



---

# **Guide to the Standard Imports**

## **LINQ ERP HRS**

Resource ID: 6979

## **Released August 2024**

This edition applies to Release 20240821.2 of the LINQ ERP Human Resources System software solution and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual data and names or data are coincidental.

Product and company names mentioned herein may be the trademarks of their respective companies.

The LINQ ERP logo is a registered trademark of EMS LINQ, LLC.

Oracle is a registered trademark of Oracle Corporation.

Acrobat is a registered trademark of Adobe Systems Inc.

Microsoft, Excel, and Word are registered trademarks of Microsoft.

© 2024. EMS LINQ, LLC. All rights reserved. You may not reproduce any part of this book in any form or by any means without permission in writing from EMS LINQ, LLC.

Publication Number: UG-LINQ ERP HRS-STANDARD IMPORTS-20240821.2-1

# Table of Contents

Summary of Changes .....	v
<b>Preface .....</b>	<b>vi</b>
Overview .....	vi
About this Guide .....	viii
Formatting Conventions .....	ix
Additional Resources .....	ix
Publications .....	ix
Web Sites .....	ix
Contacting LINQ ERP Support .....	x
Customer Feedback .....	x
<b>Chapter 1: Introduction .....</b>	<b>1</b>
Import Rules .....	1
Data Conversion Workbooks .....	2
<b>Chapter 2: Importing HRS Records .....</b>	<b>4</b>
Running the HRS Master File Import Page .....	5
Running the Standard Employee Import .....	10
Running the Import Process .....	13
Error Messages .....	19
Running the ET1 and ET3 Import File Processes .....	22
Microsoft® Excel® Templates for ET1 and ET3 .....	23
Determining the Record Key or Sequence during the ET1 and ET3 Import Process .....	24
Prerequisites to Importing the ET3 – Employee Dependent Coverage Data .....	29
ET3 Data Preparation Hints .....	30
Running the ET1 – Employee Dependent Import Process .....	32
Running the ET3 – Employee Dependent Coverage Import Process .....	35
Running the Standard HRS History Import .....	38

Table of Contents

Running the Employee Benefit Import . . . . . 42  
    Defining the Import File Layout . . . . . 43  
    Maintaining the Deduction/Benefit Code Crosswalk Table . . . . . 46  
    Importing the Employee Deductions/Benefits File Layout . . . . . 47  
Running the Employee Benefit Import . . . . . 49  
    Defining the Import File Layout . . . . . 50  
    Maintaining the Deduction/Benefit Code Crosswalk Table . . . . . 55  
    Importing the Employee Deductions/Benefits File Layout . . . . . 57  
  
**Index. . . . .60**





# Summary of Changes

The following table lists changes made in this revision of the [Guide to Standard Imports for LINQ ERP HRS](#) (Resource ID: 6979).

Table 1-1. Summary of changes

Chapter	Page	Reference No.	Change
Running the Standard HRS History Import	Page 40	N/A	Modified the Add Ded/Ben Records check box definition included in the Other Options block.



# Preface

**Welcome to LINQ ERP!** A LINQ ERP - Enterprise Resource Planning solution that's based in the cloud. You can access your HR and Finance application and data from wherever, whenever.

LINQ ERP and its fully integrated library of Financial Management, Payroll, and Human Resource software applications is built to excel both now and in the future.

The LINQ ERP suite of products includes fund accounting, encumbrance accounting, general ledger, purchasing, accounts payable, accounts receivable, budgeting, finance, payroll, human resources, position control, salary administration and complete reporting. It is deployed on an Oracle database and runs on Windows servers.

## Overview

The Human Resources System (HRS) is designed to simplify the process of maintaining all personnel and payroll information. A single source for this data is provided, eliminating redundant input and allowing the user to maintain, process, and report all related information in a timely, effective manner. The extended personnel system provides an integrated facility to maintain information relating to position control, professional and administrative certification, and employee education.

User profile records allow the system to be “tailored” to an employer's individual requirements, providing flexibility in establishing the various components of each employer's information base, such as: employment codes, location codes and descriptions, earning codes and descriptions, deduction/benefit codes, and leave accrual tables. Individual state retirement calculation and reporting requirements are supported by HRS along with any applicable federal, state and local withholding tax routines.

Multiple payroll cycles are supported with the necessary payroll control information for each cycle being maintained on a single page. Processing for multiple regular, recurring, and one-time additional pay components is provided. The system processes salaried and unit paid employees in a single payroll run and utilizes exception processing to minimize input requirements.

Payroll batch processing provides the ability to perform the entire payroll process with the click of a couple of buttons. It minimizes the amount of time it takes to process the payroll. Payroll reports are automatically sent to the printer or saved to a file. Payroll batch processing is flexible; it can be to meet the organization's needs.

The ability to establish various leave accrual plans including sick leave and vacation is supported and provides automatic leave accrual and attendance tracking through a leave accounting system. A calendar view inquiry page is supplied to assist management in monitoring attendance for an individual. This view provides the ability to see absence trends for an employee.

A labor distribution facility is included, which will distribute an employee's earnings and benefits to appropriate expenditure accounts. Payroll distributions (along with payroll liabilities) are interfaced to the LINQ ERP Financial Accounting System (Finance) allowing personnel costs to be posted to the employer's accounting system for timely, accurate accounting and analysis.

HRS incorporates comprehensive history data for earnings, deductions, distributions, and position histories associated with payroll and personnel functions.

Extensive management and technical reporting is provided. The reports are designed to verify accuracy and enhance auditing and analysis. Reports are readily generated from standard menus. The system also provides a wide range of operational reports including personnel directories and employee labels. All personnel and payroll information is integrated into one database in HRS, eliminating redundant input. A single source of personnel and payroll information is provided, allowing the user to maintain and report all related information in a timely, effective manner.



## About this Guide

LINQ designed the [Guide to Standard Imports for LINQ ERP HRS](#) (Resource ID: 6979) as a resource for the persons in the organization responsible for setting up and maintaining the human resource system.

The [Guide to Standard Imports for LINQ ERP HRS](#) contains the following chapters:

- [Chapter 1, “Introduction,” beginning on page 1](#)
- [Chapter 2, “Importing HRS Records,” beginning on page 4](#)

Each chapter may include the following sections:

- Chapter overview
- Prerequisites
- Step-by-step procedures

Use the [Table of Contents](#) or [Index](#) to search for the topic of choice.

LINQ distributes the LINQ ERP guides as PDF files. Each PDF file contains several navigation tools to help the user find the information required. These tools include:

- A Bookmarks panel. This panel outlines the topics in the user’s guide. Click a topic in the Bookmarks Panel to go directly to that topic.
- A Search tool. Use the search tool to search for a specific piece of information, e.g., word or phrase, page name, etc.
- Interactive links. Click an interactive link to go directly to a topic or other piece of information. These links display with [blue](#) text.

In addition, click a page number in the Table of Contents or Index to go directly to a topic or page.

- A Comment tool. Use the Comment Tool to attach and save sticky notes to topics in the guide. Use these notes to add additional information to a topic. An interactive comment list is available to provide quick access to the sticky notes saved in the PDF file.





## Formatting Conventions

The following table lists the formatting conventions used in this guide.

Table 1-1. Formatting conventions

Item	Convention
Buttons and Keys	Buttons and keys, such as the <b>New Record icon</b> , the <b>ENTER</b> key or the <b>TAB</b> key, display in <b>boldface</b> . Press the indicated key; do not type the letters or words.
Case	Text entries are displayed in UPPERCASE in this guide. However, type text entries in all UPPERCASE, Mixed case, or lower case. Use the case dictated by the organization's data entry policy.
Document and chapter titles	Titles of documents appear in italics. Chapter names are bracketed in parenthesis.
Field Names	Literal field names, such as the <b>Date</b> field, display in <b>bold</b> in the step-by-step procedures.
Hypertext links	Hypertext links are formatted in <a href="#">blue</a> text. Click a link to jump to that topic or page.
Variables	Variables, such as a <b>Y</b> and an <b>N</b> , display in <b>bold</b> .

## Additional Resources

LINQ provides these resources to our clients.

### Publications

LINQ provides a full set of user guides for the LINQ ERP Software Solution. These guides are published on the [infolink Web site](#). Refer to the “[LINQ ERP Publications List](#)” document on *infolink* for a full list of the available publications.

### Web Sites

- LINQ Web site, <https://linq.com>
- *infolink* Web site, <https://infolink.linq.com/login.aspx>



## Contacting LINQ ERP Support

Questions about the LINQ ERP Human Resources System software solution? Contact your business partner that provides your LINQ ERP Support or LINQ ERP Support via e-mail at [erpsupport@linq.com](mailto:erpsupport@linq.com) or by phone at 888-GO4-LINQ (888-464-5467) during normal business hours.

**NOTE:** When contacting the help desk about an existing support incident, please include the support incident number in the Subject line of the e-mail.

## Customer Feedback

LINQ values the opinions of our customers. To submit comments or suggestions about LINQ ERP, contact your business partner that provides your LINQ ERP Support or LINQ ERP Support via e-mail at [erpsupport@linq.com](mailto:erpsupport@linq.com) or by phone at 888-GO4-LINQ (888-464-5467) during normal business hours. Submitting an opinion assists LINQ to analyze the needs in the education industry and improve the quality of our software solution offerings, documentation, and support.

Thank you for choosing LINQ as your provider of education-related software solutions.



# 1

## Introduction

Use the Human Resources System import programs to import master file, employee payroll, and history records from an external file into the LINQ ERP Human Resources System module. The most common type of file used for importing these records is a Microsoft Excel® spreadsheet. The import file formats available are Fixed Width or Delimited file type.

Use the following programs to import the LINQ ERP HRS master file, employee master, employee payroll and payroll history records:

- Standard HRS Master Import – HMIMP01S
- Standard Employee Import – HEIMP01S
- Standard HRS History Import – HHIMP02S
- Employee Benefit Import – HEIMP06S
- Employee Benefit Import – HEIMP07S

Run these import processes at any time to load these record types.

This chapter discusses:

- [Import Rules](#)
- [Data Conversion Workbooks](#)

## Import Rules

Records in an import file may contain keys. If there is only one key field in the table, it must be unique for each record. If there are multiple Keys, the combination of those fields must be unique for each record. If a record contains a duplicate key, data in the first record will be overlaid by data in the second.

Commas may not be used in any field.

## Data Conversion Workbooks

Prior to importing records into LINQ ERP, create the csv files used to import those records. LINQ has created the following data conversion workbooks to assist in creating the standard Standard Imports import files for LINQ ERP. Download copies of these data conversion workbooks from the [infolink Web site](#) prior to creating the csv files.

- [Human Resources System Payroll Data Conversion Workbook](#) (Resource ID: 4200)— contains the file layouts used to import the Human Resources employee master and payroll records
- [Human Resources System History Conversion Workbook](#) (Resource ID: 4202)— contains the file layouts used to import the payroll history records.
- [Human Resources System Master Files Data Conversion Workbook](#) (Resource ID: 4201)— contains the file layouts used to import the Standard Imports master file records, including payroll and human resource master file records

Each data conversion workbook lists the fields required to successfully import the HRS records. It contains the following tabs:

- Instructions tab — which provides basic rules to importing records and a key to the columns in the spreadsheet.
  - The Length column contains the maximum number of characters in a data field.
  - The Type column identifies the data types. Valid values are C = Character, N = Numeric, and D = Date yyymmdd.
  - The Page/Details column includes special instructions for each field.
  - The DFT Value column identifies the default value. Some fields are imported using a default value. The values listed in this field are imported unless specified otherwise by the client.
  - The Key Field column identifies each key field included in the file layout.
  - The Req/Opt (Required/Optional) column identifies required and non required fields. Valid values are R = Required, O = Optional, C = Conditional, and S = Strongly Suggested.



## Introduction

- Tables tab — provides the layout for each file to be imported into LINQ ERP. Each field name is linked to a separate worksheet that provides a field description and image of the page where that field is stored in LINQ ERP.
- Field Definition tabs — there is one Field Definition tab for each file layout required as part of the import process. Each tab includes the field name, a field definition, and the LINQ ERP page where the field data is stored.





# 2

## Importing HRS Records

Use the following programs to import the Human Resource System master file records, employee master records, employee payroll records, and payroll history records:

- Standard HRS Master Import – HMIMP01S
- Standard Employee Import – HEIMP01S
- Standard HRS History Import – HHIMP02S
- Employee Benefit Import – HEIMP06S
- Employee Benefit Import – HEIMP07S

This chapter discusses:

- [Running the HRS Master File Import Page](#)
- [Running the Standard Employee Import](#)
- [Running the Standard HRS History Import](#)
- [Running the Employee Benefit Import](#)
- [Running the Employee Benefit Import](#)

## Running the HRS Master File Import Page

After creating the HRS Master File csv files in Microsoft Excel, use the Standard HRS Master Import page – HMIMP01S to directly import the HRS master file records into the following HRS programs in LINQ ERP.

Table 2-1. HRS Master Import File to Page Cross-reference Table

HRS Master Import File	HRS Master Page
HA1 – Assignments	Assignments – HMASG01A
HA4 – Assignment Clusters	Assignment Clusters – HMASCO1A
HA5 – Assignment Levels	Assignment Levels – HMASLO1A
HA6 – Assignment Fundings	Assignment Fundings – HMASF01A
HB1 – Bank Routing Table	Bank Routing Table – SMBRT01A
HC1 – Deduction Benefit Master	Deduction Benefit Master – HMDED02A
HC2 – Deduction Benefit Plans	
HC3 – Deduction Benefit Account	
HE1 – Earning Codes	Earning Codes – HMERN01A
HE2 – Job Codes	Job Codes – HMJOB02A
HF1 – Leave Codes	Leave Codes – HMLVE02A
HF2 – Leave Plans	Leave Plans – HMLVE01A
HG1 – Positions	Positions – HMPOS03A
HG2 – Position Accounts	<p><b>Note:</b> When the HG3 – Position Pays file is imported, leave the Pay Class field is blank in the file; it is no longer required. However, if a pay class is entered in the HG3 file, the page verifies that the pay class exists in the Pay Class Master table. If it does not exist, an error will occur.</p> <p><b>Best Practice:</b> To include the pay classes in the HG3 file when the import process is run, verify that the pay class exists in the Pay Classes page – HMPAY02A. If it does not exist, add it before running the import.</p>
HG3 – Position Pays	
HG4 – Position FTE	
HG5 – Position Benefits	
HH1 – Residence Codes	Residence Codes – HMRES02A
HI1 – Schools	Schools – HMSCH01A
HI2 – Subjects (Certificates)	Certificate Subjects – HMSBJ01A



## Importing HRS Records

Table 2-1. HRS Master Import File to Page Cross-reference Table (continued)

HRS Master Import File	HRS Master Page
HI3 – Subjects (Education)	Education Subjects – HMSBJ02A
HI4 – Subjects (Assignments)	Assignment Subjects – HMSBJ03A
HJ1 – Education Types	Education Type Master – HMEDT01A
HJ2 – Education Levels	Education Levels – HMLVL01A
HJ3 – Certificate Types	Certificate Types – HMCRT01A
HJ4 – Certificate Levels	Certificate Levels – HMCRT02A
HJ5 – Endorsement Types	Endorsement Types – HMEND01A
HJ6 – Endorsement Levels	Endorsement Levels – HMEND02A
HJ7 – Education Courses	Course Types – EPAACT02B
HK1 – Schedules	Schedules – HASCD01A
HK2 – Levels	
HK3 – Amounts	
HM1 – User Defined Master	User Defined Master – HMUDF01A <b>Note:</b> An error will occur if a field name contains a space. Correct the field name before continuing with the import process.

Refer to the following guides for more information about the programs listed in the HRS Master Page column:

- [Guide to Creating/Maintaining Employee Records in LINQ ERP HRS](#) (Resource ID: 6953)
- [Guide to Payroll Master File Maintenance for LINQ ERP HRS](#) (Resource ID: 6954)
- [Guide to Position Control for LINQ ERP HRS](#) (Resource ID: 6982)
- [Guide to Salary Administration for LINQ ERP HRS](#) (Resource ID: 6983)

You can download a copy of these guides from the [infolink Web site](#).





## Importing HRS Records

To run the import process:

1. Follow your standard practice to open the **Standard HRS Master Import** page.

Figure 2-1. Standard HRS Master Import page – HMIMP01S

2. In the **Choose File** field, click the **Folder** icon to select the import file from a directory on your computer. Click the **Open** button to insert the directory path and import file name in the **Choose File** box.

Or

Type the exact path and file name for the Excel spreadsheet, for example, C:/My Documents/earningcodes.csv. Remember to include the file name extension. (.csv in this example).

3. In the **File Type** field, click the applicable radio button:
  - **Fixed Width** to import the file in fixed width format
  - **Delimited** to import the file in delimited format.
4. In the **Delimited File Options** box, select the applicable options:
  - Click to select the **Double Quote (")**, **Single Quote (')**, or **No Quote** radio button
  - Type the **Delimiter**, i.e., NONE, comma (,), pipe (|), colon (:), semi colon (;), question mark (?), or dollar sign (\$)

**Tip:** Select the **No Quote** radio button and the **comma (,)** as the separator character for a csv file.



5. In the **Date Format** box, click the applicable radio button to select the format used to import dates.
  - **MMDDYYYY**
  - **YYYYMMDD**
6. In the **Amount Format** box, click the applicable radio button to select the format used to import amounts.
  - Click to select the **Decimal** radio button if the amounts in the budget import file include a decimal point (e.g., 1000.00).
  - Click to select the **No Decimal** radio button if the amounts in the budget import file include the 2 digits after the decimal point but not the decimal point (e.g., 100000 equals 1000.00), The decimal point is inserted to the left of the last two digits when the import process is run.
7. Click the **Process** button to import:
  - The HRS master file records into the corresponding HRS Master File table in LINQ ERP.
  - Numbers without converting the numbers to strings to allow the numeric values to meet the maximum length without truncation.

**Note:** If an error occurs during processing, note the error message that displays in the **Error, Records not added** field and the **Trace Value** field. When contacting LINQ ERP Support, this information can help troubleshoot the problem.

8. When processing is finished, the following information displays.

Table 2-2. Standard HRS Master Import page field definitions

Field	Description
Records Read	This is the number of records read from the external file. This value displays in the upper, right corner of the page.
Trace	If there is an error with the import, this box defines where the error occurred. This information displays directly under the Records Read field.
Errors, Records not added	Any error messages associated with the import process display in this list. If an error message is received, it may be necessary to address the error before running the import again.

## Importing HRS Records

9. If errors occurred, click the **Report** button to generate the Error Message Report.
10. Repeat this process for each HRS Master File Excel spreadsheet. When finished importing HRS master file records, close the page.



## Running the Standard Employee Import

After creating the Standard Employee Import csv files in Microsoft Excel, use the Standard Employee Import page – HEIMP01S to directly import employee records into the following HRS programs in LINQ ERP.

Table 2-3. Standard Employee Import File to Page Cross-reference Table

Standard Employee Import File	HRS Page
EA1 – Employee Master Import	Employee Master – HMEMP01A
EA2 – Employee Addresses	
EA3 – Employee Miscellaneous	Employee Miscellaneous – HEMSC01A
EB1 – Employee Dates	Employee Dates – HEDTE01A
EC1 – Employee Locations	Employee Locations – HELOC01A
EC2 – Employee EEOC	Employee EEOC – HMEMP01A
ED1 – Employee Deduction Benefits	Employee Taxes/Deductions/Benefits– HEDED11A Employee W4 – HEW4S01A Use the Employee Deductions/Benefits import file to create the W4 records and associated employee deduction/benefit records in the Employee Deductions/Benefits table when the deduction/benefit code starts with “FED” and the start date is greater than or equal to 01/01/2020. Leave the start date blank in the file layout to use the current system date as the start date for the W4 record.
ED2 – Deduction Benefit Adjustments	Employee Ded/Ben Adjustments – HEDED03A
EE1 – Employee Jobs	Employee Jobs – HEJOB01A
EE2 – Employee Pays	Employee Contract Pays (auto) – HEPAY04A
EE4 – Employee Pays Schedule	Employee Contract Pays (auto) – HEPAY04A
EE5 – Employee Additional Pays	Payroll Input – HEPAY06A <b>Note:</b> When the EE5 File Import process is run, the User Id field in the Employee Additional Pays table is populated with the User Id of the person running the import page when the user Id field is blank in the EE5 File layout.
EE6 – Employee Position Detail	Employee Contract Pays (auto) – HEPAY04A



Table 2-3. Standard Employee Import File to Page Cross-reference Table (continued)

Standard Employee Import File	HRS Page
EG1 – Employee Leaves	Employee Leaves – HMLVE01A Employee Leaves Detail – HMLVE02A
EG2 – Employee Leaves Taken	Employee Leaves – HMLVE04A
EG4 – Employee FMLA Leaves	Employee Leaves FMLA – HMLVE05A
EH1 – Employee Direct Deposit	Employee Direct Deposit Information – HEDIR01A
EI1 – Distributions	<p>Employee Account Distribution – HEDIS01A</p> <p>When an employee pay distribution has multiple accounts, one record is imported for each account included in the distribution group. The warning message “Line: [LINE NO] Record type E11 Employee [EMP NO], WARNING sum of percent [999.9999] for distribution group [XXXX] not equal to 100 after processing this record” will display for these records. To verify the employee’s pay distribution is correct, go to the Employee Distribution Listing page – HEDIS01A.REP to generate the Employee Distribution Listing report. If an employee’s pay distribution is incorrect, the record will be listed on this report with one of these messages:</p> <ul style="list-style-type: none"> <li>• “Distribution Group not fully distributed” if the total percentage for the employee’s pay distribution records is less than 100%; or</li> <li>• “Percent can not be &gt; 100%” if the total percentage for employee’s pay distribution is greater than 100%.</li> </ul> <p>An employee distribution record with multiple accounts will not display on the report if the distribution is correct (equals 100%).</p>
EM1 – Employee Department	N/A
EN1 – Employee User Defined	Employee User Defined – HEUDF01A
EP1 – Education	Employee Education – HEEDU01A
EP2 – Certification	Employee Certificates – HECRT01A
EP3 – Endorsement	



Table 2-3. Standard Employee Import File to Page Cross-reference Table (continued)

Standard Employee Import File	HRS Page
EQ1 – Experience	Employee Experience – HEXPR01A
ER1 – Employee Evaluations	Employee Evaluations – HEEVA01A
ES2 – Employee Events	Employee Events – HEEVE01A
ES3 – Employee Credits	Employee Credits – HECRD01A
ET1 – Employee Dependents	Employee Dependents – HEDEP01A
ET2 – Employee Emergency	Employee Emergency Information – HEEMG01A
ET3 – Employee Dependent Coverage	Employee Dependents – HEDEP01A
EU1 – Employee Seniority	Employee Seniority – HESEN01A
EU2 – Employee Seniority Beginning Balance	Employee Seniority Beginning Balance – HESEN02A
EU3 – Employee Seniority Leave	Employee Seniority Leave of Absence Detail – HESEN03A
EU4 – Employee Tenure	Employee Tenure – HETEN01A

Refer to the following guides for more information about the programs listed in the HRS Master Page column:

- [Guide to Creating/Maintaining Employee Records in LINQ ERP HRS](#)  
(Resource ID: 6953)
- [Guide to Maintaining Employee Human Resource Data in LINQ ERP HRS](#)  
(Resource ID: 6965)

You can download a copy of each guide from the [infolink Web site](#).

This section discusses:

- [Running the Import Process](#)
- [Running the ET1 and ET3 Import File Processes](#)



## Running the Import Process

**IMPORTANT:** Use this procedure to run the standard employee import process for all CSV files except the ET1 – Employee Dependent and ET3 – Employee Dependent Coverage import files. Refer to “[Running the ET1 – Employee Dependent Import Process](#)” beginning on page 32 for the steps required to import the ET1 and ET3 csv file.

Use the Employee Deductions/Benefits import file to create the W4 records and associated employee deduction/benefit records in the Employee Deductions/Benefits table when the deduction/benefit code starts with “FED” and the start date is greater than or equal to 01/01/2020. The Employee No field may not exceed 6 digits.

To run the import:

1. Follow your standard practice to open the **Standard Employee Import** page.

Figure 2-2. Standard Employee Import page – HEIMP01S



2. In the **Choose File** field, click the **Folder** icon to select the import file from a directory on your computer. Click the **Open** button to insert the directory path and import file name in the **Choose File** box.

Or

Type the exact path and file name for the Excel spreadsheet, for example, C:/My Documents/employeemaster.csv. Remember to include the file name extension. (.csv in this example).

3. In the **File Type** field, click the applicable radio button:
  - **Fixed Width** to import the file in fixed width format
  - **Delimited** to import the file in delimited format.
4. In the **Delimited File Options** box, select the applicable options:
  - Click to select the **Double Quote (“)**, **Single Quote (‘)**, or **No Quote** radio button
  - Type the **Delimiter**, i.e., NONE, comma (,), pipe (|), colon (:), semi colon (;), question mark (?), or dollar sign (\$)

**Tip:** Select the **No Quote** radio button and the **comma (,)** as the separator character for a csv file.

5. In the **Year Format** box, click the applicable radio button to select the format used to import dates.
  - **MMDDYYYY**
  - **YYYYMMDD**
6. In the **Amount Format** box, click the applicable radio button to select the format used to import amounts.
  - Click to select the **Decimal** radio button if the amounts in the budget import file include a decimal point (e.g., 1000.00).
  - Click to select the **No Decimal** radio button if the amounts in the budget import file include the 2 digits after the decimal point but not the decimal point (e.g., 100000 equals 1000.00), The decimal point is inserted to the left of the last two digits when the import process is run.





7. In the **Employee** block, click to select the applicable radio button:
  - **Import Directly - No Conversion** (default) to import the employee number exactly as it is entered in the csv import file

**Note:** This is the only valid option when importing the ET1 and ET3 file layouts. Refer to “[Running the ET1 and ET3 Import File Processes](#)” beginning on page 22 for more information.
  - **Convert from SSN to Employee Number** to convert the employees’ social security numbers into employee numbers
  - **Use Prior ID** to import employee history records using the value stored in the Prior ID field in the Employee Miscellaneous page – HEMSC01A instead of the LINQ ERP employee number or social security number.
8. In the **EE5 (Additional Pays)** block, enter the following fields to import the EE5 – Additional Pays csv file (if applicable):
  - **Contract Year** to be assigned to all employees included in the import
  - **Primary Job** flag to be assigned to all employees included in the import
  - **Primary Pay** flag to be assigned to all employee included in the import
9. In the **EG2 (Leave Taken)** block, click to select the **Duplicate Record** option used to import the EG2 – Leave Taken csv file. The **Duplicate Record** option determines how duplicate leave taken records are processed.
  - **Merge** (default) radio button to merge the duplicate records into one record
  - **Bypass** radio button to skip the duplicate leave taken record and not import that record into the Employee Leave Taken table.
10. In the **ET3 (Employee Dependent Plan Coverage)** block, In the **ET3 (Emp Dep Plan Coverage)** box, click to select the **Auto End Date** check box to assign an End Date to any employee dependent coverage record with the same employee, employee dependent, and insurance plan when the Employee Dependent Coverage End Date overlaps the Begin Date entered for the employee dependent coverage record in the ET3 import file.
11. In the **Account Year** field, click the **List of Values** button to select the account year to be assigned to the employee records.
12. Click to select the **Sequential Employee** check box to assign sequential employee numbers to the employees.



13. Click the **Process** button. The employee records are imported into the corresponding Employee table in LINQ ERP. The import process:
  - Assigns a default value of **N** to the **Student** field if this field is blank in the import file.
  - Adds the **Gender Code** to the Gender Master table if it does not exist.
  - Validates the **Coverage End Date** is greater than the **Coverage Begin Date**.
  - Populates the following fields with the default value when:
    - An employee record exists in the Employee Master, the field is blank in the ET1 csv file, and the same field is blank in the LINQ ERP Employee table; or
    - An employee record does not exist in the Employee Master and the corresponding field in the ET1 csv file is blank.

Figure 2-3. Default field values

Field	Default Value
Employee FTE	1.000
Hispanic Code	N
Allow Check and Deposit Flag	N
Direct Deposit Option	P (Print Advice)
W-2 Print Option	P (Print W-2)
ACA Print Option	P (Print ACA)

The import process does not overwrite an existing field value unless the value in the CSV file does not match the value assigned to that field in the Employee Master.

- When importing the EE6 – Employee Position Detail file, imports the Position Sequence, if this value is included in the EE6 import file. If this value is not included in the EE6 import file, the import process will calculate and populate the Position Sequence for each EE6 record.

**Note:** If an error occurs during processing, note the Oracle error message that displays in the **Error, Records not added** field and the **Trace Value** field. When contacting LINQ ERP Support, this information can help troubleshoot the problem.



14. When processing is finished, the following information displays.

Table 2-4. Standard Employee Import page field definitions

Field	Description
Records Read	This is the number of records read from the external file. This value displays in the upper, right corner of the page.
Trace	If there is an error with the import, this box defines where the error occurred. This information displays directly under the Records Read field.
Errors, Records not added	Any error messages associated with the import process display in this list. If an error message is received, it may be necessary to address the error before running the import again.

15. If errors occurred, click the **Report** button to generate the Error Message Report – SMERR01A. This report has two sections:

- **Common Messages** — the Common Messages section displays at the beginning of the report before the Detail section. It lists common errors found in multiple records when the import process was run. Each message includes a count of the number of records with the error.
- **Detail Messages** — The Error Message Details section displays individual messages tied to an error that occurred during the import process. Use these error message to identify the employee records included in a common message count.

**Note:** See [Figure 2-4 on page 18](#) for an example of the Error Messages Report.



# Importing HRS Records

Figure 2-4. Error Messages Report

Error Messages Report		**HQA02** Database
Program Name	HEIMP01S	
Run Date	Error Messages	
04/09/2024	=====	
04/09/2024	COMMON MESSAGES	
04/09/2024	=====	
04/09/2024	Count: 1795 - Job Seq No 2, Pay Seq No 1 does not have a valid Leave Flag status	
04/09/2024	Count: 1596 - Job Seq No 3, Pay Seq No 1 does not have a valid Leave Flag status	
04/09/2024	Count: 1588 - Job Seq No 6, Pay Seq No 1 does not have a valid Leave Flag status	
04/09/2024	Count: 1556 - Job Seq No 5, Pay Seq No 1 does not have a valid Leave Flag status	
04/09/2024	Count: 1459 - Job Seq No 1, Pay Seq No 1 does not have a valid Leave Flag status	
04/09/2024	Count: 1371 - Job Seq No 7, Pay Seq No 1 does not have a valid Leave Flag status	
04/09/2024	Count: 1299 - Job Seq No 12, Pay Seq No 1 does not have a valid Leave Flag status	
04/09/2024	Count: 1251 - Job Seq No 9, Pay Seq No 1 does not have a valid Leave Flag status	
04/09/2024	Count: 1249 - Job Seq No 4, Pay Seq No 1 does not have a valid Leave Flag status	
04/09/2024	Count: 1244 - Job Seq No 8, Pay Seq No 1 does not have a valid Leave Flag status	
04/09/2024	Count: 1210 - Job Seq No 11, Pay Seq No 1 does not have a valid Leave Flag status	
04/09/2024	=====	
04/09/2024	DETAIL MESSAGES	
04/09/2024	=====	
04/09/2024	Line: 000324152 Record Type: EA2 RecordType: EA2 Line: 324152 An item with the same key has already been added. Key: 37774_1 Trace EA2-SQLBInsertAddressesDictionaryEntry	
04/09/2024	Line: 000324613 Record Type: EA2 RecordType: EA2 Line: 324613 An item with the same key has already been added. Key: 38106_1 Trace EA2-SQLBInsertAddressesDictionaryEntry	
04/09/2024	Line: 000324709 Record Type: EA2 RecordType: EA2 Line: 324709 An item with the same key has already been added. Key: 38191_2 Trace EA2-SQLBInsertAddressesDictionaryEntry	
04/09/2024	Line: 000325029 Record Type: EA2 RecordType: EA2 Line: 325029 An item with the same key has already been added. Key: 47906_1 Trace EA2-SQLBInsertAddressesDictionaryEntry	
04/09/2024	Line: 000325074 Record Type: EA2 RecordType: EA2 Line: 325074 An item with the same key has already been added. Key: 68401_1 Trace EA2-SQLBInsertAddressesDictionaryEntry	
04/09/2024	Line: 000325126 Record Type: EA2 RecordType: EA2 Line: 325126 An item with the same key has already been added. Key: 79566_1 Trace EA2-SQLBInsertAddressesDictionaryEntry	
04/09/2024	Line: 000325378 Record Type: EA2 RecordType: EA2 Line: 325378 An item with the same key has already been added. Key: 122531_1 Trace EA2-SQLBInsertAddressesDictionaryEntry	
04/09/2024	Line: 000325428 Record Type: EA2 RecordType: EA2 Line: 325428 An item with the same key has already been added. Key: 133458_1 Trace EA2-SQLBInsertAddressesDictionaryEntry	
SMERR01A (build 24.4.1.1)		04/09/2024 8:30 AM
		Page 3 of 2582

16. Repeat this process for each employee import Excel spreadsheet. When finished importing employee records, close the page.

## Error Messages

The following table lists the error messages that may appear when the Standard Employee Import is run, if an error is found in the import file.

Table 2-5. Employee Standard Import Error Messages

Error Message	Resolution
<b>EA3 - Employee Miscellaneous Import File layout Error Messages</b>	
Record Type: EA3, emp no 123456 Alio Time Pay Class XX not in Alio Time crosswalk	The Alio Time Pay Class assigned to this employee does not exist in the Alio Time Crosswalk. Modify the Alio Time Crosswalk to add the Alio Time Pay Class (if applicable) or modify the import file to add the correct Alio Time Pay Class to the employee's record.
Record Type: EA3, emp no 123456 Alio Time User Group XX not in Alio Time crosswalk	The Alio Time Group assigned to this employee does not exist in the Alio Time Crosswalk. Modify the Alio Time Crosswalk to add the Alio Time Group (if applicable) or modify the import file to add the correct Alio Time Group to the employee's record.
Record Type: EA3, emp no 123456 Alio Time Badge ID XXXXXXXXXX greater than 9 digits	The Alio Time Badge assigned to the employee is greater than nine digits. Modify the import file to correct the badge number for this employee.
Record Type: EA3, emp no 123456 Alio Time Clock Group XX not in Alio Time crosswalk	The Alio Time Clock Group assigned to this employee does not exist in the Alio Time Crosswalk. Modify the Alio Time Crosswalk to add the Alio Time Clock Group (if applicable) or modify the import file to add the correct Alio Time Clock Group to the employee's record.
<b>ED1 - Employee Deductions/Benefits Import File Layout Error Messages</b>	
Employee: 999999 Invalid Single Separate Flag. Valid values: Y, N	Verify that the value assigned to the Single Separate Flag in the import file is a valid entry for the specified employee. The valid values are Y and N.
Employee: 999999 Invalid Married Joint Flag. Valid values: Y, N.	Verify that the value assigned to the Married Joint Flag in the import file is a valid entry for the specified employee. The valid values are Y and N.
Employee: 999999 Invalid Head of Household Flag. Valid values: Y, N.	Verify that the value assigned to the Head of Household Flag is a valid entry for the specified employee. The valid values are Y and N.



## Importing HRS Records

Table 2-5. Employee Standard Import Error Messages (continued)

Error Message	Resolution
Employee: 999999 Invalid Two Jobs Flag. Valid values: Y, N.	Verify that the value assigned to the Two Jobs Flag is a valid entry for the specified employee. The valid values are Y and N.
Employee: 999999 Invalid Exempt Flag. Valid values: Y, N.	Verify that the value assigned to the Exempt Flag is a valid entry for the specified employee. The valid values are Y and N.
Employee: 999999 Marital Status is Required. Please select a Marital Status	The Marital Status is a required entry and is not populated for this employee. Modify the import file to assign the appropriate Marital Status to this employee.
Employee: 999999 Please select only one Marital Status.	The employee is assigned multiple Marital Status values. Modify the import file to assign the appropriate Marital Status to this employee.
Employee: 999999 New W4 cannot have the same Start Date as a previous W4.	The start date assigned to the employee record is equal to the start date of the employee's previous W4 record. Modify the import file to enter a start date greater than the start date of the employee's previous W4 record or leave the start date blank to assign the current system date to the new W4 record.
Employee: 999999 Dependent \$ Amount Total must be greater than or equal to zero.	The Dependent \$ Amount value assigned to the employee W4 record is less than zero (e.g., field was left blank). Modify the import file to enter the Dependent \$ Amount that applies to this employee's W4 record.  Enter 0 if the Dependent \$ Amount does not apply to this employee.
Employee: 999999 Other Income \$ Amount must be greater than or equal to zero.	The Other Income \$ Amount value assigned to the employee W4 record is less than zero (e.g., field was left blank). Modify the import file to enter the Other Income \$ Amount that applies to this employee's W4 record.  Enter 0 if the Other Income \$ Amount does not apply to this employee.



Table 2-5. Employee Standard Import Error Messages (continued)

Error Message	Resolution
Employee: 999999 Deductions \$ Amount must be greater than or equal to zero.	<p>The Deductions \$ Amount value assigned to the employee W4 record is less than zero (e.g., field was left blank). Modify the import file to enter the Deductions \$ Amount that applies to this employee's W4 record.</p> <p>Enter 0 if the Deductions \$ Amount does not apply to this employee.</p>
Employee: 999999 Extra Withholding \$ Amount must be greater than or equal to zero.	<p>The Extra Withholding \$ Amount value assigned to the employee W4 record is less than zero (e.g., field was left blank). Modify the import file to enter the Extra Withholding \$ Amount that applies to this employee's W4 record.</p> <p>Enter 0 if the Extra Withholding \$ Amount does not apply to this employee.</p>



## Running the ET1 and ET3 Import File Processes

This section explains how to run the following imports to import employee dependent data into LINQ ERP:

- ET1 – Employee Dependent
- ET3 – Employee Dependent Coverage

After the ET1 and ET3 Import processes are run, LINQ recommends generating the Dependent Benefits Report – HBDEP01A.REP. Use this report to verify the imported dependent records are correct. Refer to the “Generating Employee Reports” chapter in the [Guide to Creating/Maintaining Employee Records in LINQ ERP](#) (Resource ID: 6953) for more information about this report. You can download this guide from the [infolink Web site](#).

This section discusses:

- [Microsoft® Excel® Templates for ET1 and ET3](#)
- [Determining the Record Key or Sequence during the ET1 and ET3 Import Process](#)
- [Prerequisites to Importing the ET3 – Employee Dependent Coverage Data](#)
- [ET3 Data Preparation Hints](#)
- [Running the ET1 – Employee Dependent Import Process](#)
- [Running the ET3 – Employee Dependent Coverage Import Process](#)





## Microsoft® Excel® Templates for ET1 and ET3

LINQ has created two MS Excel Templates for the ET1 – Employee Dependent Import Process and the ET3 – Employee Dependent Coverage Process. These templates are preformatted so that the data in each of the fields can be entered and then saved as a comma delimited file with proper format (i.e., dates as YYYYMMDD). There are instructions at the top of the Excel file. Best practice is to keep the templates intact by making a copy of each template before entering the data. Entering the data in a copy of the template insures that the original template is always available to begin an import process.

In Row 19 of each Excel template, comments explain more about the column and how this data column interacts with other columns in the template. Hover the mouse over the red triangle in the upper right hand corner of the cell to open a comment for the review. These comments explain detailed information about each field, such as to whether the data is required or conditional. Best practice is to review each comment to gain a better understanding of all the fields in each template.

Rows 20 and 21 provide example of how the data may be populated. Delete these rows before the file is saved as a comma delimited import file.

Use these links to download these templates from the *infolink* Web site.

- [ET1 – Employee Dependent](#)
- [ET3 – Employee Dependent Coverage](#)



## Determining the Record Key or Sequence during the ET1 and ET3 Import Process

When the ET1 – Employee Dependent or ET3 – Employee Dependent Coverage import process is run, the process uses the following rules to look up the LINQ ERP key or sequence for a record when that information is not provided in the ET1 or ET3 import file.

**Employee Record Lookup:** These rules apply when the Employee field or SSN is included in the ET1 or ET3 import file. The process will:

- Generate an error message when the Employee Number and SSN fields are not populated in the import file.
- Use the employee's SSN to extract the Employee number when the SSN field is populated and the Employee Number field is not populated in the import file.
- Generate an error message if no match is found or multiple matches are found.

The import process will not import a record if the Employee No does not exist in the Employee Master.



**Employee Dependent Record Lookup:** these rules apply when the Sequence field is not populated in the ET1 or ET3 import file. The process will:

- Generate an error if the following fields are not populated in the import file: Sequence, Dependent SSN, Dependent Birth Date, Dependent Last Name, and Dependent First Name.

The Dependent Last Name and First Name are required to be populated in the import file if the Sequence, Dependent SSN, and Dependent Birth Date fields are not populated. If these fields are populated, the Dependent Last Name and First Name are used to find a dependent record match in the Employee Dependents page – HEDEP01A with the same Last and First Name. The Dependent Last Name and First Name are also required when inserting a record in the Employee Dependents page – HEDEP01A.

- Use the Employee Number and either the Dependent SSN or Dependent Birth Date to look up a dependent record when the Sequence field is not populated in the import file.
- Use the Dependent SSN to lookup an existing dependent record if it is populated.
- If an existing employee dependent record is found: ET1 – Existing employee dependent record is updated. ET3 – Seq no for existing employee dependent record is used.
- Use the Dependent Birth Date to look up a dependent record when the ET1/ET3 Dependent SSN is not populated or an existing employee dependent record does not match the SSN and the ET1/ET3 Dependent Birth Date is populated.
  - If an existing employee dependent record is found matching the ET1/ET3 Dependent Birth Date, verify the Dependent Name and SSN.
    - If the dependent name matches to one employee dependent record:
      - ET1 - the existing employee dependent record is updated
      - ET3 - Seq no for existing record that matched dependent Birth Date is used



- If the dependent name does NOT match the employee dependent record, an error message is generated: “Existing employee dependent record found for birth date. Dependent name does not match. Provide Seq No or Dependent SSN on ET1 if available or maintain this employee manually. Import cannot process the provided ET1 data for the Employee Dependent record. Soc Sec No Birth Date 01011920 Last Name Smith First Name Jane. Record not loaded.”
- If multiple employee dependent records are found matching the Dependent Birth Date and the SSN or name cannot reduce to one existing record, an error is generated: “Cannot match dependent. Multiple (2) existing Employee Dependent records matched the dependent birth date provided in ET1 data. Soc Sec No Birth Date 1112015 Last Name Smith First Name Baby. Record not loaded.”
- Use both the Dependent Last Name and First Name to look up a dependent record when the Seq No, Dependent SSN and Dependent Birth Date fields are not populated in the import file.

The Dependent Last Name and First Name are required when the Dependent SSN field and Birth Date fields are not populated in the import file. The process will generate an error message that the record was not processed if the Last Name and First Name are not populated.

The process will use the Dependent Last Name and First Name to find the dependent record and retrieve the Seq No associated with that record to process the ET1 or ET3 record through the import process.

- If no existing employee dependent record matches the Dependent Last Name and First Name, a new employee dependent record is inserted.
- If multiple employee dependent records are found matching only the dependent name, and the SSN or birth date cannot reduce to one existing record, an error is generated: “Cannot match dependent. Multiple (2) existing Employee Dependent records matched the dependent name provided in ET1 data. Soc Sec No Birth Date 1112015 Last Name Smith First Name Baby. Record not loaded.”



**Insurance Plan Record Lookup:** These rules apply when the Benefit Plan Sequence Number field is not populated in the ET3 import file. The process will:

- Use the Plan Code to look up the Insurance Plan record when the Benefit Plan Sequence Number field is not populated in the import file.
- Retrieve the Benefit Plan Sequence Number associated with the Insurance Plan Record. If multiple matches are found the process will filter by Plan Year (first), and then Benefit Type and, if required, Plan Begin and End dates.
- Generate an error that the record was not processed if a match is not found or multiple matches are found for the Insurance Plan Record in the file.

**Employee Dependent Coverage Record Lookup:** these rules apply when the Emp Dependent Coverage ID field is not populated in the ET3 file layout. The process will:

- Use the Plan Code to look up the Insurance Plan record when the Emp Dependent Coverage ID field is not populated in the import file. The Plan Code is required.
- Run the lookup processes to retrieve the Employee Dependent (Seq No) and Insurance Plan (Benefit Plan Seq) based upon entering the Dependent SSN or Dependent Last Name/First Name combination and the Plan Code.
- If no match is found, the ET3 record is inserted into the Employee Dependents page – HEDEP01A.



**Employee Dependent Record Lookup:** These rules apply when the primary key is not available to look up a record related to a dependent. The process will use the following rules to look up the Sequence associated with an employee dependent record in the Employee Dependents page – HEDEP01A after the Employee No is determined.

**Note:** These rules are not used as part of the Employee Lookup.

The process will:

- Use the Dependent SSN as a filter, if available.
- If the Dependent SSN is not available as a filter, use the Dependent Birth Date. Use the dependent's name/SSN to drill down to the correct dependent record when multiple records are found matching the dependents Birth Date.
- If the Dependent Birth Date is not available, use the dependent's Last Name and First Name to look up the dependent's Sequence. Use the dependent's birth date/SSN to drill down to the correct dependent record when multiple records are found that match the dependent's Last Name and First Name.

**Note:** Middle Name and Generation are not used in a Employee Dependent Record Lookup.



## Prerequisites to Importing the ET3 – Employee Dependent Coverage Data

LINQ recommends using MS Excel template [ET3\\_alio\\_Dependent\\_Plan\\_Coverage\\_Import\\_Template\\_v.1.1.xlsx](#) when creating the import file. Please refer to “Microsoft® Excel® Templates for ET1 and ET3” beginning on page 23 for more information.

The following table lists the setup required prior to importing the ET3 – Employee Dependent Coverage data. Enter this data manually in the appropriate LINQ ERP page or run the Standard Employee Import process to import the required data.

Table 2-6. Prerequisites to importing the ET3 – Employee Dependent Coverage data

Prerequisite Data	LINQ ERP Page	LINQ ERP Table Column (PK = Unique Identifier)	LINQ ERP Import Record Type
Employee	HMEMP01A	HRS.EMPLOYEE_MASTER. Employee_no (PK) soc_sec_no	HEIMP01S – EA1
Employee Dependent	HEDEP01A	HRS.EMPLOYEE_DEPENDENT. employee_no (PK1) seq_no (PK2) last name, first name optional - birth date	HEIMP01S - ET1
Insurance Plans	HMBEN05A	HRS.INSURANCE_PLANS. benefit_plan_seq (PK) plan code plan year (optional)	No import available.
Benefit Type	HMBEN04A	HRS.BENEFIT_TYPES. benefit_type (PK)	No import available.
Benefit Plan Coverage (future release)	HMBEN05A	HRS.BENEFIT_PLAN_COVERAGE. benefit_plan_seq benefit_plan_coverage_seq (PK) coverage_type	No import available.



### ET3 Data Preparation Hints

The following table presents some combinations of ET3 fields used to look up existing employee dependent coverage records or prerequisite data required to insert or update an employee dependent coverage record.

1. Employee Dependent Coverage ID is blank when an employee dependent coverage record is inserted into the Employee Dependents page – HEDEP01A. It is preferred that the ET3 import process determine the Emp Dep Cov ID value for the inserted records.
2. When processing an ET3 record, the import process will determine if it must insert a record or update an existing record based on the data provided in the ET3 record.
3. The import process must look up existing prerequisite information for the Employee, Dependent and Insurance Plan based on the information provided on the ET3 record.
4. For more information on the prerequisites, refer to the [“Prerequisites to Importing the ET3 – Employee Dependent Coverage Data”](#) beginning on page 29.

Table 2-7. ET3 Data Preparation examples

Action	Example 1	Example 2	Example 3
Retrieve Employee Dependent record	Employee No and Seq No	Either Employee No or Employee SSN and Dependent SSN	Either Employee Number or Employee SSN and both Dependent Last Name, First Name
Retrieve Insurance Plan associated with the Employee Dependent Coverage record	Benefit Plan Seq and Plan Code for validation	Plan Code if only one Insurance Plan record exists for the ET3 Plan Code	Plan Code and optional fields if multiple insurance plan records exist for the ET3 Plan Code: Plan Year, Benefit Type, Begin Date, and End Date





## Importing HRS Records

Table 2-7. ET3 Data Preparation examples (continued)

Action	Example 1	Example 2	Example 3
Insert Employee Dependent Coverage Record	Emp Dep Cover ID is empty (value determined by import); and an Employee No, Seq No. and Benefit Plan Seq are provided	Emp Dep Cover ID is empty (value determined by import); and Use either Employee No or Employee SSN and Dependent SSN to retrieve the employee dependent record; and Plan Code if only one Insurance Plan record exists for the ET3 Plan Code	Employee Dependent Coverage ID is provided; and Employee Dependent and Insurance Plan lookup fields are provided. If a record does not exist for the ET3 Employee Dependent Coverage ID value, the import will insert the ET3 record if an ET3 record with overlapping dates does not already exist (or Auto End Date is checked).
Update an existing Employee Dependent Coverage Record	Emp Dep Cover ID is provided. If a record exists for the ET3 Emp Dep Cover ID value, the import process will update the existing database record with the ET3 record information.	Emp Dep Cover ID is empty. Use either Employee No or Employee SSN and Dependent SSN to determine if the employee dependent record exists; and Use Plan Code if only one Insurance Plan record exists for the ET3 Plan Code Update the Card No.	Employee Dependent Coverage ID is empty and Employee Dependent and Insurance Plan lookup fields are provided.



## Running the ET1 – Employee Dependent Import Process

Follow these steps to run the ET1 – Employee Dependent import file process. Prior to importing the ET1 file review the section “[Microsoft® Excel® Templates for ET1 and ET3](#)” beginning on page 23 for hints about creating the ET1 import file using the following template:

[ET1\\_alio\\_Dependent\\_Plan\\_Coverage\\_Import\\_Template\\_v1.0a.xlsx](#).

Using the MS Excel to import the ET1 data does not require the use of the Record key or Sequence discussed in “[Determining the Record Key or Sequence during the ET1 and ET3 Import Process](#)” beginning on page 24.

To run the import:

1. Follow your standard practice to open the **Standard Employee Import** page (see [Figure 2-2 on page 13](#)).

**Note:** Leave the default settings unchanged in the following fields/check boxes. These items are not applicable to the ET1 import process.

- **EE5 (Additional Pays)** parameter defaults
  - **EG2 (Leave Taken)** parameter defaults
  - **ET3 (Emp Dep Plan Coverage) > Auto End Date** check box
  - **Account Year** field
  - **Sequential Employee** check box
2. In the **Choose File** field, click the **Folder** icon to select the import file from a directory on your computer. Click the **Open** button to insert the directory path and import file name in the **Choose File** box.

Or

Type the exact path and file name for the Excel spreadsheet, for example, C:/My Documents/employeedependent.csv. Remember to include the file name extension. (.csv in this example).

3. In the **File Type** field, click to select the **Delimited** radio button to import the file in delimited format.
4. In the **Delimited File Options** block, click to select the **No Quote** radio button and the **comma (,)** as the separator character



5. In the **Year Format** field, click to select the radio button that corresponds to the date format used in the ET1 import file, either **YYYYMMDD** or **MMDDYYYY**.

**Important:** Please verify that all dates in the ET1 csv file match the **Year Format** selected. If a date does not match this selected format, an error will occur during the import process.

6. In the **Number Format** block, click to select the **Decimal** radio button.
7. In the **Employee** block, click to select the **Import Directly - No Conversion** radio button (default).

**Note:** Errors will occur during the import process if the **Use Prior ID** radio button is selected.

8. Click the **Validate ET1/ET3** button to validate the employee dependent coverage records included in the ET1 import file. The process will generate error message if:

- An employee dependent record is missing required information
- Any value in the ET1 import file exceeds the maximum length specified in the ET1 file layout
- Fields required to retrieve the employee number or sequence numbers are missing from the ET1 import file
- A duplicate record is found

Resolve these errors before running the ET1 import process.

9. When all errors are fixed, click the **Process** button to import the ET1 records into the Employee Dependents page – HEDEP01A. The process will:
  - Add the Generation Code to the Generation Master table if it does not exist

**Note:** If an error occurs during processing, note the Oracle error message that displays in the **Error, Records not added** field and the **Trace Value** field. When contacting LINQ ERP Support, this information can help troubleshoot the problem.



10. When processing is finished, the following information displays.

Table 2-8. Standard Employee Import page field definitions

Field	Description
Records Read	This is the number of records read from the external file. This value displays in the upper, right corner of the page.
Trace	If there is an error with the import, this box defines where the error occurred. This information displays directly under the Records Read field.
Errors, Records not added	Any error messages associated with the import process display in this list. If an error message is received, it may be necessary to address the error before running the import again.

11. If errors occurred, click the **Report** button to generate the Import Error messages report.



## Running the ET3 – Employee Dependent Coverage Import Process

Follow these steps to run the ET3 – Employee Dependent Coverage import file process. Prior to importing the ET1 file review the section “[Microsoft® Excel® Templates for ET1 and ET3](#)” beginning on page 23 for hints about creating the ET1 import file using the following template:

[ET1\\_alio\\_Dependent\\_Plan\\_Coverage\\_Import\\_Template\\_v1.0a.xlsx](#).

In addition, review the following topics for import file setup details:

- “[Prerequisites to Importing the ET3 – Employee Dependent Coverage Data](#)” beginning on page 29
- “[ET3 Data Preparation Hints](#)” beginning on page 30

Using the MS Excel to import the ET3 data does not require the use of the Record key or Sequence discussed in “[Determining the Record Key or Sequence during the ET1 and ET3 Import Process](#)” beginning on page 24.

To run the import:

1. Follow your standard practice to open the **Standard Employee Import** page (see [Figure 2-2 on page 13](#)).

**Note:** Leave the default settings unchanged in the following fields/check boxes. These items are not applicable to the ET1 import process.

- **EE5 (Additional Pays)** parameter defaults
  - **EG2 (Leave Taken)** parameter defaults
  - **Account Year** field
  - **Sequential Employee** check box
2. In the **Choose File** field, click the **Folder** icon to select the import file from a directory on your computer. Click the **Open** button to insert the directory path and import file name in the **Choose File** box.

Or

Type the exact path and file name for the Excel spreadsheet, for example, C:/My Documents/employeedependent.csv. Remember to include the file name extension. (.csv in this example).

3. In the **File Type** field, click to select the **Delimited** radio button to import the file in delimited format.
4. In the **Delimited File Options** block, click to select the **No Quote** radio button and the **comma (,)** as the separator character



5. In the **Year Format** field, click to select the radio button that corresponds to the date format used in the ET1 import file, either **YYYYMMDD** or **MMDDYYYY**.

**Important:** Please verify that all dates in the ET1 csv file match the **Year Format** selected. If a date does not match this selected format, an error will occur during the import process.

6. In the **Number Format** block, click to select the **Decimal** radio button.
7. In the **Employee** block, click to select the **Import Directly - No Conversion** radio button (default).

**Note:** Errors will occur during the import process **Use Prior ID** radio button is selected.

8. In the **ET3 (Emp Dep Plan Coverage)** box, click to select the **Auto End Date** check box to automatically assign an End Date to any employee dependent coverage record with the same employee, employee dependent, and insurance plan when the Employee Dependent Coverage End Date overlaps the Begin Date entered for the employee dependent coverage record in the ET3 import file.

The process will insert the employee dependent coverage record from the ET3 import file.

9. Click the **Validate ET1/ET3** button to validate the employee dependent coverage records included in the ET3 import file. The process will generate error message if:
  - A employee dependent coverage record is missing required information
  - Any value in the ET3 import file exceeds the maximum length specified in the ET3 file layout
  - Fields required to retrieve the employee number or sequence numbers are missing from the ET3 import file
  - The Begin Date and End Date are populated in the ET3 import file, and the End Date is greater than the Begin Date
  - The employee number or sequence number are not found for an employee dependent coverage record
  - The Benefit Sequence is not found or the Plan Code and Plan Year (if entered) entered in the ET3 import file do not match the insurance plan associated with the employee dependent coverage record



## Importing HRS Records

- An employee dependent coverage record is not found that matches the Benefit Plan Coverage Sequence Number provided in the ET3 import file
- A duplicate record is found

Resolve these errors before running the ET3 import process.

10. When all errors are fixed, click the **Process** button to import the ET3 records into the Employee Dependents page – HEDEP01A.

**Note:** If an error occurs during processing, note the Oracle error message that displays in the **Error, Records not added** field and the **Trace Value** field. When contacting LINQ ERP Support, this information can help troubleshoot the problem.

11. When processing is finished, the following information displays.

Table 2-9. Standard Employee Import page field definitions

Field	Description
Records Read	This is the number of records read from the external file. This value displays in the upper, right corner of the page.
Trace	If there is an error with the import, this box defines where the error occurred. This information displays directly under the Records Read field.
Errors, Records not added	Any error messages associated with the import process display in this list. If an error message occurs, it may be necessary to address the error before running the import again.

12. If errors occurred, click the **Report** button to generate the Import Error messages report.



## Running the Standard HRS History Import

After creating the Standard HRS History Import csv files in Microsoft Excel, use the Standard HRS History Import page – HHIMP02S to directly import payroll history records into the following HRS programs in LINQ ERP.

Table 2-10. Standard HRS History Import File to Page Cross-reference Table

Standard HRS History Import File	HRS Page
HH1 – Check History <b>Note:</b> When data is imported from an HH1 import file, a field with a value not equal to blank must exist in the HH1 import file that is different than the corresponding field in the matching Payroll History record for an update to occur.	Check History Inquiry – HHINQ012B
HH2 – Pays History <b>Note:</b> The Additional Pay Sequence Number is defined as 3-digits in length in the HH2 – Pays History file layout. It is possible to import a 3-digit additional pay sequence number in a delimited file but not a fixed width file. The additional pay sequence number is limited to 2-digits in the fixed width file.	
HH3 – Amounts History	
HH4 – Deduction Benefit History	
HH5 – Direct Deposit History	
HH6 – Account History	

Refer to the following guides for more information about the programs listed in the HRS Master Page column:

- [Guide to Payroll Processing in LINQ ERP HRS](#) (Resource ID: 6978)

You can download this guide from the [infolink Web site](#).





## Importing HRS Records

To run the import:

1. Follow your standard practice to open the **Standard HRS History Import** page.

Figure 2-5. Standard HRS History Import page – HHIMP02S

2. In the **Choose File** field, click the **Folder** icon to select the import file from a directory on your computer. Click the **Open** button to insert the directory path and import file name in the **Choose File** box.

Or

Type the exact path and file name for the Excel spreadsheet, for example, C:/My Documents/checkhistory.csv. Remember to include the file name extension. (.csv in this example).

3. In the **File Type** field, click the applicable radio button:
  - **Fixed Width** to import the file in fixed width format
  - **Delimited** to import the file in delimited format.
4. In the **Delimited File Options** box, select the applicable options:
  - Click to select the **Double Quote (")**, **Single Quote (')**, or **No Quote** radio button
  - Type the **Delimiter**, i.e., NONE, comma (,), pipe (|), colon (:), semi colon (;), question mark (?), or dollar sign (\$)

**Tip:** Select the **No Quote** radio button and the **comma (,)** as the separator character for a csv file.



5. In the **Date Format** box, click the applicable radio button to select the format used to import dates.
  - **MMDDYYYY**
  - **YYYYMMDD**
6. In the **Amount Format** box, click the applicable radio button to select the format used to import amounts.
  - Click to select the **Decimal** radio button if the amounts in the budget import file include a decimal point (e.g., 1000.00).
  - Click to select the **No Decimal** radio button if the amounts in the budget import file include the 2 digits after the decimal point but not the decimal point (e.g., 100000 equals 1000.00), The decimal point is inserted to the left of the last two digits when the import process is run.
7. In the **Employee** block, click to select the radio button that applies to the organization:
  - **Import Directly - No Conversion** (default) to import the employee number exactly as it is entered in the csv import file
  - **Convert from SSN to Employee** to convert the employees' social security numbers into employee numbers
  - **Convert from Employee to SSN** to convert the employee numbers into social security numbers
  - **Convert from Prior ID** to import employee history records using the value stored in the Prior ID field in Employee Miscellaneous – HEMSC01A instead of the LINQ ERP employee number or social security number.
8. In the **Other Options** block, click to select the applicable check boxes:
  - Click to select the **Add Ded/Ben Records** check box to add a deduction/benefit record if that record does not exist in the Employee Deductions/Benefits table (assuming it also exists in the Deduction/Benefit Master). If this check box is not selected, a message is recorded that the deduction/benefit does not exist in the Employee Deductions/Benefits table.
  - Click to select the **Change Void Sign** check box to import the amount on a voided check as a negative amount.
  - Click to select the **Insert Original Check** check box to automatically create an original check that corresponds to the voided check, if the original check does not already exist.



- Click the **Process** button. The payroll history records are imported into the corresponding history table in LINQ ERP.

**Note:** If an error occurs during processing, note the Oracle error message that displays in the **Error, Records not added** field and the **Trace Value** field. When contacting LINQ ERP Support, this information can help troubleshoot the problem.

- When processing is finished, the following information displays.

Table 2-11. Standard HRS History Import page field definitions

Field	Description
Records Read	This is the number of records read from the external file. This value displays in the upper, right corner of the page.
Trace	If there is an error with the import, this box defines where the error occurred. This information displays directly under the Records Read field.
Errors, Records not added	Any error messages associated with the import process display in this list. If an error message is received, it may be necessary to address the error before running the import again.

- If errors occurred, click the **Report** button to generate the Import Error messages report.
- Repeat this process for each payroll history import Excel spreadsheet. When finished importing payroll history records, close the page.



## Running the Employee Benefit Import

Use the Employee Benefit Import page – HEIMP06S to import employee benefit records from a third-party application into the Employee Deduction/Benefit table in LINQ ERP. Use this page to:

- Map the deduction/benefit codes from the third-party software application to the deduction/benefit codes defined in the Deduction/Benefit Master page – HMDED02A
- Define the file import layout using the fields from the Employee Taxes/Deductions/Benefits page – HEDED11A
- Import the employee deduction/benefit data into the Employee Taxes/Deductions/Benefits page – HEDED11A in LINQ ERP

**IMPORTANT:** If file is created with Excel, format the fields as “text”. This will keep Excel from truncating leading zeros from fields, which can lead to a data error.

This section discusses:

- [Maintaining the Deduction/Benefit Code Crosswalk Table](#)
- [Defining the Import File Layout](#)
- [Importing the Employee Deductions/Benefits File Layout](#)



## Defining the Import File Layout

Use the File Options tab to:

- Define the import file characteristics: file type, delimiter, quote type, date format, and amount format
- Define the file import layout using the fields available in Employee Taxes/Deductions/Benefits page – HEDED11A

To define the import file layout:

1. Follow your standard practice to open the **Employee Benefit Import** page.
2. Click the **File Options** tab.

Figure 2-6. Employee Benefit Import page – HEIMP06S, File Options tab

Field	Field Name	Start Position	Length	Field Comments
1	Employee Number		6	
2	Ded Ben Code		6	
3	Ded Ben Plan		2	
4	Ded Ben Amount		6	
5	Start Date		8	
6	End Date		8	

3. In the **File Type** field, click the **Fixed Width** option to import the file in fixed width format or the **Delimited** option to import the file in delimited format.
4. In the **Delimiter** field, select the character used to separate the fields. the choices include:
  - , (Comma)
  - / (Forward Slash)
  - || (Pipe)
  - **None**

This field is used only if **Delimited** is selected as the **File Type**.

**Note:** The Employee Benefit Import is currently not able to process tab delimited files.



5. In the **Quote Type** field, select how the fields in a delimited file are enclosed within quotes. the choices include:
  - **Single Quote**
  - **Double Quote**
  - **No Quote**
6. In the **Date Format** field, select the format of the dates being imported. The choices include:
  - **MMDDYYYY**
  - **MM/DD/YYYY**
  - **YYYYMMDD**
  - **YYYY/MM/DD**
  - **MMDDYY**
  - **MM/DD/YY**
  - **YYMMDD**
7. In the **Amount Format** field, select whether the amount in the file has decimals or if the decimal is implied.
  - Select **Decimal** to import the amount exactly the way it is in the file, e.g., an amount of 5000 will import as 5000.00.
  - Select **No Decimal** to import the amount and add a decimal point. e.g., an amount of 5000 will import as 50.00.
8. In the **Employee or SSN** field, click the appropriate option:
  - **Employee** to use the employee's current number as the employee's identification number
  - **SSN** to employee's social security number as the employee's identification number
9. In the **Effective Date** field, type the default effective date in mmddyyyy format or click the **Calendar** icon to select the default effective date from the **Calendar** popup.

**Tip:** Press the **Tab** key to advance the cursor to the next field. The date displays in mm/dd/yyyy format.



10. In the **File Import Layout** grid, define the parameters that apply to each field in the import file layout.

- In the **Field** field, type the order in which each field displays in the employee benefit import.
- In the **Field Name** field, click the **List of Values** button to select the field from the Employee Deductions/Benefits table included in the file layout. Select either the **Employee Number** or the **Employee SSN** as the Employee ID.

**Note:** The **Field Name List of Values** displays only the most frequently used fields in the Employee Deductions/Benefits table. Contact LINQ ERP Support to request the addition of more fields to this list.

- In the **Start Position** field, type the starting position in the file for each field included in the import, if importing a Fixed Width file. Leave this field blank if importing a Delimited file.
- In the **Length** field, type the maximum number of characters for each field, if importing a Fixed Width file. Leave this field blank to import a Delimited file.
- In the **Field Comment** field, type additional comments about each field in the file layout.

**Tip:** Click the **Pencil** icon to open the **Field Comments** box. Type your comments in this box. When finished, click the **OK** button to display your comments in the **Field Comments** field.

11. Click the **Save** icon to save the file options. The following figure illustrates the standard file layout for a Delimited import file.

Figure 2-7. Employee Benefit Import page – HEIMP06S, Delimited import file example

The screenshot shows the 'Employee Benefit Import' page with the following settings:

- File Type: Delimited
- Delimiter: (,Comma)
- Quote Type: No Quote
- Date Format: MM/DD/YYYY
- Amount Format: Decimal
- Employee or SSN: Employee
- Effective Date: (calendar icon)

Field	Field Name	Start Position	Length	Field Comments
1	Employee Number		6	
2	Ded Ben Code		6	
3	Ded Ben Plan		2	
4	Ded Ben Amount		6	
5	Start Date		8	
6	End Date		8	

Record 1 of 6

Page navigation: 10 Per Page, 1 of 1

Footer: EDIT MODE, Record: 1/1, HEIMP06S (build 24.1.5.1), \*\*HQAD2\*\* Database - 20230926.6



## Maintaining the Deduction/Benefit Code Crosswalk Table

Use the Ded/Ben Code Crosswalk tab to map the deduction/benefit codes from the third-party software application to the deduction/benefit codes defined in Deduction/Benefit Master page – HMDED02A.

To map the third-party deduction/benefit codes:

1. Follow your standard practice to open the **Employee Benefit Import** page.
2. Click the **Ded/Ben Code Crosswalk** tab.

Figure 2-8. Employee Benefit Import page – HEIMP06S, Ded/Ben Code Crosswalk tab

External Value	Ded/Ben Code	Code Description
x	01	BLUE CARE PPO xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
VISB	VISB	VISION BENEFIT
DENB	DENB	DENTAL BENEFIT
40	40	LINCOLN
DENTAL	DENB	DENTAL BENEFIT
1050	02	DENTAL INS
1051	02	DENTAL INS
1052	02	DENTAL INS

3. In the **External Value** field, type an employee deduction/benefit code to be imported from the third-party software application.
4. In the **Ded/Ben Code** field, click the **List of Values** button to select the deduction/benefit code from the LINQ ERP Deduction/Benefit Master that corresponds to the external value. A description of the deduction/benefit code displays.
5. Repeat steps 3 and 4 until all external deduction/benefit codes are mapped to their LINQ ERP counterparts.
6. Click the **Save** icon to save the Ded/Ben Code Crosswalk table.





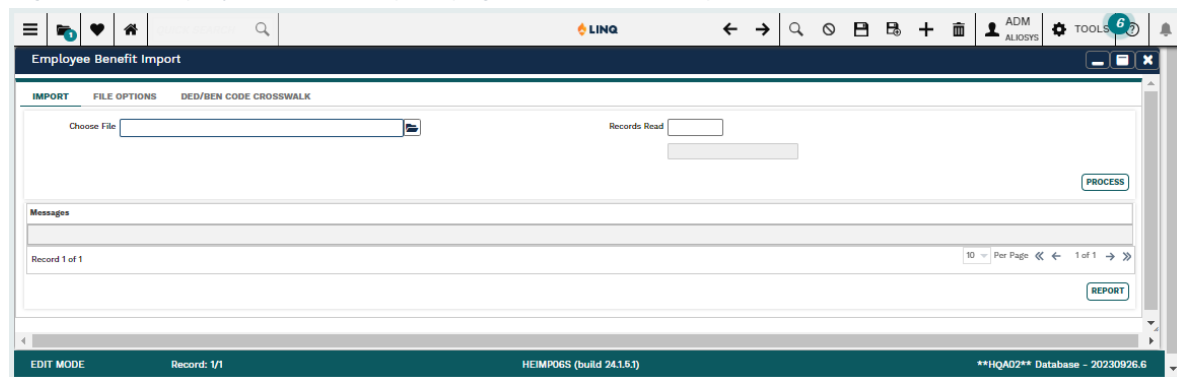
## Importing the Employee Deductions/Benefits File Layout

After defining the Employee Deductions/Benefits Crosswalk table and the file layout options, import employee deductions/benefits data from the third-party software into LINQ ERP.

To import the file:

1. Click the **Import** tab.

Figure 2-9. Employee Benefit Import page – HEIMP06S, Import tab



2. In the **Choose File** field, click the **Folder** icon to select the exact path for the import file from a directory on your computer. Click the **Open** button to insert the directory path and import file name in the **Choose File** box.

Or

Type the exact path and file name for the Excel spreadsheet, for example, C:/My Documents/employeebenefit.csv. Remember to include the file name extension. (.csv in this example).



- Click the **Process** button. The employee deduction/benefit records are imported into the Employee Deduction/Benefit table (HMDED01A) in LINQ ERP.

**Note:** If an error occurs during processing, an Oracle error message displays in the **Messages** field. When contacting LINQ ERP Support, provide this Oracle error message to the LINQ ERP Support representative. It can help to troubleshoot the problem.

When processing is finished, the following information displays.

Table 2-12. Employee Benefit Import page field definitions

Field	Description
Records Read	This is the number of records read from the external file. This value displays in the upper, right corner of the page.
Trace	If there is an error with the import, this box defines where the error occurred. This information displays directly under the Records Read field.
Messages	Any error messages associated with the import process display in this list. If an error message is received, it may be necessary to address the error again before running the import again.

- If errors occurred, click the **Report** button to generate the Import Error messages report.
- Close the **Employee Benefit Import** page when the import process is complete. Optionally, go to the **Employee Taxes/Deductions/Benefits** page – HEDED11A to verify the employee deduction/benefit records imported correctly into LINQ ERP.



## Running the Employee Benefit Import

Use the Employee Benefit Import page – HEIMP07S to import a maximum of five employee benefit records from a third-party application into the Employee Deduction/Benefit table in LINQ ERP. The options available are adding new records or replacing existing records.

Use this page to:

- Map the deduction/benefit codes from the third-party software application to the deduction/benefit codes defined in the Deduction/Benefit Master page – HMDED02A
- Define the file import layout using the fields from the Employee Taxes/Deductions/Benefits page – HEDED11A
- Import the employee deduction/benefit data into the Employee Taxes/Deduction/Benefit page in LINQ ERP

**IMPORTANT:** If the file is created with Excel, format the fields as “text” to prevent Excel from truncating leading zeros from fields. This action can lead to a data error.

This section discusses:

- [Defining the Import File Layout](#)
- [Maintaining the Deduction/Benefit Code Crosswalk Table](#)
- [Importing the Employee Deductions/Benefits File Layout](#)



## Defining the Import File Layout

Use the File Options tab to:

- Define the import file characteristics: file type, delimiter, quote type, date format, and amount format
- Define the file import layout using the fields available in the Employee Taxes/Deductions/Benefits page – HEDED11A

**NOTE:** Records are not imported if a file layout is not defined before the import is run for the first time. An error message similar to the “Employee No Not Found In The Employee Master” displays.

To define the import file layout:

1. Follow your standard practice to open the **Employee Benefit Import** page.
2. Click the **File Options** tab.

**Tip:** To search for an existing File Layout:

- a. Click the Search icon to display the page in SEARCH MODE.
- b. In the **File Layout** field, click the **List of Values** button to select the file layout record to display.
- c. Click the **OK** button to close the List of Values. The file layout record details display.

Figure 2-10. Employee Benefit Import page – HEIMP07S, File Options tab

The screenshot displays the 'Employee Benefit Import' page with the 'FILE OPTIONS' tab selected. The interface includes several dropdown menus for configuration: 'File Layout', 'File Type', 'Delimiter', 'Quote Type', 'Date Format', and 'Amount Format'. To the right, there is a section titled 'If Record Exists' with an 'Update Option' dropdown. Below these fields is a table with the following structure:

Field	Field Name	A/R	Start Position	Length	Default Value	Field Comments
Record 1 of 1						

The status bar at the bottom of the window shows 'EDIT MODE', 'Record: 1/1', 'HEIMP07S (build 24.1.5.1)', and '\*\*HQA02\*\* Database - 20230926.6'.

3. In the **File Layout** field, type the name of the file layout to be created or click the **List of Values** button to select an existing file layout.
4. In the **File Type** field, click the **Fixed Width** option to import the file in fixed width format or the **Delimited** option to import the file in delimited format.

5. In the **Delimiter** field, select the character used to separate the fields. the choices include:
  - , (Comma)
  - / (Forward Slash)
  - || (Pipe)
  - **None**

This field is used only if **Delimited** is selected as the **File Type**.

6. In the **Quote Type** field, select how the fields in a delimited file are enclosed within quotes. the choices include:
  - **Single Quote**
  - **Double Quote**
  - **No Quote**
7. In the **Date Format** field, select the format of the dates being imported. the choices include:
  - **MMDDYYYY**
  - **MM/DD/YYYY**
  - **YYYYMMDD**
  - **YYYY/MM/DD**
  - **MMDDYY**
  - **MM/DD/YY**
  - **YYMMDD**

**Note:** The Employee Benefit Import is currently not able to process tab delimited files.

8. In the **Amount Format** field, select whether the amount in the file has decimals or if the decimal is implied.
  - Select **Decimal** to import the amount exactly the way it is in the file, e.g., an amount of 5000 will import as 5000.00.
  - Select **No Decimal** to import the amount and add a decimal point. e.g., an amount of 5000 will import as 50.00.



9. In the Update **Option** field, click the **List of Values** button to define how existing deduction/benefit records with a record type equal to A (Active) are processed. the choices are:
  - **Update Old Record** to update begin and end dates and/or deduction/benefit amounts defined in the existing deduction/benefit record
  - **Create New Record** to end date the existing deduction/benefit record and create a new deduction/benefit record
10. In the **File Import Layout** grid, define the parameters that apply to each field in the import file layout.
  - In the **Field** field, type the order in which each field displays in the employee benefit import. This field applies only to delimited file layouts.
  - In the **Field Name** field, click the **List of Values** button to select the field from the Employee Deductions/Benefits table included in the file layout. Currently, select the following fields:
    - **Employee Number** — the valid file value is an existing employee number. If a match is not found in the Employee Master, an error is logged. Use the Employee No or the Employee SSN to search for the existing employee record.
    - **Employee SSN** — the valid file value is an existing employee Social Security Number. If a match is not found in the Employee Master, an error is logged. Use the Employee No or the Employee SSN to search for the existing employee record.
    - **Ded/Ben Code 1-5** — enter the deduction/benefit code to be updated or added to the employee records. If the value in the file is not found in the Deduction/Benefit Master, an error is logged and the record is not processed.
    - **Ded/Ben Plan 1-5** — enter the deduction/benefit plan to be updated or added to the employee records. If the value in the file is not found in the Deduction/Benefit Master, an error is logged and the record is not processed.
    - **Begin Date 1-5** — enter the start date for the new deduction/benefit record
    - **End Date 1-5** — enter the end date for the new deduction/benefit record
    - **Ded/Ben Amount 1-5** — enter the amount used to update the existing deduction/benefit record or to add to the new deduction/benefit record



- **Ded/Ben Percent 1-5** — enter the percentage used to update the existing deduction/benefit record or to add to the new deduction/benefit record
- **Ded/Ben Period Limit 1-5** — enter the period limit used to update the existing deduction/benefit record or to add to the new deduction/benefit record, if applicable
- **Ded/Ben Total Limit 1-5** — enter the total limit used to update the existing deduction/benefit record or to add to the new deduction/benefit record, if applicable
- **Record Type** — there are two record types, A and D.
  - An A Record Type identifies an existing record to be added or updated (dependent on the **Update Option** value entered on the File Layout tab).
  - A D record type identifies an existing record to be updated with an end date.

**Note:** The **Field Name List of Values** displays only the most frequently used fields in the Employee Deductions/Benefits table. Contact LINQ ERP Support to request the addition of more fields.

- In the **A/R** field, click the appropriate option, if applicable to the selected Field Name:
  - **Add** (A) to add the amount in the source file to the value in LINQ ERP when the deduction/benefit record already exists
  - **Replace** (R) to replace the amount in the source file when the deduction/benefit record already exists
  - **None**

The **A/R** field applies only to the following Field Names: **Ded/Ben Amount 1-5**, **Ded/Ben Period Limit 1-5**, and **Ded/Ben Total Limit 1-5**. This field is disabled (grayed out) for all other Field Names.

- In the **Start Position** field, type the starting position in the file for each field included in the import, if importing a Fixed Width file. Leave this field blank if importing a Delimited file.
- In the **Length** field, type the maximum number of characters for each field, if importing a Fixed Width file. Leave this field blank if importing a Delimited file.
- In the **Default Value** field, type the default value for this Field Name, if applicable. Otherwise, leave this field blank.



## Importing HRS Records

- In the **Field Comments** field, type additional comments about each field in the file layout.

**Tip:** Click the **Pencil** icon to open the **Field Comments** box. Type your comments in this box. When finished, click the **OK** button to display your comments in the **Field Comments** field.

- Click the **Save** icon to save the file options. The following figure illustrates the standard file layout for a Delimited import file.

Figure 2-11. Employee Benefit Import page – HEIMP07S, Delimited import file example

The screenshot shows the 'Employee Benefit Import' page with the 'FILE OPTIONS' tab selected. The 'If Record Exists' dropdown is set to 'Update Old Record'. Below the options is a table with 6 columns: Field, Field Name, A/R, Start Position, Length, Default Value, and Field Comments. The table contains 6 rows of field definitions.

Field	Field Name	A/R	Start Position	Length	Default Value	Field Comments
1	Ded/Ben Code 1					
2	Ded/Ben Period Limit 1	R				
3	Ded/Ben Total Limit 1	R				
4	Employee Number					
5	Record Type		99	1	A	
6	Ded/Ben Plan 1					





## Maintaining the Deduction/Benefit Code Crosswalk Table

Use the Ded/Ben Code Crosswalk tab to map the deduction/benefit codes from the third-party software application to the deduction/benefit codes defined in the Deduction/Benefit Master page – HMDED02A.

To map the third-party deduction/benefit codes:

1. Follow your standard practice to open the **Employee Benefit Import** page.
2. Click the **Ded/Ben Code Crosswalk** tab.

Figure 2-12. Employee Benefit Import page – HEIMP07S, Ded/Ben Code Crosswalk tab

External Value	Ded/Ben Code	Ded/Ben Plan	
02	DENTAL INS	21	Dental Insurance - Support Individual
1051	DENTAL INS	22	Dental Insurance - Support Family
1052	DENTAL INS	23	Dental - Pt & 203 Secretaries

Record 1 of 3

10 Per Page 1 of 1

EDIT MODE Record: 1/3 HEIMP07S (build 24.1.5.1) \*\*HQA02\*\* Database - 20230926.6

3. In the **External Value** field, type an employee deduction/benefit code to be imported from the third-party software application.
4. In the **Ded/Ben Code** field, click the **List of Values** button to select the deduction/benefit code from the LINQ ERP Deduction/Benefit Master that corresponds to the external value. A description of the deduction/benefit code displays.
5. In the **Ded/Ben Plan** field, click the **List of Values** button to select the deduction/benefit plan associated with the Ded/Ben Code that corresponds to the external value. A description of the deduction/benefit plan displays.
6. Repeat steps 3 through 5 until all external deduction/benefit codes are mapped to their LINQ ERP counterparts.



## Importing HRS Records

- Click the **Save** icon to save the Ded/Ben Code Crosswalk table. The following figure illustrates the crosswalk data.

Figure 2-13. Employee Benefit Import page – HEIMP07S, Ded/Ben Code Crosswalk example

The screenshot shows the 'Employee Benefit Import' application interface. At the top, there are navigation icons and a search bar. Below that, the 'DED/BEN CODE CROSSWALK' section is active, displaying a table with 6 columns: Field, Field Name, A/R, Start Position, Length, Default Value, and Field Comments. The table contains 6 rows of data. A 'Record 1 of 5' indicator is visible above the table, and a 'Record 1 of 6' indicator is visible below it. The status bar at the bottom indicates 'EDIT MODE', 'Record: 1/6', 'HEIMP07S (build 241.5.1)', and '\*\*HQAD2\*\* Database - 20230926.6'.

Field	Field Name	A/R	Start Position	Length	Default Value	Field Comments
1	Ded/Ben Code 1					
2	Ded/Ben Period Limit 1	R				
3	Ded/Ben Total Limit 1	R				
4	Employee Number					
5	Record Type		99	1	A	
6	Ded/Ben Plan 1					



## Importing the Employee Deductions/Benefits File Layout

After defining the Employee Deductions/Benefits Crosswalk table and the file layout options, import employee deductions/benefits data from the third-party software into LINQ ERP.

To import the file:

1. Click the **Import** tab.

Figure 2-14. Employee Benefit Import page – HEIMP07S, Import tab

2. In the **File Layout** field, click the **List of Values** button to select the name of the file to be imported.
3. Optionally, in the **Effective Date** field, type the effective date in mmddyyyy format or click the **Calendar** icon to select the effective date from the **Calendar** popup. This is the date against which existing employee deduction/benefit records are compared. If populated, the import process will change only existing records with the same effective date.
4. In the **End Date for Old Ded/Bens** field, type the date in mmddyyyy format or click the **Calendar** icon to select the date from the **Calendar** popup. This is the end date for the existing employee deduction/benefit records. If an end date already exists in the import file, that date overrides the value entered in this field.

When the import process end dates existing employee deduction/benefit records and creates new records, the end date is calculated as follows: New Record Begin Date - 1 day. If an overlapping record occurs because the end date for the new record is blank, the old employee deduction/benefit record is not updated and the new employee deduction/benefit record is not inserted.

- In the **Begin Date for New Ded/Bens** field, type the date in mmddyyyy format or click the **Calendar** icon to select the date from the **Calendar** popup. This is the date to be assigned to the new employee deduction/benefit records. If a begin date already exists in the import file, it will override the value entered in this field.
- In the **Choose File** field, click the **Folder** icon to select the exact path for the import file from a directory on your computer. Click the **Open** button to insert the directory path and import file name in the **Choose File** box.

Or

Type the exact path and file name for the Excel spreadsheet, for example, C:/My Documents/employeebenefit.csv. Remember to include the file name extension. (.csv in this example).

- Click the **Process** button. The employee deduction/benefit records are imported into the Employee Taxes/Deduction/Benefit page – HEDED11A in LINQ ERP.

**Note:** If an error occurs during processing, an Oracle error message displays in the **Messages** field. When contacting LINQ ERP Support, provide this Oracle error message to LINQ ERP Support representative. It can help to troubleshoot the problem.

When processing is finished, the following information displays.

Table 2-13. Employee Benefit Import page – HEIMP07S field definitions

Field	Description
Records Read	This is the number of records read from the external file. This value displays in the upper, right corner of the page.
Trace	If there is an error with the import, this box defines where the error occurred. This information displays directly under the Records Read field.
Messages	Any error messages associated with the import process display in this list. If an error message is received, it may be necessary to address the error before running the import again.

- If errors occurred, click the **Error Report** button to generate the Import Error messages report.



9. Close the Employee Benefit Import page when the import process is complete. Optionally, go to **Employee Taxes/Deductions/Benefits** page – HEDED11A to verify the employee deduction/benefit records imported correctly into LINQ ERP.



# Index

## A

About this Guide	viii
Additional Resources	ix
Web sites	ix

## C

Customer Feedback	x
-------------------	---

## D

Data Conversion Workbooks	2
Deduction/Benefit Code Crosswalk Table	46, 55
Determining the Record Key or Sequence during the ET1 and ET3 Import Process	24

## E

Employee Benefit Import (HEIMP06S)	42
Employee Benefit Import page – HEIMP06S	42
Ded/Ben Code Crosswalk tab	46
Delimited import file example	45
Field definitions	48
File Options tab	43
Import tab	47
Employee Benefit Import page – HEIMP07S	49
Ded/Ben Code Crosswalk example	56
Ded/Ben Code Crosswalk tab	55
Delimited import file example	54
Field definitions	58
File Options tab	50
Import tab	57
Employee Dependent Coverage Record Lookup	27
Employee Dependent Record Lookup	25, 28
Employee Record Lookup	24

ET1 – Employee Dependent Import Process	32
ET1 and ET3 Import Process	
Employee Dependent Coverage Record Lookup	27
Employee Dependent Record Lookup	25, 28
Employee Record Lookup	24
Insurance Plan Record Lookup	27
ET3 – Employee Dependent Coverage Data Prerequisites	29
ET3 – Employee Dependent Coverage Import Process	35
ET3 Data Preparation Hints	30

## F

Formatting Conventions	ix
------------------------	----

## H

HRS Master File Import	5
File to Program Cross-reference Table	5

## I

Import Rules	1
Insurance Plan Record Lookup	27

## L

LINQ ERP Support	x
------------------	---

## M

Microsoft® Excel® Templates for ET1 and ET3	23
---	----

## P

Pages	
Employee Benefit Import page – HEIMP06S, Ded/Ben Code Crosswalk tab	46

Employee Benefit Import page –  
HEIMP06S, Delimited import file  
example ..... 45

Employee Benefit Import page –  
HEIMP06S, File Options tab ... 43

Employee Benefit Import page –  
HEIMP06S, Import tab ..... 47

Employee Benefit Import page –  
HEIMP07S, Ded/Ben Code Crosswalk  
example ..... 56

Employee Benefit Import page –  
HEIMP07S, Ded/Ben Code Crosswalk  
tab ..... 55

Employee Benefit Import page –  
HEIMP07S, Delimited import file  
example ..... 54

Employee Benefit Import page –  
HEIMP07S, File Options tab ... 50

Employee Benefit Import page –  
HEIMP07S, Import tab ..... 57

Standard Employee Import page –  
HEIMP01S .....13

Standard HRS History Import page –  
HHIMP02S ..... 39

Standard HRS Master Import page –  
HMIMP01S ..... 7

PDF tools ..... viii

**S**

Standard Employee Benefit Import  
Deduction/Benefit Code Crosswalk  
Table ..... 46, 55

Import File Layout ..... 43, 50

Import process .....47, 57

Standard Employee Import .....10

File to Program Cross-reference  
Table .....10

Running the process .....13

Standard Employee Import page –  
HEIMP01S ..... 10, 13

Field definitions ..... 17, 34, 37

Standard HRS History Import ..... 38

File to Page Cross-reference Table 38

Running the process ..... 39

Standard HRS History Import page –  
HHIMP02S ..... 38

Field definitions .....41

Standard HRS import programs .....1

Standard HRS Master Import  
Running the process ..... 7

Standard HRS Master Import page –  
HMIMP01S ..... 5

Field definition ..... 8

**T**

Tables

ET3 Data Preparation examples ... 30

Formatting conventions ..... ix

Prerequisites to importing the ET3 –  
Employee Dependent Coverage  
data ..... 29

**W**

Web Sites ..... ix





[www.linq.com](http://www.linq.com)

© 2024. EMS LINQ, LLC. All rights reserved.