

Overview

Updated 06/17/2021

Importing Time from File allows you to use a 3rd party time tracking software to import hours that your talent has worked so that you can pay and bill your customers.

You can use the provided default mapping file, or you can create a new mapping template that conforms to your 3rd party file specifications.

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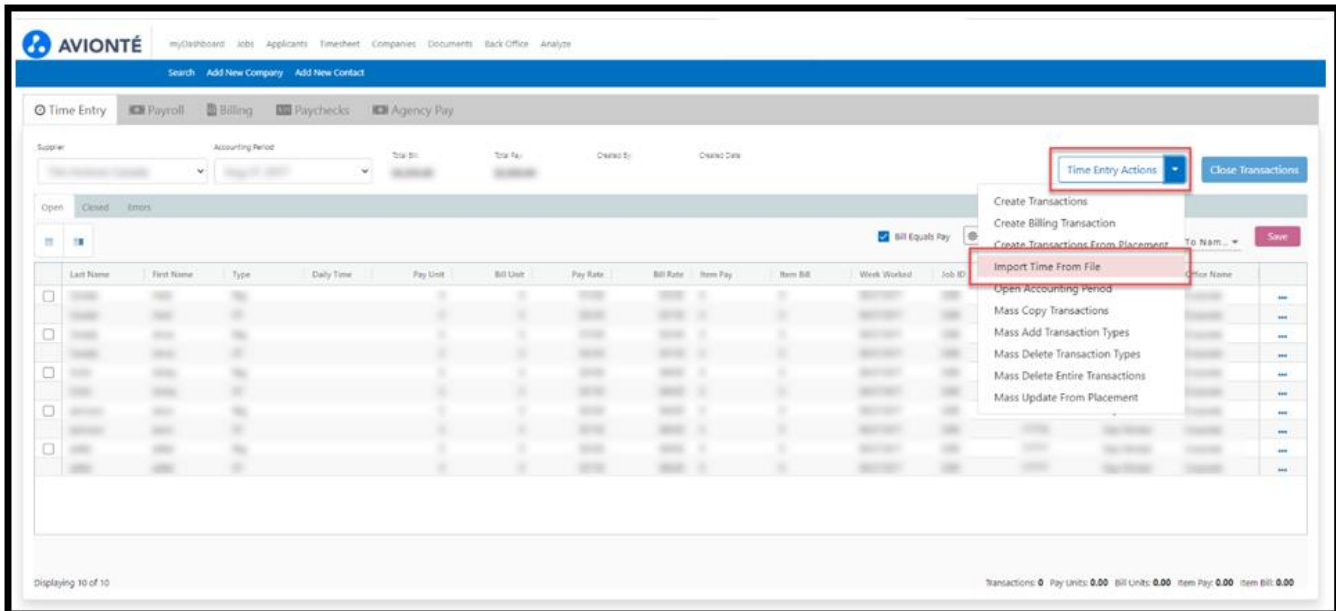
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Important Information When Importing Time

1. Your file must be in a **CSV** format when importing time.
2. Make sure that each mapped field contains data in it.
3. Existing information in Time Entry will be replaced with information from the Import Process.
4. If you try to import Weekly Time and Daily Time for the same transaction, the Import Process will ignore the Weekly Time and import the Daily Time.

Where to Start

1. Navigate to the Time Entry Open Tab.
2. Click on **Time Entry Actions**
3. Select **Import Time from File** from the dropdown.



Main Import Screen

1. **Mapping Drop Down**
 1. Here you can select an existing mapping.
2. **Edit button**
 1. Allows you to edit an existing mapping template.
 2. You can't edit the sample mapping template that is standard.
3. **New button**
 1. Opens the create new import window.
4. **Supplier**
 1. Displays the supplier that you are on. This is to confirm that you are in the correct supplier that you would like to import the time.
5. **Accounting Period**
 1. Displays the accounting period that you are on and will import into.

Import Time from File



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Placement ID	Employee Name	Pay Rate	Bill Rate	Pay Code	Week Worked	Pay & Bill Unit	Pay Unit	Bill Unit	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Saturday Hours	Sunday Hours	
2	Numeric(10)*	Alpha(50)	Decimal(8)	Decimal(8)	Alpha(50)*	Date(MM/DD/YYYY)*	Decimal(8)*	Decimal(8)*	Decimal(8)*	Decimal(8)*	Decimal(8)*	Decimal(8)*	Decimal(8)*	Decimal(8)*	Decimal(8)*	Decimal(8)*	
3	12345	John Adams Roberts	15.00	25.00	REG	1/22/2021	40.00										
4	98765	Susan Johnson	15.25	30.50	REG	1/22/2021		40.00	40.00								
5	444555	Melvin Gordon	12.50	25.00	REG	1/29/2021				8.00	8.00	8.00	8.00	8.00			

- 8 **This is an example.** When creating and uploading your file you should have the required columns and **SAVE** your template as a **CSV file**.
- 9 Make sure that **all mapped fields will have data** when uploading.
- 10 When a transaction is imported, any data that is currently in time entry will be **DELETED** and the imported hours will take their place.
- 11 If a line item has both **Weekly (blue)** **AND** **Daily (green)** values the import process will **IGNORE** the **Weekly** units and only enter in **Daily** units.

Import Instructions

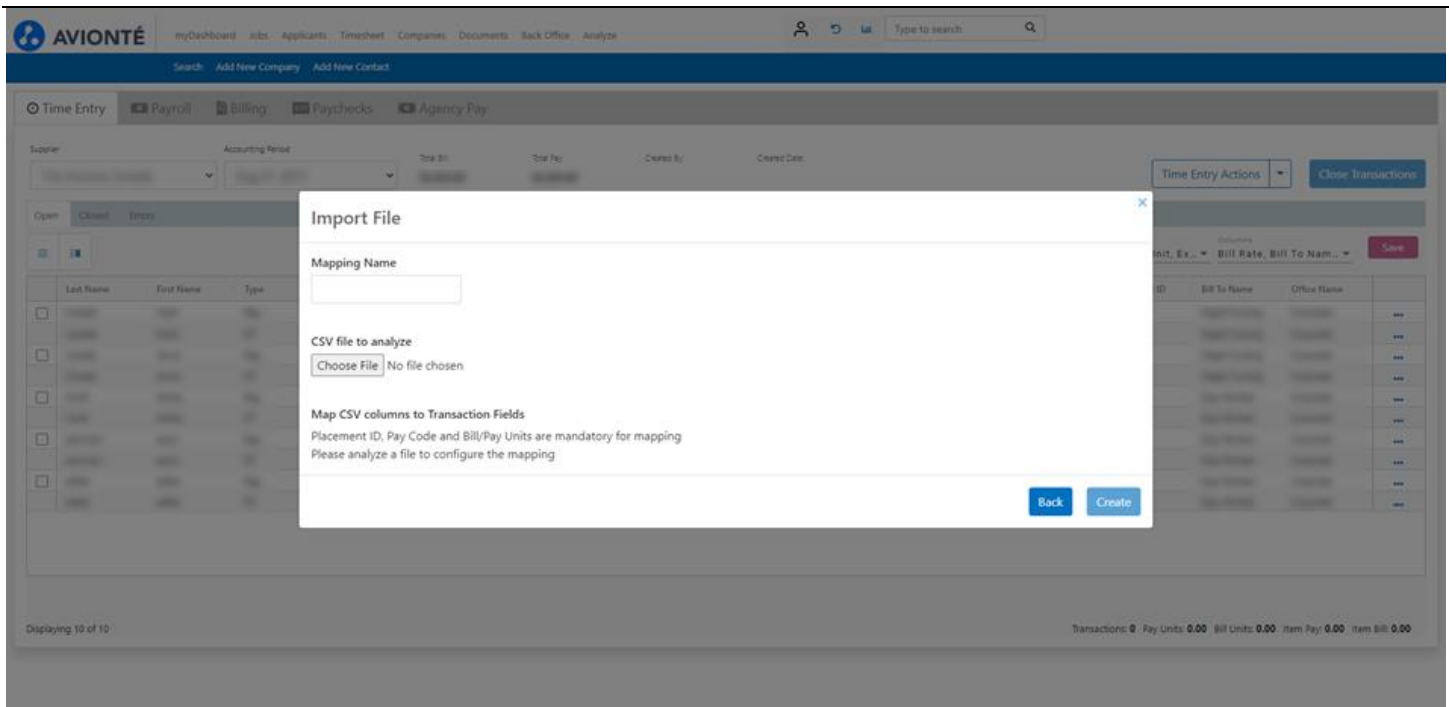
You can find the instructions and a blank template file when downloading the [Sample CSV](#).

File Name: [Examples and instructions on using the Sample Template.pdf](#)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Placement ID	Employee Name	Pay Rate	Bill Rate	Pay Code	Week Worked	Pay & Bill Unit	Pay Unit	Bill Unit	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Saturday Hours	Sunday Hours	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
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11																	
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Sample File

1. You can find the instructions when downloading the [Sample CSV](#)
2. File Name: [Sample Template.csv](#)



Creating New Imports

1. **Mapping Name:** Name your mapping
2. **Choose File:** Select a file to analyze
3. After selecting a file to analyze you will get a screen with all your columns
 1. Match each column with the required data
 2. It is a *requirement* to map the following:
 1. Placement ID
 2. Pay Code
 3. Week Worked
 4. Units (at least 1)
 1. Pay & Bill Unit
 2. Pay Unit
 3. Bill Unit
 4. Daily (Sunday Hours, Monday Hours, Tuesday Hours...)

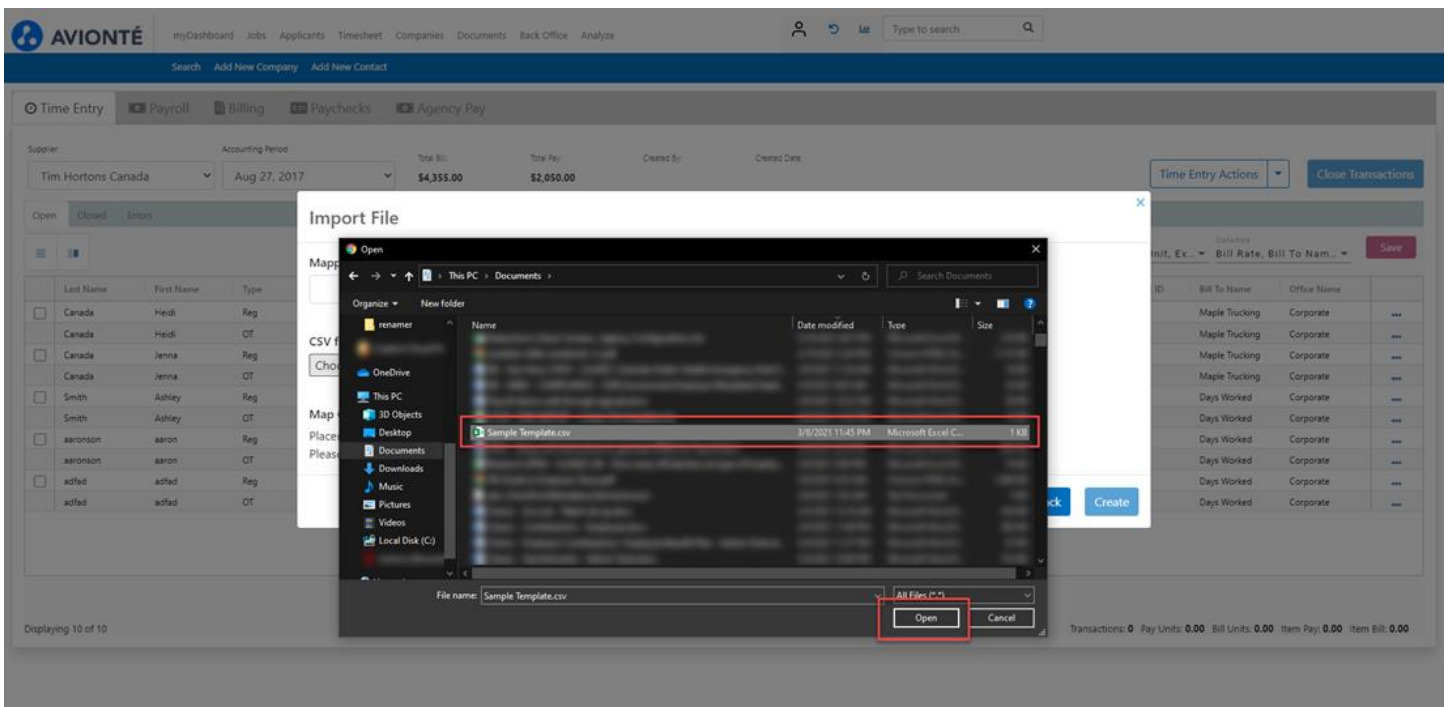
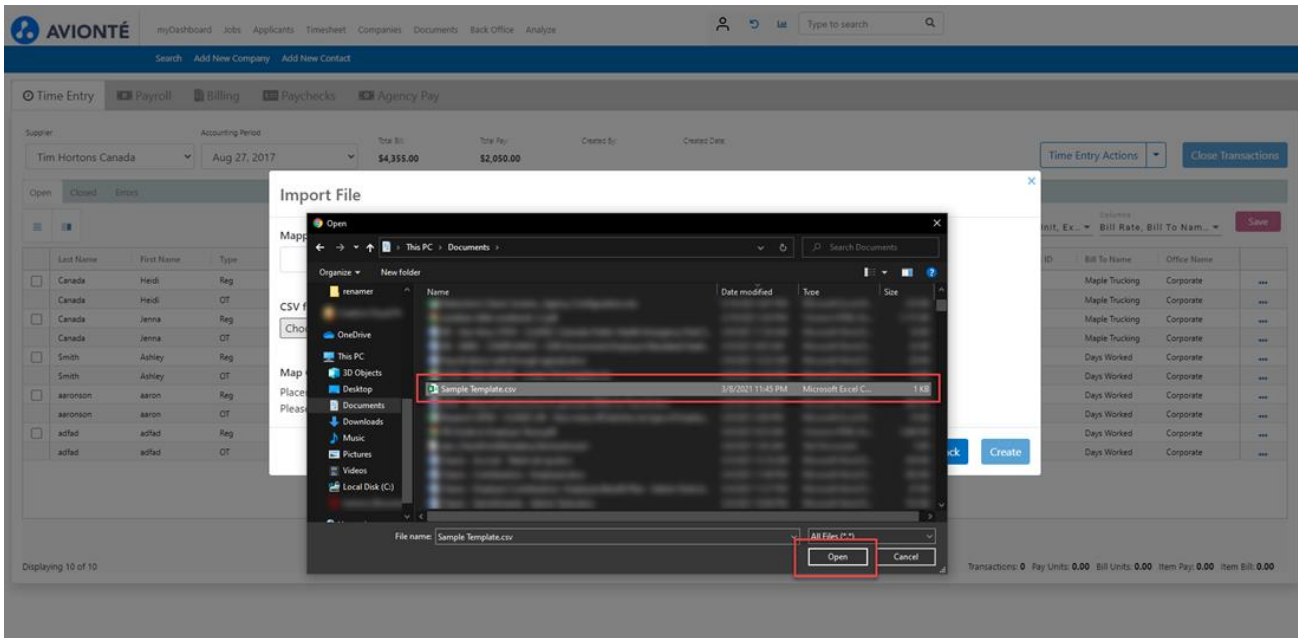
Note: It is ok to have multiple pay and bill fields mapped. If you have Pay & Bill, Pay or Bill, and Daily hours mapped the system will process time in the following order:

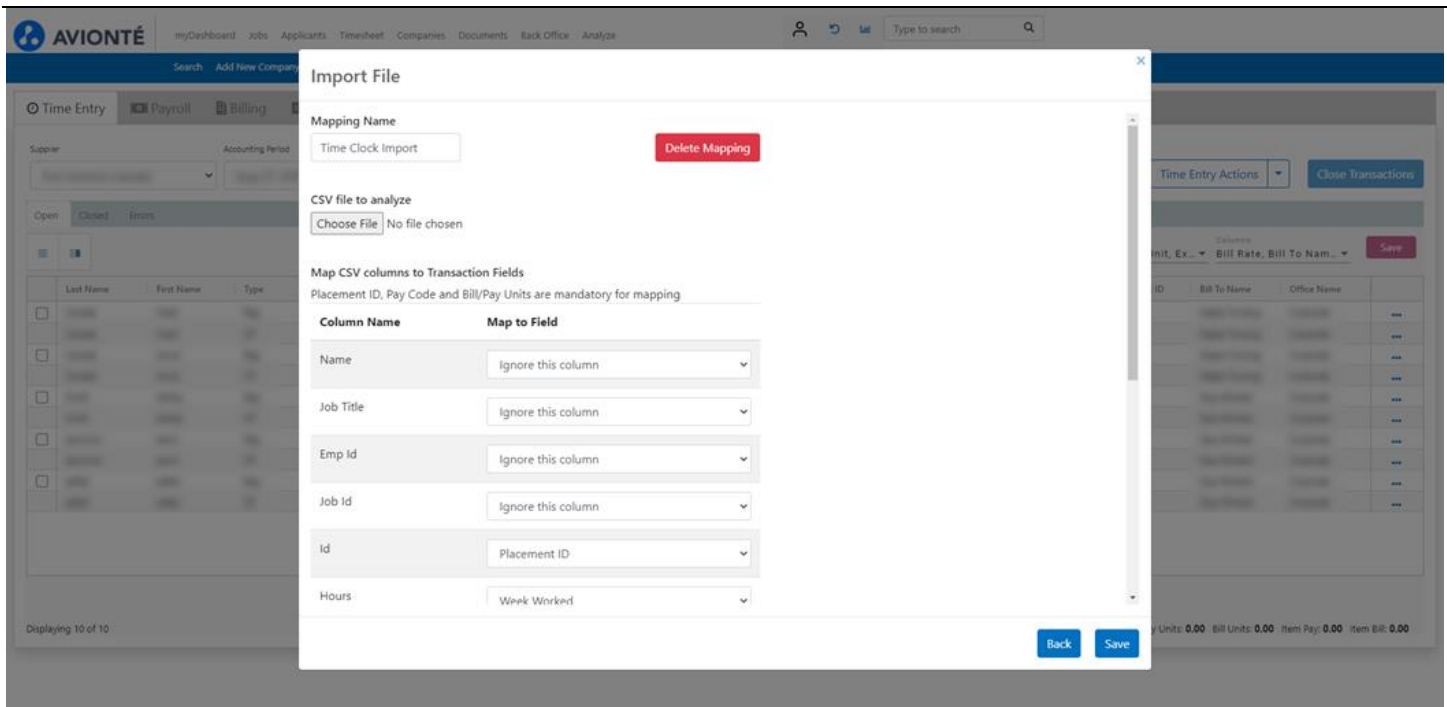
1. Daily
2. Pay or Bill
3. Pay & Bill

Import Time from File



This means that if you have daily hours it will ignore any other time for that row. If you have provided Pay or Bill units it will ignore Pay & Bill for that row. If Daily hours, Pay, or Bill units aren't present in your import file then it will use the Pay & Bill column.

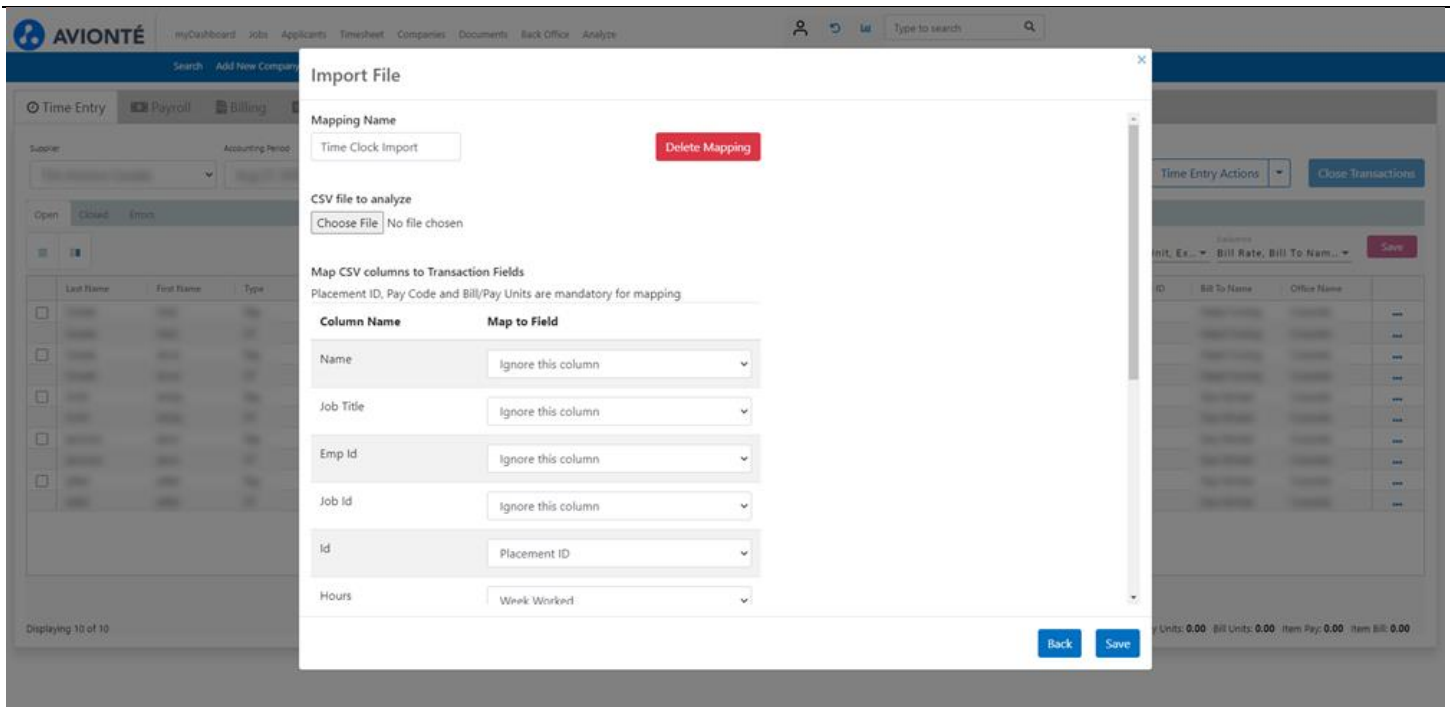




Editing Existing Imports

Here you can modify existing imports if the file structure has changed.

1. Click **Choose File**
2. Select your file with the new layout
3. Review your Column Names
 1. Map to Fields
4. Click **Save**

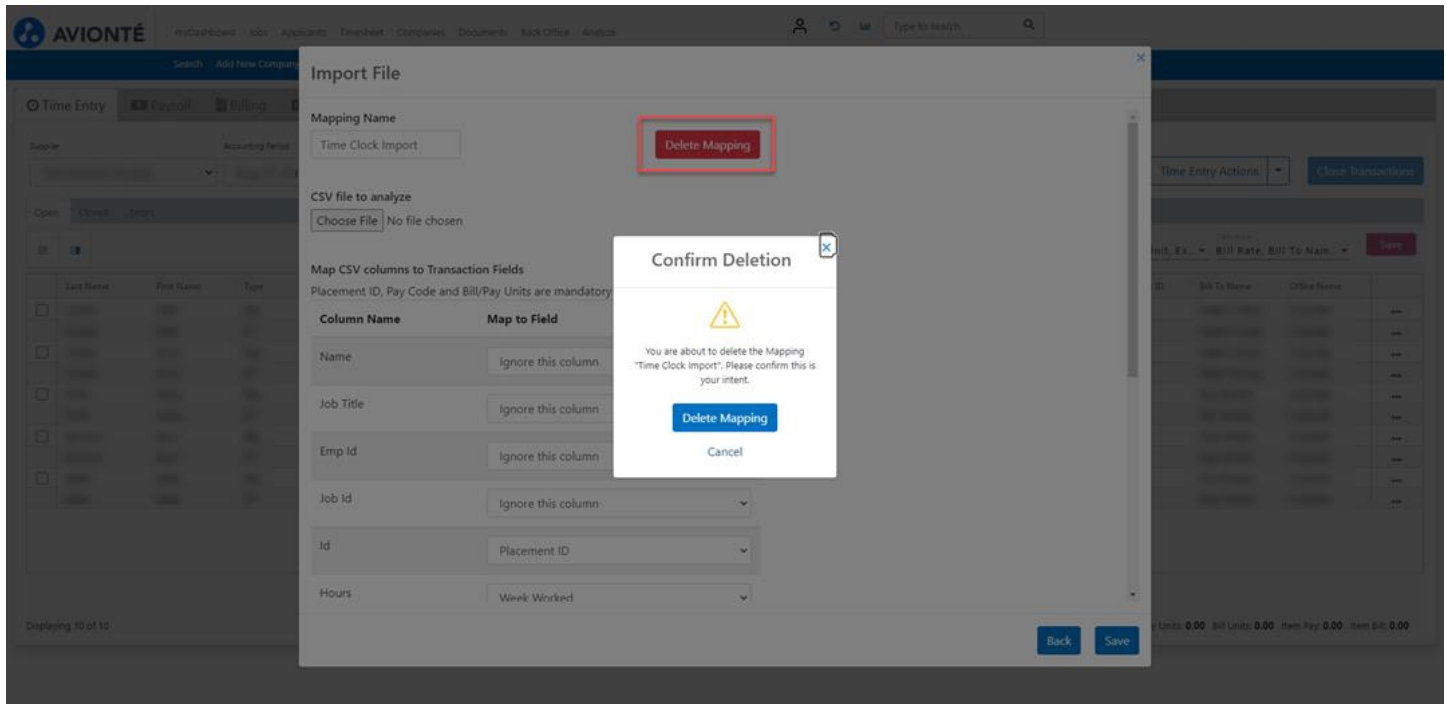


Delete Existing Imports

If you have an import that you are no longer going to use you can delete it.

1. Find the Import and click **Edit**.
 1. The **Import File** modal will open.
 2. You will see a **Delete Mapping** button
2. Click the **Delete Mapping**
 1. Confirmation modal will appear.

3. Click **Delete Mapping** on the modal.



Error Files

1. All good records will be imported.
2. If a row is not correct it will be put into an error file.
3. You will be able to download this error file for review.
4. After you make the corrections necessary you will be able to upload the error file with the corrected records.

Import Time from File

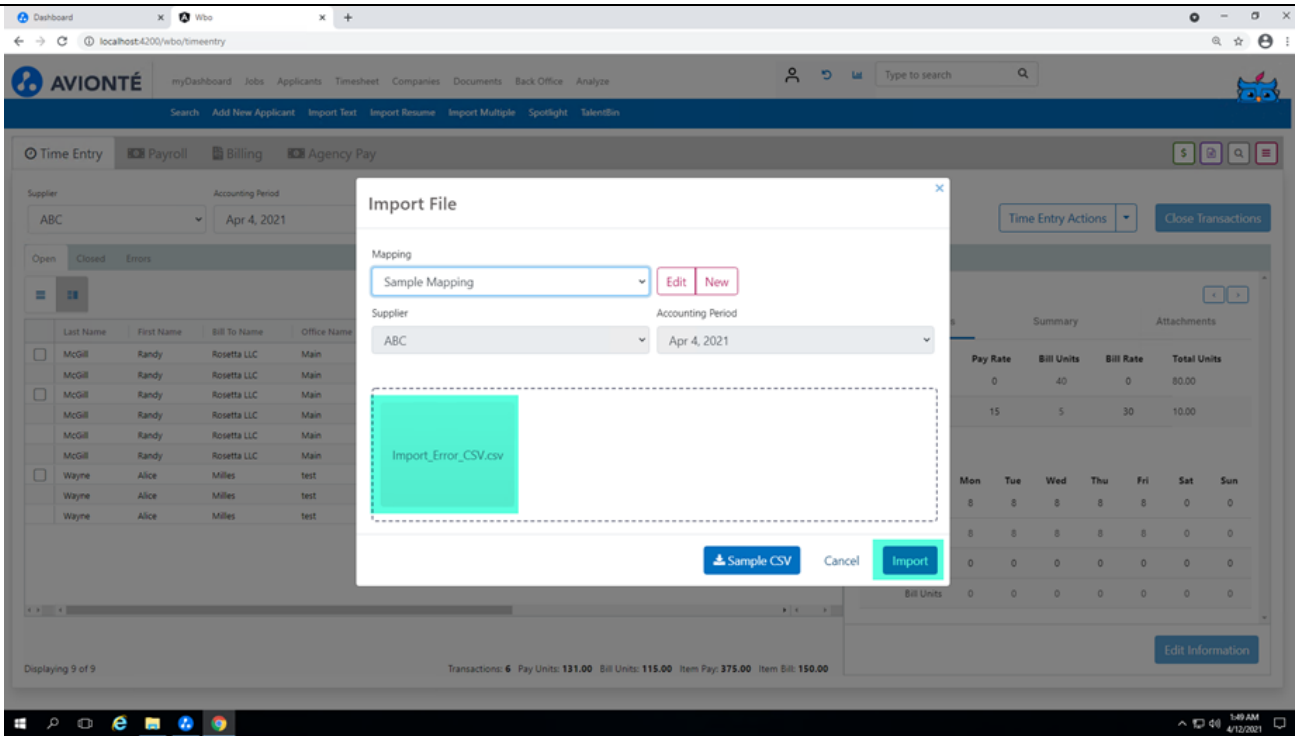


Import 2 records successfully. 2 transactions with errors were not imported and an error file was generated.

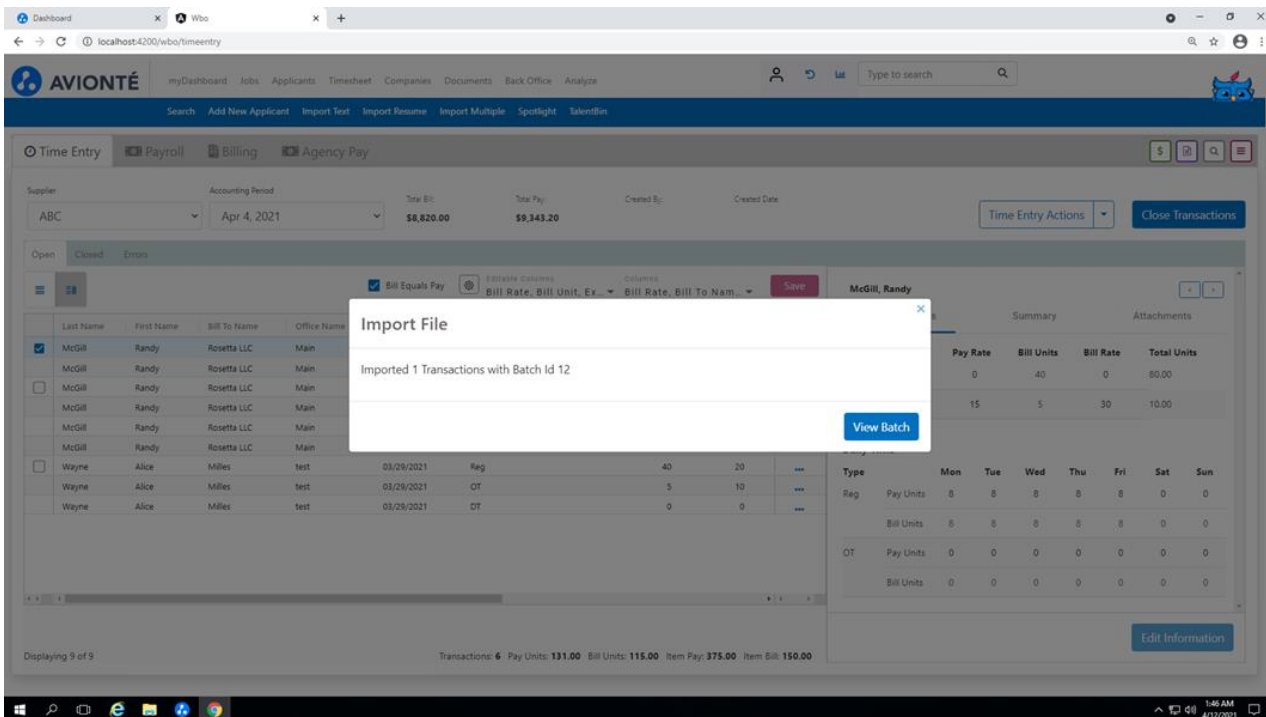
Placement ID	Pay Rate	Bill Rate	Pay Code	Pay & Bill	Pay Unit	Bill Unit	Monday H	Tuesday H	Wednesday H	Thursday H	Friday H	Saturday H	Sunday H
1208	0	0	REG		35	35	0	0	0	0	0	0	0
1203	0	0			40	40	8	8	8	8	8	0	0

Review error file and make corrections

Import Time from File



We've corrected the error file. Now we can import it.



We have successfully imported all our records.

Import Time from File



The screenshot shows the AVIONTÉ web application interface. At the top, there's a navigation bar with the AVIONTÉ logo and various menu items like 'myDashboard', 'Jobs', 'Applicants', 'Timesheet', 'Companies', 'Documents', 'Back Office', and 'Analyze'. Below this is a search bar and a secondary navigation bar with options like 'Search', 'Add New Applicant', 'Import Text', 'Import Resume', 'Import Multiple', 'Spotlight', and 'TokenBin'. The main content area is titled 'Time Entry' and includes a 'Payroll' tab, a 'Billing' tab, and an 'Agency Pay' tab. A summary section shows 'Supplier: ABC', 'Accounting Period: Apr 4, 2021', 'Total Bill: \$8,820.00', and 'Total Pay: \$9,343.20'. There are buttons for 'Time Entry Actions' and 'Close Transactions'. A table lists time entries with columns for 'Open', 'Closed', and 'Errors'. An 'Import File' dialog box is open in the center, displaying the message 'Imported 1 Transactions with Batch Id 12' and a 'View Batch' button. The background table shows entries for 'McGill, Randy' and 'Wayne, Alice' with columns for 'Last Name', 'First Name', 'Bill To Name', 'Office Name', 'Date', 'Type', and 'Units'. A summary table on the right shows 'Pay Rate', 'Bill Units', 'Bill Rate', and 'Total Units' for different types of transactions. At the bottom, there's a status bar showing 'Displaying 9 of 9' and 'Transactions: 6 Pay Units: 131.00 Bill Units: 115.00 Item Pay: 375.00 Item Bill: 150.00'. The system tray at the bottom right shows the time as 1:56 AM on 4/12/2021.