SouthEast Payroll Import Format

Payroll data may be imported by using an Excel\CSV file and the following format. No special formatting or special characters allowed. Row 1 may contain the column headers.

Data Element	Field Length	Comments
Employee Name	unlimited	No commas
Employee SSN	11 maximum	***Required -*** (with or without dashes)
Earnings Code/ Deduction Code	3	***Required -*** Must match Payplus Earnings/Deduction codes: "A01" = Regular, "A02" = Overtime, "BEA" = Employee Advance, etc. (See list below)
Department Code	up to 5	***Optional*** - Primary dept code - 5 characters max - code must be in Southeast's system
Job Code	up to 5	***Optional*** - Secondary dept/job code - 5 characters max - code must be in Southeast's system
Workers Compensation Code	6	***Optional*** - W/C classification. Will pull from EE Master file if omitted. If used, must be two digit state and four digit wc code, i.e. "FL6400"
Hours	-	***Required -*** Hours Worked - must be numeric - 4 decimal places max
Rate	-	***Optional -*** Pay Rate - must be numeric, no special characters - will use Southeast's rate if omitted - 2 decimal places max
Amount	-	***Required for non-hourly codes & deductions only -*** Amount - must be numeric, no special characters - 2 decimal places max

Hourly Codes:

Code - Description
A01 - Regular Hours
A02 - Overtime Hours
A03 - Double-time Hours
A06 - Vacation Pay
A07 - Sick Pay
A08 - Holiday Pay
A16 - Travel Pay

Code - Description
A24 - Personal Day Pay
ACL - Compassionate Leave
AKJ - Jury Hours
AOC - On Call Hours
ARH - Retro Reg Hours
ARO - Retro Ovtm Hours
ATH - Training Hours

Non-Hourly Codes:

Code - Description
A04 - Bonus
A05 - Commission
A11 - Adjustment
A12 - Other Earnings
APC - Piecework
ATC - Credit Card Tips
ATI - Tips In/Out

Deduction Codes:

Code - Description
BEA - Employee Advance
BCP - Cell Phone
BDT - Drug Test
BML - Meals
BOT - Other Deduction
BTL - Tools
BTS - Transportation

Examples:

	A	B	C	D	E	F	G	H	I
1	Employee Name	SSN	EARN CODE	DEPT CODE	JOB CODE	WC CODE	HRS	RATE	AMOUNT
2	TED JONES	123456789	A01	AA100	12345	CA1234	10	10	0
3	TED JONES	123456789	A01	AA101	LEI49	CA1234	20	10	0
4	TED JONES	123456789	A01	AA103	FS976	CA1234	10	10	0
5	TED JONES	123456789	A02	AA100	DFS97	CA1234	5	15	0
6	BETTY JONES	123004567	A01	AA100	DFS97	CA1234	40	8	0
7	BETTY JONES	123004567	A04	AA100	DFS97	CA1234	0	0	100
8	BETTY JONES	123004567	BEA	AA100	DFS97	CA1234	0	0	10
9									

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Sample file.csv - Notepad
File  Edit  Format  View  Help
Employee Name,SSN,EARN CODE,DEPT CODE,JOB CODE,WC CODE,HRS,RATE,AMOUNT
TED JONES,123456789,A01,AA100,12345,CA1234,10,10,0
TED JONES,123456789,A01,AA101,LEI49,CA1234,20,10,0
TED JONES,123456789,A01,AA103,FS976,CA1234,10,10,0
TED JONES,123456789,A02,AA100,DFS97,CA1234,5,15,0
BETTY JONES,123004567,A01,AA100,DFS97,CA1234,40,8,0
BETTY JONES,123004567,A04,AA100,DFS97,CA1234,0,0,100
BETTY JONES,123004567,BEA,AA100,DFS97,CA1234,0,0,10
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