

Simple Import Program for Career Progression Records

Strongly Advice to Backup Database Before doing any Data Import

This feature allow user to upload the latest department, cost centre, category..etc for a group of employee using excel template

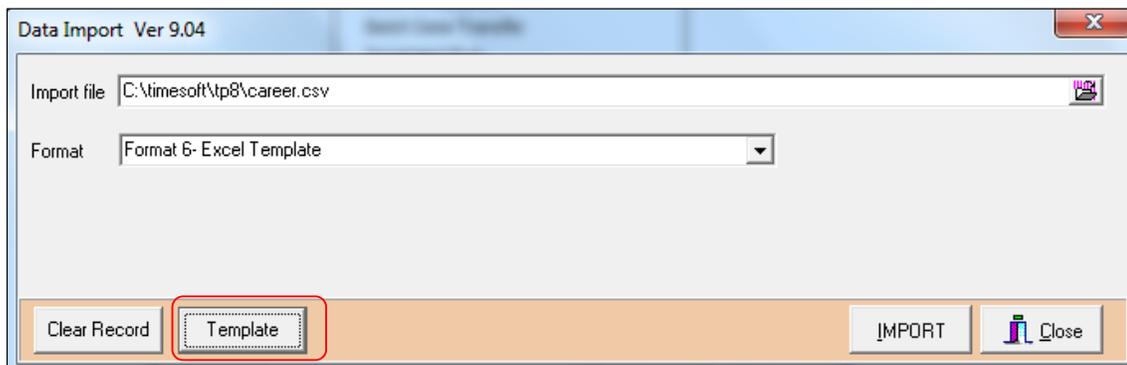
- 1) First, the user has to prepare an Excel file with format as follows and save as XLS file. (Date format: DD/MM/YYYY)

	A	B	C	D	E	F
1	Emp Code	Career Progression Code	Effective Date	Department Code		
2	E001	TRANS	10/01/2012	MGT		
3	E002	TRANS	10/01/2012	ACCT		
4	E003	TRANS	10/01/2012	SALES		
5						

- 2) Get ready with the Import file, please **backup your database** first before you log on to 'Custom Add-on'. After that select the option 'Import Career Data'.



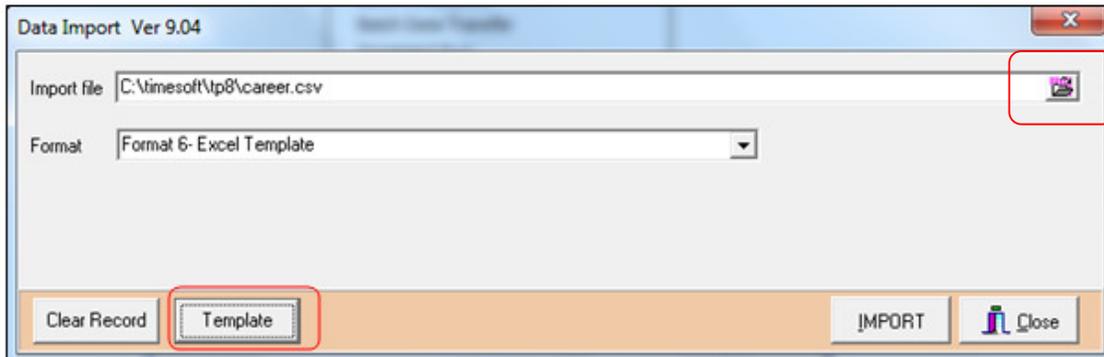
- Bonus/Allowance Data Import
- Matrix Report
- Message Footer
- Access Right Report
- Hourly Costing Report
- Batch Data Entry
- Batch Data Transfer
- Increment Run
- Budget Run
- Import Career Data**
- Employment Status Report
- Attendance Report



Select option 'Format 6- Excel Template' and click the 'Template' to do the code mapping before import the file.

SEQ_NO	FIELD_CODE	COLUMN_NO	MAP_COLUMN_NO	MAPDESC
1	EMP_CODE	A		
2	CODE	B		
3	PAY_EFFECTIVE_DATE	C		
4	PROGRESSION_DATE	C		
5	DEPARTMENT	D		

3) In the template setup, please do the necessary mapping accordingly.



4) Click the 'browse' to look for the path where the excel file located.

5) Click the 'Import' button to do the global career import.

Pay Period (Pay Group)
Community Funds/SDF
CPF Tables
Bank Codes
Foreign Worker Levy Table
National Service Pay
Allowance/Deduction Table
Others Code Table
Cost Centre Table

6) You must go to the Payroll Setup, Others Code Table to insert the missing code, missing description manually if you have codes are newly created.