

USPS exports to upload to Worxtime

1. **Employee Upload** – 2 options available based on Safe Harbor choice (from Worxtime signed agreement page 3)

- a. Use WORXTIME report if you are using the W2 wage or Poverty Level Safe Harbor.
 - i. Execute from the Menu>WORXTIME

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AMERICAN FIDELITY WORXTIME EMPLOYEE UPLOAD FILE
This program will create the Employee Upload file for the American
Fidelity WorxTime program. The file will need to be transferred
to your PC and submitted through the American Fidelity secure website.
Please DO NOT email this file as it contains employee SSN.

Output file:                               MP\EMPLOYEE_UPLOAD.CSV
- Selection Options -

Enter Job Number to Select (Blank for All):
Enter Last Paid Date to Select From:       04/20/2015
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- ii. Change the output file name to identify your district
 - iii. The job number can be used if you are certain that everyone has that job number. i.e. "01"
 - iv. Enter the Last Paid Date
 - v. Transfer the output file to a local drive
 - vi. Salary and Pay Rate will be blank on this file
 - vii. Fill in the blanks with the information not available in USPS
 1. Measurement Group can be left blank
 2. Full time or Part Time field will need to be completed on the spreadsheet. (TSTAMT is a very old program that produces reports. The REGRET.TXT lists the value in the 450 deduction Full or Part time field. It doesn't wrap, so you could transfer it and open in Excel to filter results.) (Another option is to query the biographical domain for the part time flag.)
- b. Use WORXTIME_2 report if you are using the Rate of Pay Safe Harbor
 - i. Change the output file name to identify your district
 - ii. Same as WORXTIME except Pay Rate and Salary are included
- c. These reports will have Pay Group information. You may need to send Worxtime a pay group report that indicates which groups do not have a break in employment and if you can identify which pay groups are not offered insurance.

2. **Initial employee upload** to Worxtime of **prior hours worked in measurement period**

a. Run Afford with the following options

AFFORD - Affordable Care Act Reporting

Report File Specifications:
Print options page? (Y/N): Y

Sort Options:
Sort: ID

Selection Criteria:
Beginning Date: 08/01/2014
Ending Date: 04/30/2015

Exclude based on termination date? (Y/N): N
Exclude employees with insurance? (Y/N): N
Calculate based on number of weeks or months? (W/M): M
Calendar for calculating breaks: _____

Beginning and Ending Dates pair with the answer to the "Calculate based on..." option

Retrieve retire hours from history 1 of 2

Enter the **Beginning Date** of your measurement period.

- Enter if bi-weekly pay periods
 - Pay period start date of the first pay date in first month of the measurement period
 - Pairs with the "CALCULATE BASED ON NUMBER OF WEEKS OR MONTHS?"= "W"
 - EXAMPLE: measurement period starts 8/1/14. First pay date in August is 8/7/14 with a pay period of 7/13/14 to 7/26/14. The Beginning date in AFFORD would be 7/13/2014.
- Enter if semi-monthly pay periods that are the 15th and last day of the month
 - First day of the month for the start of the measurement period
 - Pairs with the "CALCULATE BASED ON NUMBER OF WEEKS OR MONTHS?"= "M"
 - EXAMPLE: measurement period starts 8/1/14. The Beginning date in AFFORD would be 8/1/2014
- Enter if semi-monthly pay periods that are **not** paid on the 15th and the last day of the month
 - Pay period start date of the first pay date in first month of the measurement period
 - Pairs with the "CALCULATE BASED ON NUMBER OF WEEKS OR MONTHS?"= "M"
 - A warning message will appear suggesting to change the beginning date to the first of the month. This warning can be ignored by hitting enter
 - EXAMPLE: measurement period starts 8/1/14. First pay date is 8/5/14 with a pay period of 6/22/14 to 7/12/14. The Beginning Date in AFFORD would be 6/22/2014.

Enter the **Ending Date** of your measurement period.

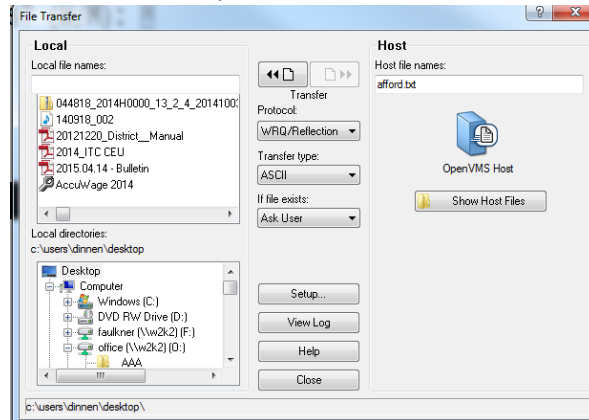
- Enter if bi-weekly pay periods
 - Pay period end date of the last pay date that should be included
 - Pairs with the "CALCULATE BASED ON NUMBER OF WEEKS OR MONTHS?"= "W"
 - EXAMPLE: last paid date = 4/30/15 with a pay period of 4/5/15 to 4/18/15. The Ending date in AFFORD would be 4/18/2015.
- Enter if semi-monthly pay periods that are the 15th and last day of the month
 - Last day of the month that should be included
 - Pairs with the "CALCULATE BASED ON NUMBER OF WEEKS OR MONTHS?"= "M"
 - EXAMPLE: Last paid date = 4/30/15. The Ending date in AFFORD would be 4/30/15.
- Enter if semi-monthly pay periods that are **not** paid on the 15th and the last day of the month
 - Pay period end date of the last pay date that should be included
 - Pairs with the "CALCULATE BASED ON NUMBER OF WEEKS OR MONTHS?"= "M"
 - A warning message will appear suggesting to change the Ending date to the last of the month. This warning can be ignored by hitting enter
 - EXAMPLE: Last paid date= 4/20/15 with a pay period of 3/8/15 to 3/21/15. The Ending Date in AFFORD would be 3/21/2015.

Enter "N" to "Exclude based on termination date?" and "Exclude employees with insurance?".

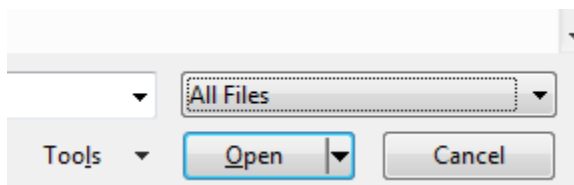
Leave the "Calendar for calculating breaks" field blank.

Afford Screen 2 of 2 – leave Pay Groups and Employee Selection blank

- b. AFFORD produces an AFFORD.TXT and AFFORD.CSV. The .csv file doesn't have the detail needed for the initial load for Worxtime. Transfer the AFFORD.TXT to a local drive using the file transfer option in Reflections.

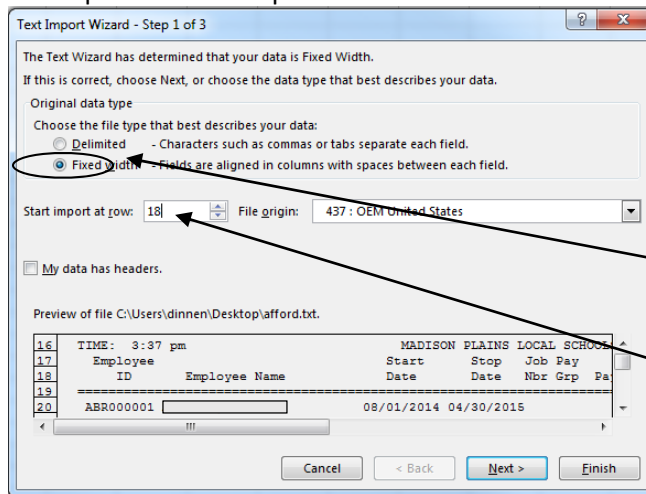


- c. Open Excel and then go to file/open and open your text file. Change the file format to "ALL FILES" as it will default to an Excel file format.



- d. The conversion wizard will open and step you through converting the txt file to an Excel format. CONVERTING A TXT FILE TO AN EXCEL FILE

Excel will open the Text Import Wizard

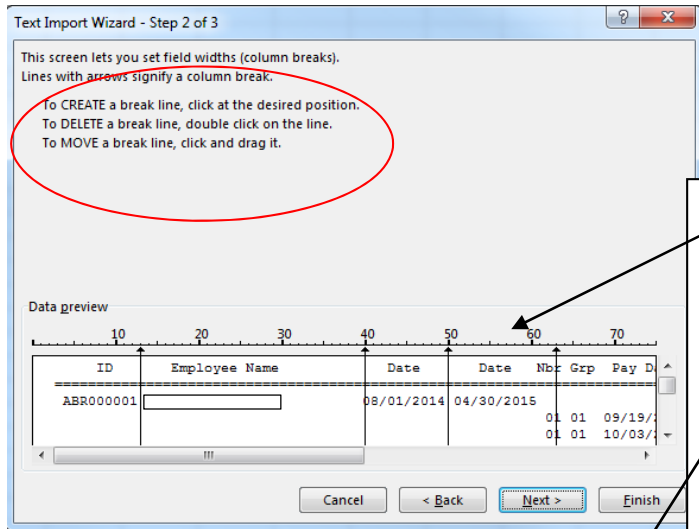


Step 1:

Excel will default to the last selection. Choose delimited if the columns are separated by a symbol or punctuation. Choose Fixed Width if you want to define the width of each column. The Afford report wraps; so, choose Fixed width.

If the txt file has the options page, scroll down to find the column headers. Place this row's number in the Start Import at row box.

Then Click Next



Select the entire workbook by clicking the box in the left hand corner. Then filter the first column to find the lines and additional header fields on each page. Select these rows by click on the row number at the side and then click delete

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
5065	ID	Employee	Date	N	br	Grp	Pay Date	Number	Hours	Adj Hours	#NAME?	al	Hour	s P	er Month
5066	DATE: C/15	TIRE HOUR FOR AFFO ABL	E CA	RE ACT											AFFORD
5145	TIME: :pm	MADISO N PLAINS CAL	SCH	OOLS											PAGE: 84
5146	Employee	Start	Stop	J	ob	Pay	Check	Retire	AD RH	Total H	our	s /	Tot	al months	
5147	ID	Employee	Date	N	br	Grp	Pay Date	Number	Hours	Adj Hours	#NAME?	al	Hour	s P	er Month
5206	DATE: C/15	TIRE HOUR FOR AFFO ABL	E CA	RE ACT											AFFORD
5207	TIME: :pm	MADISO N PLAINS CAL	SCH	OOLS											PAGE: 85
5208	Employee	Start	Stop	J	ob	Pay	Check	Retire	AD RH	Total H	our	s /	Tot	al months	
5209	ID	Employee	Date	N	br	Grp	Pay Date	Number	Hours	Adj Hours	#NAME?	al	Hour	s P	er Month
5270	DATE: C/15	TIRE HOUR FOR AFFO ABL	E CA	RE ACT											AFFORD
5271	TIME: :pm	MADISO N PLAINS CAL	SCH	OOLS											PAGE: 86
5272	Employee	Start	Stop	J	ob	Pay	Check	Retire	AD RH	Total H	our	s /	Tot	al months	
5331	ID	Employee	Date	N	br	Grp	Pay Date	Number	Hours	Adj Hours	#NAME?	al	Hour	s P	er Month
5332	DATE: C/15	TIRE HOUR FOR AFFO ABL	E CA	RE ACT											AFFORD
5333	TIME: :pm	MADISO N PLAINS CAL	SCH	OOLS											PAGE: 87
5334	Employee	Start	Stop	J	ob	Pay	Check	Retire	AD RH	Total H	our	s /	Tot	al months	
5392	ID	Employee	Date	N	br	Grp	Pay Date	Number	Hours	Adj Hours	#NAME?	al	Hour	s P	er Month
5393	DATE: C/15	TIRE HOUR FOR AFFO ABL	E CA	RE ACT											AFFORD
5394	TIME: :pm	MADISO N PLAINS CAL	SCH	OOLS											PAGE: 88
5395	Employee	Start	Stop	J	ob	Pay	Check	Retire	AD RH	Total H	our	s /	Tot	al months	
5430	ID	Employee	Date	N	br	Grp	Pay Date	Number	Hours	Adj Hours	#NAME?	al	Hour	s P	er Month
5431	TOTAL IBER OF EMPLOYEES (:	256													
	TOTAL IBER OF Em/MONTH#:	30	60	(#	NEXT	TO TOTAL HOURS/MONTH, DE	NOTES =>	30 HOURS PER	MON	TH	CALCULATED)				

Each row will need the Employee ID and Name on the row with the dates for that employee. Copy and paste that information to each row. Remove subtotals by employee and grand total

ID	Employee Name	Date	Date	N	br	Grp	Pay Date	Number	Hours	Adj Hours	#NAME?	al	Hour	s P	er Month
ABR000001		0	8/1/2014	4/30/2015											
ABR000001		0	8/1/2014	4/30/2015	1	1	9/19/2014	537686	7.5	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	10/3/2014	537861	67.5	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	10/20/2014	538045	75	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	10/20/2014	538045	2.5	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	11/5/2014	538230	112.5	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	11/20/2014	538422	75	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	12/5/2014	538619	75	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	12/19/2014	538820	75	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	1/9/2015	539023	60	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	1/30/2015	539223	75	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	2/5/2015	539426	37.5	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	2/20/2015	539618	67.5	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	3/5/2015	539823	75	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	3/20/2015	540025	67.5	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	4/3/2015	540222	75	0					
ABR000001		0	8/1/2014	4/30/2015	1	1	4/20/2015	540423	75	0					

Change the column headers to the Worxtime specifications. They want a subtotal by check.

3. Per pay reporting once Worxtime is configured

- a. Run and upload AFFORD.CSV
- b. Run WORXTIME or WORXTIME_2 and upload the xx_employee_upload.csv.
 - i. For new hires