

**Other optional fields that can be included consist of**

- **Description** – the description the particular time line
- **GL Account** – overrides the GL account for all time entries on that line
- **GL Activity** – override the GL activity for all time entries on that line
- **Job Number** – allows you to specify a job for hours on that line
- **Rate** – allows you to override the rate for hours on that line

- ❖ **Timekeeping Table Imports** are used to import hours into timekeeping program. Best used where tracking in the system is needed on a daily basis or time is applied to jobs. Imports go directly into “Enter Employee Time” program in timekeeping module (Timekeeping>Employees>Enter Employee Time) and then are transferred to the “Enter Payroll Checks” program (Payroll>Employees>Enter Payroll Checks) by selecting the “Import Hours from Timekeeping program (Payroll>Employees>Import Hours from Timekeeping).

**Required for Timekeeping Table Import**

- **Employee Number**
- **Date**
- **Hours**
- **Task Number**
- **Activity Code**

**Other optional fields for Timekeeping Table Import that can be included consist of**

- **Differential Employee Number** – if working for another employee and gets that employee’s pay

- **GL Account** – overrides the GL account for all time entries on that line
- **GL Activity** – override the GL activity for all time entries on that line
- **Job Number** – allows you to specify a job for hours on that line
- **Differential Rate** – allows you to override the rate for hours on that line
- **Pay Code** – allows you to provide the pay code if not set on the Activity or override it
- **Sub Code** – allows you to provide the sub code if not set on the Activity or override it
- **Billing Rate** – allows you to override the billing rate
- **Comments** – any comments for that line
- **Overtime** – if this line is overtime (true or false)

2. Below is an example of the Time Table Import spreadsheet. The spreadsheet should have the pay code/sub code combination listed in different columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Time Table Import Example: pay codes are listed on each COLUMN of an employees timesheet																			
2																				
3																				
4																				
5	EE #	EE Name	Department	Title	Regular Pay	Overtime Pay	Shift Dif Regular	Shift Dif OT	Vacation Pay	Sick Pay	Sick Pay-Covid 19	Floating Holiday	Holiday	Comp Time Taken	Total					
6	2	Bunny, Bugs	PUBLIC WORKS	CREWMAN	60.00	2.00			12.00	4.00		4.00			82.00					
7	119	Frog, Kermit	PUBLIC WORKS	SEASONAL	30.00										30.00					
8	11	Mouse, Jerry	PUBLIC WORKS	CREWMAN	30.00				30.00	20.00					80.00					
9	17	Brown, Charlie	POLICE	POLICE OFFICER	80.00	4.00									84.00					
10	19	Duck, Donald	POLICE	POLICE OFFICER	80.00	1.00	2.00	2.00							85.00					
11	20	Bear, Yogi	POLICE	POLICE OFFICER	20.00				40.00						60.00					
12	22	Pig, Porky	POLICE	POLICE OFFICER	80.00		3.00	1.00							84.00					
13	26	Doo, Scooby	CLERK/TREASUR	CLERK/TREASURER	75.00					2.00	2.00			1.00	80.00					
14																				
15	Totals				455.00	7.00	5.00	3.00	82.00	26.00	2.00	4.00	0.00	1.00	585.00					

3. Highlight only what you want to import and a header row (if applicable)

1	Time Table Import Example: pay codes are listed on each COLUMN of an employees timesheet																			
2																				
3																				
4																				
5	EE #	EE Name	Department	Title	Regular Pay	Overtime Pay	Shift Dif Regular	Shift Dif OT	Vacation Pay	Sick Pay	Sick Pay-Covid 19	Floating Holiday	Holiday	Comp Time Taken	Total					
6	2	Bunny, Bugs	PUBLIC WORKS	CREWMAN	60.00	2.00			12.00	4.00		4.00			82.00					
7	119	Frog, Kermit	PUBLIC WORKS	SEASONAL	30.00										30.00					
8	11	Mouse, Jerry	PUBLIC WORKS	CREWMAN	30.00				30.00	20.00					80.00					
9	17	Brown, Charlie	POLICE	POLICE OFFICER	80.00	4.00									84.00					
10	19	Duck, Donald	POLICE	POLICE OFFICER	80.00	1.00	2.00	2.00							85.00					
11	20	Bear, Yogi	POLICE	POLICE OFFICER	20.00				40.00						60.00					
12	22	Pig, Porky	POLICE	POLICE OFFICER	80.00		3.00	1.00							84.00					
13	26	Doo, Scooby	CLERK/TREASUR	CLERK/TREASURER	75.00					2.00	2.00			1.00	80.00					
14																				
15	Totals				455.00	7.00	5.00	3.00	82.00	26.00	2.00	4.00	0.00	1.00	585.00					

- Click on the **miExcel** ribbon at the top.



Illustration 1: miExcel on Excel ribbon

- Click on the **Imports** drop-down button under the *Payroll* section.

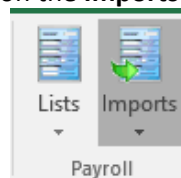
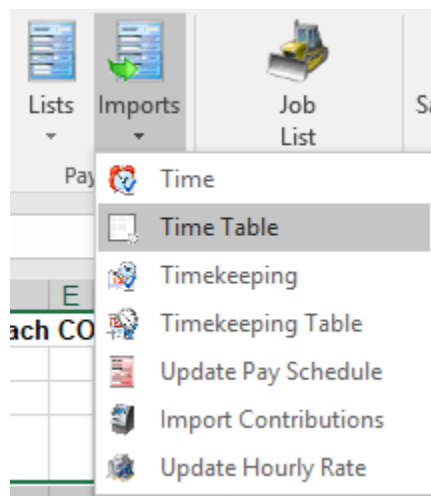
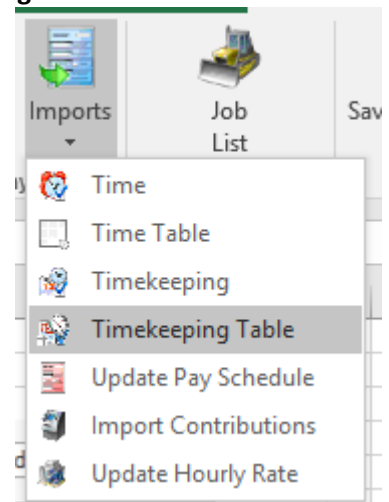


Illustration 2: Imports button

- Select **Time Table** or **Timekeeping Table** if running thru Timekeeping module.




or



**Illustration 3: Time Table and Timekeeping Table buttons**


- The import mapping grid will appear on the right hand side of the grid
  - If you selected a header row as shown in the example above. Check the box **First Row Contains Headers**. This will change the columns from the column letters to the column names you have specified

 Add
 ☒ First Row Contains Headers

Column Mapping

Column	Caselle Element
EE #	None
EE Name	None
Department	None
Title	None
	None
01-00	None
02-00	None
7-00	None
8-00	None
04-00	None
03-01	None
03-02	None
06-00	None
05-00	None
11-00	None
	None


- If you did not select a header row, do NOT check this box or the first row of your import will not be imported



  
Add

☐ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
A	None
B	None
C	None
D	None
E	None
F	None
G	None
H	None
I	None
J	None
K	None
L	None
M	None
N	None
O	None
P	None

- If you checked the box First Row Contains Headers the  Auto Map button will become available at the bottom of the screen
  - ii. If you click this button the Caselle Element column will be filled in based on the column headers you have typed in matching the Caselle Element drop down closely. The results for this example are shown below. Note that some columns still need to be mapped as the auto map match was not close enough. This will be done in the next step


  
Add


☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
01-00	None
02-00	None
7-00	None
8-00	None
04-00	None
03-01	None
03-02	None
06-00	None
05-00	None
11-00	None
	None
Rate Override	None
GL# override	None
GL Activity #	GL_Activity
Description	Description

- Map out any remaining columns by selecting the element from the drop down as shown below. For columns you do not want to import select **None**.

Series


 Add
 ☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
EE #	Employee_Number
EE Name	65-01 GENERAL WRS-Employer Paid Amount
Department	65-02 GEN WRS -Employer Paid for Emp Amount
Title	65-03 GENERAL-Non Union D/B Amount
	66-01 PROTECTIVE WRS-Employer Paid Amount
	66-02 PROT WRS -Emplyr Paid for Emp Amount
01-00	66-03 PROTECTIVE WRS -Non Union Amount
02-00	69-00 MISC DEDUCTION Amount
7-00	74-00 SOCIAL SECURITY Amount
8-00	75-00 MEDICARE Amount
04-00	76-00 FEDERAL WITHHOLDING Amount
03-01	77-00 STATE WITHHOLDING Amount
03-02	85-00 NET PAY Amount
06-00	86-00 DIRECT DEPOSIT NET Amount
05-00	90-00 SUTA Amount
11-00	98-00 SUTA98 Amount
	99-00 WORKERS COMP Amount
	Description
	Employee_Number
	GL_Account
	GL_Activity
	Job_Number
	None


Entry Complete

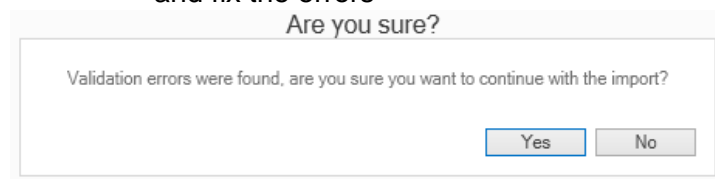
- The completed import mapping for this example is shown below. It is important to always verify your mapping is correct prior to importing

 Add
 ☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
	None
01-00	01-00 REGULAR PAY Hours
02-00	02-00 OVERTIME PAY Hours
7-00	07-00 SHIFT DIFFERENTIAL - REGULAR...
8-00	08-00 SHIFT DIFFERENTIAL - OVERTIM...
04-00	04-00 VACATION PAY Hours
03-01	03-01 SICK LEAVE Hours
03-02	03-02 EMERGENCY SICK LEAVE - COVL...
06-00	06-00 FLOATING HOLIDAY Hours
05-00	05-00 HOLIDAY Hours
11-00	11-00 COMPENSATION TIME Hours
	None
Rate Override	Rate
GL# override	GL_Account
GL Activity #	GL_Activity
Description	Description

- Finally we need to fill out the bottom portion of the screen
  - The current **Pay Period** should already be selected from the drop down. NOTE: If this is the incorrect period, you should go into Connect and update the pay period prior to proceeding with the import
  - Select the **Journal Code**. This is the journal code that will be used to post the general ledger entries for payroll.
  - Select the **Created Date**. This is just used on the backend to note the day in which yc  did the import
- We are ready to import. Click Import
  - Validation will be run automatically and will check for things noted below
    - Fields that are too long. Eg. Your description is too long
    - Fields that cannot be parsed. Eg. You entered a word in the total hours column instead of a number
    - Employee numbers that don't exist
    - GL accounts and activities that don't exist
    - Job Numbers that don't exist
    - Pay Code/Sub Code combinations that don't exist
    - Pay Code/Sub Codes that don't exist on a specified employee
  - If validation errors are found. The errors will appear on a taskpane on the right hand side of the screen and you will receive the message shown below. If you are okay with the errors and would like to proceed with the import Click **Yes**, otherwise click **No** and fix the errors



- Clicking on a row in the validation errors taskpane will drill you down right to the area where the error was found

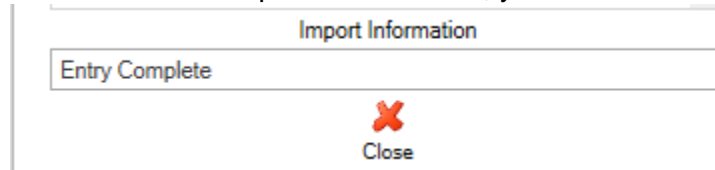
Validation Errors				
Worksheet	Type	Cell	Description	
TimeTable Import	Error	T7	Description is too long, max length is 30 characters	

Rate Override	GL# override	GL Activity #	Description
15.00	100-5520-1000	20202	Celebration setup in park - tables

- In this case the description field is more than 30 characters.

3. Fix the errors
4. Click **Import** again
- iii. If the import is successful, you will see the following message



## ❖ Updating Pay Schedules

This is used to update an existing pay schedule using miExcel

1. Enter or update your pay schedule in Excel
  - a. Grades should be listed as the rows
  - b. Steps should be the columns
  - c. Amounts should be entered at the intersection of the two

Grade	1	2	3	4
C Mgr	40000	40800	42000	44000
Coun	1500	0	0	0
Dir	32000	32600	33600	35000
Mayor	4500	0	0	0
Supvr	31000	31600	32600	33800
Treas	30000	30600	31500	32800

2. Highlight only what you want to import and a header row (if applicable)

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
1	Grade	1	2	3	4
2	C Mgr	40000	40800	42000	44000
3	Coun	1500	0	0	0
4	Dir	32000	32600	33600	35000
5	Mayor	4500	0	0	0
6	Supvr	31000	31600	32600	33800
7	Treas	30000	30600	31500	32800
8					

- Open the Import Update Pay Schedule Screen
  - Click on the **miExcel** ribbon at the top.



**Illustration 1: miExcel on Excel ribbon**

- Click on the **Imports** drop-down button under the *Payroll* section.

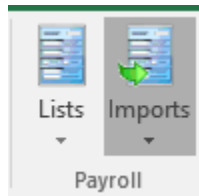


Illustration 2: Imports button

- Select **Update Pay Schedule**.

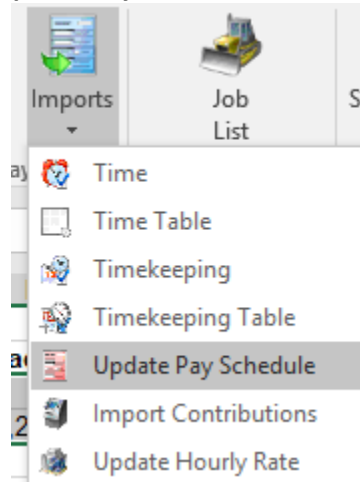
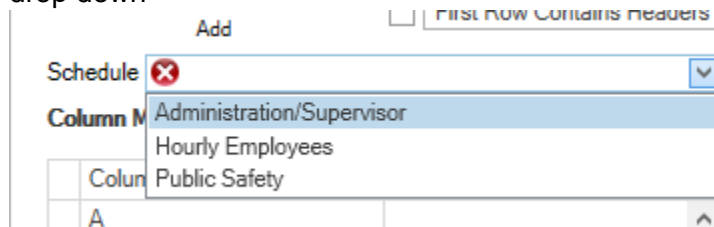


Illustration 3: Update Pay Schedule buttons

- The import mapping grid will appear on the right hand side of the grid
  - Select the schedule you would like to update from the **Schedule** drop down



- If you selected a header row as shown in the example above. Check the box **First Row Contains Headers**. This will change the columns from the column letters to the column names you have specified

Column Mapping

Column	Caselle Element
Grade	None
1	None
2	None
3	None
4	None

- iii. If you did not select a header row, do NOT check this box or the first row of your import will not be imported

#### Column Mapping

Column	Caselle Element
A	None
B	None
C	None
D	None
E	None

- If you checked the box First Row  ins Headers the  button will become available at the bottom of the screen

- iii. If you click this button the Caselle Element column will be filled in based on the column headers you have typed in matching the Caselle Element drop down closely. The results for this example are shown below. Note that some columns still need to be mapped as the auto map match was not close enough. This will be done in the next step

#### Column Mapping

Column	Caselle Element
Grade	Grade
1	1
2	2
3	3
4	4

- Map out any remaining columns by selecting the element from the drop down as shown below. For columns you do not want to import select **None**.

#### Column Mapping

Column	Caselle Element
Grade	Grade
1	1
2	2
3	3
4	4
	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>Grade</div> <div>None</div> </div>

- The completed import mapping for this example is shown below. In this case the auto mapping feature mapped everything correctly, but you always want to verify the results

Column Mapping	
Column	Caselle Element
Grade	Grade
1	1
2	2
3	3
4	4

- Finally we need to fill out the bottom portion of the screen
  - Select the **Created Date**. This is just used on the backend to note the day in which you did the update
- We are ready to import. Click Import
  - Validation will be run automatically and will check for things noted below
    - Fields that cannot be parsed. Eg. You enter a word in the total hours column instead of a number
    - Grades that don't exist
  - If validation errors are found. The errors will appear on a taskpane on the right hand side of the screen and you will receive the message shown below. If you are okay with the errors and would like to proceed with the import Click **Yes**, otherwise click **No** and fix the errors

Are you sure?

Validation errors were found, are you sure you want to continue with the import?

Yes No

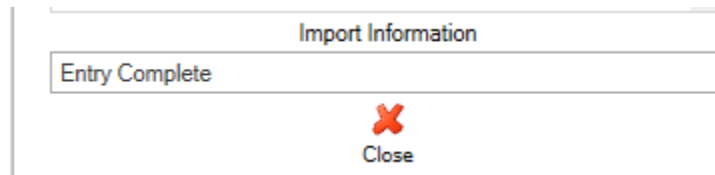
- Clicking on a row in the validation errors task pane will drill you down right to the area where the error was found

Validation Errors

	Worksheet	Cell	Description	
▶	Sheet1	A6	Grade does not exist. Grade must exist in Caselle prior to update	^

	A	B	C	D	E
1	Grade	1	2	3	4
2	C Mgr	40000	40800	42000	44000
3	Coun	1500	0	0	0
4	Dir	32000	32600	33600	35000
5	Mayor	4500	0	0	0
6	Supv	31000	31600	32600	33800
7	Treas	30000	30600	31500	32800

- In this case the grade Supv does not exist
  - Fix the errors
  - Click **Import** again
- If the import is successful, you will see the following message



## ❖ Import Contributions

This is used to update an employee's deduction pay codes using miExcel

1. Enter or update your employee deduction schedule in Excel
  - a. Employees should be listed as the rows
  - b. Pay codes, sub codes, employee amounts and employer amounts should be the columns
  - c. Amounts should be entered at the intersection of the two. NOTE: Employee amounts should be entered as a negative amount and Employer amounts should be entered as a positive amount

Import: Import Contributions					
Example: Update Life Insurance rates for EE/ER amounts					
Employee #	Employee Name	Pay code	Sub Code	Must be negative Employee Amount	Must be positive Employer Amount
2	Bunny, Bugs	45	0	(100.00)	150.00

2. Highlight only what you want to import and a header row (if applicable)

	A	B	C	D	E	F
1	Import: Import Contributions					
2	Example: Update Life Insurance rates for EE/ER amounts					
3					Must be negative	Must be positive
4	Employee #	Employee Name	Pay code	Sub Code	Employee Amount	Employer Amount
5	2	Bunny, Bugs	45	0	(100.00)	150.00

- Open the Import Contributions Screen
  - Click on the **miExcel** ribbon at the top.



Illustration 1: miExcel on Excel ribbon

- Click on the **Imports** drop-down button under the *Payroll* section.

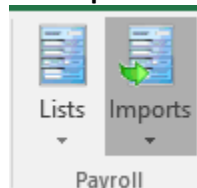
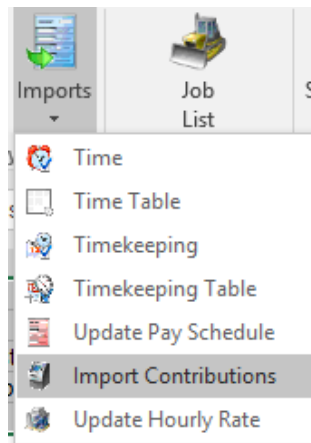



Illustration 2: Imports button

- Select **Import Contributions**.



**Illustration 3: Import Contributions buttons**


- The import mapping grid will appear on the right hand side of the grid
  - i. If you selected a header row as shown in the example above. Check the box **First Row Contains Headers**. This will change the columns from the column letters to the column names you have specified

 Add
 ☒ First Row Contains Headers

**Column Mapping**


Column	Caselle Element
Employee #	None
Employee Name	None
Pay code	None
Sub Code	None
Employee Amount	None
Employer Amount	None

- ii. If you did not select a header row, do NOT check this box or the first row of your import will not be imported

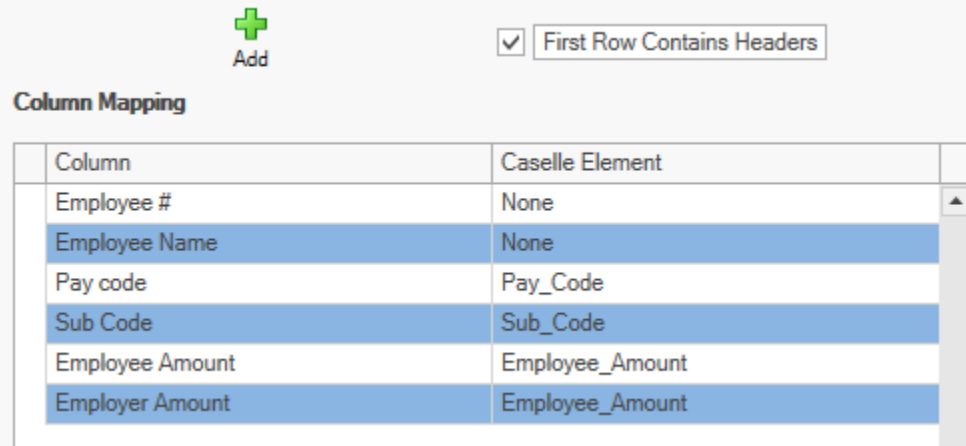
 Add
 ☐ First Row Contains Headers


**Column Mapping**

Column	Caselle Element
A	None
B	None
C	None
D	None
E	None
F	None

- If you checked the box First Row Contains Headers the  Auto Map button will become available at the bottom of the screen
  - i. If you click this button the Caselle Element column will be filled in based on the column headers you have typed in matching the Caselle Element drop down closely. The results for this example are shown

below. Note that some columns still need to be mapped as the auto map match was not close enough. This will be done in the next step

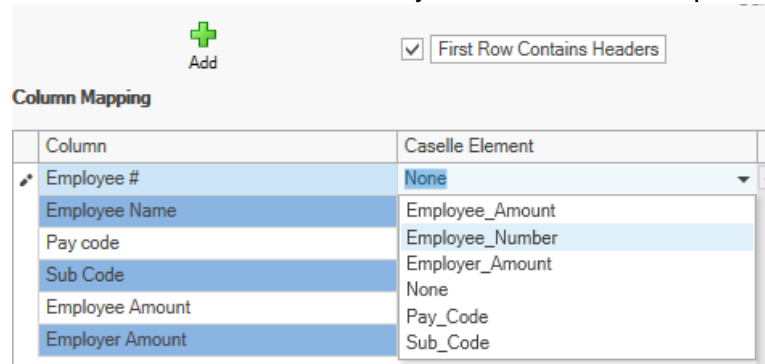



 Add
 ☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
Employee #	None
Employee Name	None
Pay code	Pay_Code
Sub Code	Sub_Code
Employee Amount	Employee_Amount
Employer Amount	Employee_Amount

- Map out any remaining columns by selecting the element from the drop down as shown below. For columns you do not want to import select **None**.

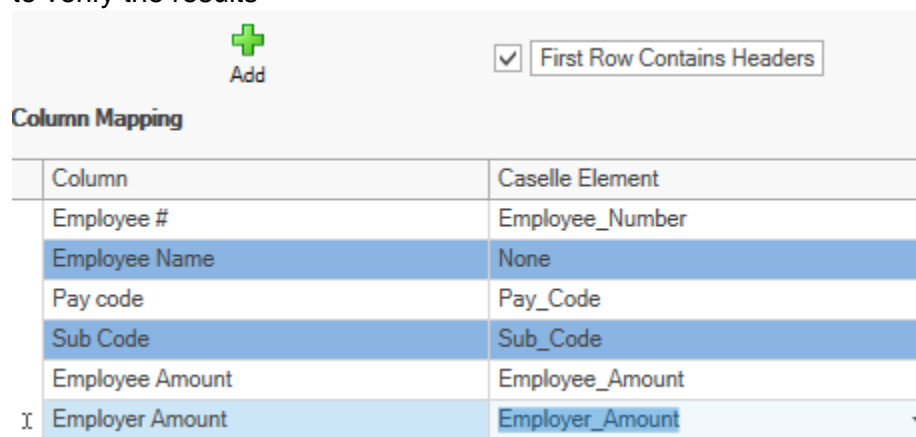



 Add
 ☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
Employee #	None
Employee Name	Employee_Amount
Pay code	Employee_Number
Sub Code	Employer_Amount
Employee Amount	None
Employer Amount	Pay_Code
	Sub_Code

- The completed import mapping for this example is shown below. In this case the auto mapping feature mapped everything correctly, but you always want to verify the results



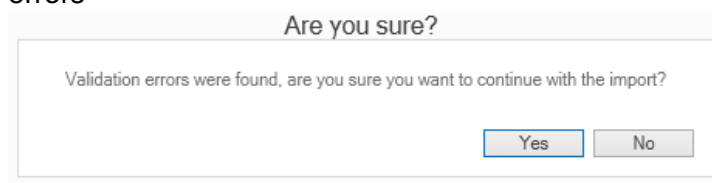
 Add
 ☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
Employee #	Employee_Number
Employee Name	None
Pay code	Pay_Code
Sub Code	Sub_Code
Employee Amount	Employee_Amount
Employer Amount	Employer_Amount

- We are ready to import. Click Import 

- Validation will be run automatically and will check for things noted below
  1. Pay codes/Sub codes that do not exist on employee pay record.
  2. Employee amounts are entered as a negative.
  3. Employer amounts are entered as a positive.
- If validation errors are found. The errors will appear on a taskpane on the right hand side of the screen and you will receive the message shown below. If you are okay with the errors and would like to proceed with the import Click **Yes**, otherwise click **No** and fix the errors

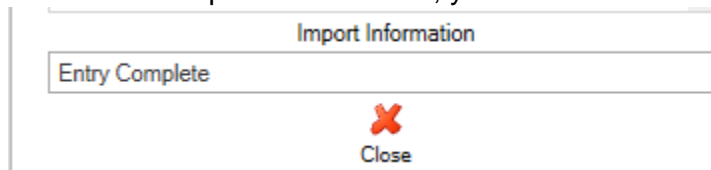


1. Clicking on a row in the validation errors task pane will drill you down right to the area where the error was found

Worksheet	Type	Cell	Description
Import deduction...	Warning	F5	Employer amount should be positive
Import deduction...	Error	A5:F5	Invalid paycode/subcode combination

Employee #	Employee Name	Pay code	Sub Code	Employee Amount	Employer Amount
2	Bunny, Bugs	33	0	(100.00)	150.00

2. In this case the pay code/sub code does not exist on this employee's record
  3. Fix the errors
  4. Click **Import** again
- If the import is successful, you will see the following message



## ❖ Update Hourly Rate

This is used to update a single or group of employee's estimated annual hours, hourly rate, or annual wage using miExcel

1. Enter or update your employee pay information in Excel
  - a. Employees should be listed as the rows
  - b. Positions, Estimated annual hours, hourly rate, and annual wages should be listed on the columns
  - c. Amounts should be entered at the intersection of the two.

- Highlight only what you want to import and a header row (if applicable)

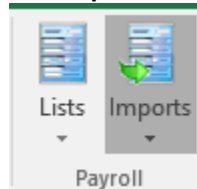
<b>Import: Update Hourly Rate</b>					
Example: Update an employee's hourly rate, annual wage, estimate hours					
Employee #	Employee Name	Position	Estimated annual hours	Hourly Rate	Annual Wage
124	Star, Patrick	POLICE OFFICER	1040	20.00	20,800.00
135	Lightyear, Buzz	POLICE OFFICER	1040	20.00	20,800.00
136	Jetson, George	POLICE OFFICER	1040	20.00	20,800.00
137	Boop, Betty	POLICE OFFICER	1040	20.00	20,800.00
140	Moose, Bullwinkle	POLICE OFFICER	1040	20.00	20,800.00

- Open the Import Update Hourly Rate Screen
  - Click on the **miExcel** ribbon at the top.



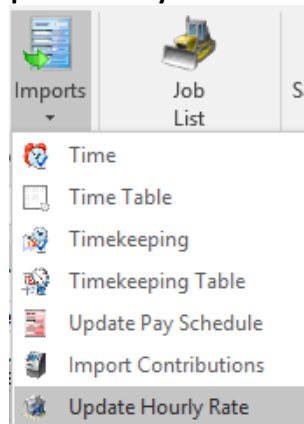
**Illustration 1: miExcel on Excel ribbon**

- Click on the **Imports** drop-down button under the *Payroll* section.




**Illustration 2: Imports button**

- Select **Update Hourly Rate**.



**Illustration 3: Update Hourly Rate button**


- The import mapping grid will appear on the right hand side of the grid
  - iii. If you selected a header row as shown in the example above. Check the box **First Row Contains Headers**. This will change the columns from the column letters to the column names you have specified

 Add
 ☒ First Row Contains Headers

**Column Mapping**


Column	Caselle Element
Employee #	None
Employee Name	None
Position	None
Estimated annual hours	None
Hourly Rate	None
Annual Wage	None


- iv. If you did not select a header row, do NOT check this box or the first row of your import will not be imported

 Add
 ☐ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
A	None
B	None
C	None
D	None
E	None
F	None


- If you checked the box First Row Contains Headers the  Auto Map button will become available at the bottom of the screen
  - ii. If you click this button the Caselle Element column will be filled in based on the column headers you have typed in matching the Caselle Element drop down closely. The results for this example are shown below. Note that some columns still need to be mapped as the auto map match was not close enough. This will be done in the next step

 Add
 ☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
Employee #	None
Employee Name	None
Position	Position
Estimated annual hours	Estimated_Annual_Hours
Hourly Rate	Hourly_Rate
Annual Wage	Annual_Wage


- Map out any remaining columns by selecting the element from the drop down as shown below. For columns you do not want to import select **None**.


☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
Employee #	None
Employee Name	Annual_Wage
Position	Employee_Number
Estimated annual hours	Estimated_Annual_Hours
Hourly Rate	Hourly_Rate
Annual Wage	None
	Position


- The completed import mapping for this example is shown below. In this case the auto mapping feature mapped everything correctly, but you always want to verify the results


☒ First Row Contains Headers

**Column Mapping**

Column	Caselle Element
Employee #	Employee_Number
Employee Name	None
Position	Position
Estimated annual hours	Estimated_Annual_Hours
Hourly Rate	Hourly_Rate
Annual Wage	Annual_Wage


Import Information

- We are ready to import. Click Import 
- Validation will be run automatically and will check for things noted below
  - Employee exists in database.
  - Employee position exists on employee record.
  - Employee is terminated.
- If validation errors are found. The errors will appear on a taskpane on the right hand side of the screen and you will receive the message shown below. If you are okay with the errors and would like to proceed with the import Click **Yes**, otherwise click **No** and fix the errors

**Are you sure?**

Validation errors were found, are you sure you want to continue with the import?

1. Clicking on a row in the validation errors task pane will drill you down right to the area where the error was found


 **Validation Errors** ✕

	Worksheet	Type	Cell	Description
▶	Update Hourly Wa...	Warning	A5	The employee is terminated
	Update Hourly Wa...	Error	A6:F6	Employee does not have this position
	Update Hourly Wa...	Error	A7	Invalid employee number

2. Fix the errors
  3. Click **Import** again
- If the import is successful, you will see the following message

**Import Information**

Entry Complete


  
Close