

Import Actual Hours Worked File Record Layout

The Import Actual Hours Worked file record layout is used to import actual hours worked data for variable hour employees.

Field Description Name	Length	Type	Example	Description
Employee Number	6	Numeric	123=000123	Required value; program will zero fill
Actual Hours Worked Date	8	Numeric	20140102	YYYYMMDD format; if left blank, the field defaults to the pay period end date for the selected pay date. If the actual date is blank, then the pay period ending date from the employee's pay date record is used as the actual date. If the actual date is populated, it must be a valid date.
Actual Hours Worked	-999.99	Numeric	545.30 or -545.30	Required value; hours can range from -999.99 to 999.99. A decimal and two decimal places should be entered. If a whole number without a decimal is entered, a decimal and two decimal places are automatically added. The value can be negative or positive.
Job Code	4	Alphanumeric	0050	Optional value; if left blank, the field defaults to the primary job code.

NOTES:

- The file type is comma-delimited (.txt).
- The file should include the employee number, actual date in the YYYYMMDD format, and actual hours.