



Export Payroll from Dimensions HCM

Upload Employee Payroll Data

HCMPayrollExport-v2 integration

Note: The field names must match *exactly* the field names as follows. Only **REQUIRED** fields must be exported each time. The order of the columns can be changed.

Field Name	Required	Unique	Minimum Length	Maximum Length	Valid Formats	Description
Company Short Name	Yes	No	n/a	n/a		Company short name
Username	No	No	n/a	20		Only one field (SSN, Badge Id, Username, Employee Id, or Employee External Id) is REQUIRED . If more than one field is populated, validation is based on the order of the columns.
Employee Id	No	No	n/a	20		Only one field (SSN, Badge Id, Username, Employee Id, or Employee External Id) is REQUIRED . If more than one field is populated, validation is based on the order of the columns.
Badge Id	No	No	n/a	20		Only one field (SSN, Badge Id, Username, Employee Id, or Employee External Id) is REQUIRED . If more than one field is populated, validation is based on the order of the columns.
SSN#	No	No	n/a	9	111-11-1111 123456789	Only one field (SSN, Badge Id, Username, Employee Id, or Employee External Id) is REQUIRED . If more than one field is populated, validation is based on the order of the columns.
Employee External Id	No	No	n/a	n/a		Only one field (SSN, Badge Id, Username, Employee Id, or Employee External Id) is REQUIRED . If more than one field is populated, validation is based on the order of the columns.
EIN Tax Id	No	No	n/a	n/a		For Multi-EIN companies. If an employee cannot be identified by Employee Id, SSN, Employee External Id, or Username, the employee's EIN must be specified by at least one of EIN Tax Id or EIN Name.
EIN Name	No	No	n/a	n/a		For Multi-EIN companies. If an employee cannot be identified by Employee Id, SSN, Employee External Id, or Username, the employee's EIN must be specified by at least one of EIN Tax Id or EIN Name.
Payroll Name	Yes	No	n/a	n/a		If the same payroll pay date has more than one payroll, payrolls are processed alphabetically by the payroll name.
Payroll Pay Date	Yes	No	n/a	n/a		Date of the pay statement. REQUIRED unless payroll already exists.
Payroll Type	Yes	No	n/a	n/a		Name of a valid Payroll Type (Regular, Historical, etc.). REQUIRED unless payroll already exists.
Payroll Batch Name	No	No	n/a	n/a		Name of a batch job to process payroll. If not specified or if the payroll does not exist, the master batch is used.
Pay Statement #	No	No	n/a	n/a	alphanumeric	Voucher number for the pay statement that is imported.
Check #	No	No	n/a	n/a	alphanumeric	Check number for the net payment that is imported
Pay Period Start Date	No	No	n/a	n/a	xx/xx/xxxx	Start date of the pay period for the pay statement. REQUIRED for new payroll.
Pay Period End Date	No	No	n/a	n/a	xx/xx/xxxx	End date of the pay period for the pay statement. REQUIRED for new payroll.
Pay Statement Type	Yes	Yes	n/a	n/a		Name of a valid Pay Statement Type as defined by a company. Used as a default differentiator between pay statements.
Pay Statement Type Key	No	Yes	n/a	n/a	integer: 0,1,etc	If importing multiple pay statements of the same type, this key is used as a differentiator.
Pay Order	No	No	n/a	n/a	integer: 0,1,etc	The order in which the pay statement is processed. (VERIFY)
Start Date	No	No	n/a	10	xx/xx/xxxx	Start date for each line on the pay statement.
End Date	No	No	n/a	10	xx/xx/xxxx	End date for each line on the pay statement.
Start Time	No	No	n/a	n/a	MM/DD/YYYY HH:MM:SS AM/PM	Start time for each line on the pay statement.
End Time	No	No	n/a	n/a	MM/DD/YYYY HH:MM:SS AM/PM	End time for each line on the pay statement.
E/D/T	Yes	No	n/a	n/a		One digit field that determines if the next field is an Earning, Deduction, or Tax.
E/D/T Code	Yes	No	n/a	n/a		Only one field E/D/T Code, Name, or External ID is REQUIRED .
E/D/T Name	Yes	No	n/a	n/a		Only one field E/D/T Code, Name, or External ID is REQUIRED .
E/D/T External Id	Yes	No	n/a	n/a		Only one field E/D/T Code, Name, or External ID is REQUIRED .
E Hours	No	No	n/a	n/a		Earnings hours.
E Pieces	No	No	n/a	n/a		Earnings pieces.
E Base Rate	No	No	n/a	n/a		Earnings base wage rate.
E Shift	No	No	n/a	n/a		Paid shift.
E/D/T Amount	No	No	n/a	n/a		Earnings, Deductions, or Taxes amount.
WC Code	No	No	n/a	n/a		WHAT IS THIS?
T EE Gross Wages	No	No	n/a	n/a		Optional but recommended iffor employees who moved between tax jurisdictions during the current calendar year. Use this column <i>only</i> for wages that are related to lines in the tax forms.
T ER Gross Wages	No	No	n/a	n/a		Optional but recommended iffor employees who moved between tax jurisdictions during the current calendar year. Use this column <i>only</i> for wages that are related to lines in the tax forms.

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Page 2 of 2

Field Name	Required	Unique	Minimum Length	Maximum Length	Valid Formats	Description
T EE Gross Subject Wages	No	No	n/a	n/a		Optional but recommended iffor employees who moved between tax jurisdictions during the current calendar year. Use this column <i>only</i> for wages that are related to lines in the tax forms.
T ER Gross Subject Wages	No	No	n/a	n/a		Optional but recommended iffor employees who moved between tax jurisdictions during the current calendar year. Use this column <i>only</i> for wages that are related to lines in the tax forms.
T EE Subject Wages	No	No	n/a	n/a		Optional but recommended iffor employees who moved between tax jurisdictions during the current calendar year. Use this column <i>only</i> for wages that are related to lines in the tax forms.
T ER Subject Wages	No	No	n/a	n/a		Optional but recommended iffor employees who moved between tax jurisdictions during the current calendar year. Use this column <i>only</i> for wages that are related to lines in the tax forms.
D/T ER Amount	No	No	n/a	n/a		Employer portion of Deductions or Taxes.
CC1	No	No	n/a	n/a		Cost Center Name, Full Path, External Id, or Payroll Code as defined in the system.
CC2	No	No	n/a	n/a		Cost Center Name, Full Path, External Id, or Payroll Code as defined in the system.
CC3	No	No	n/a	n/a		Cost Center Name, Full Path, External Id, or Payroll Code as defined in the system.
CC4	No	No	n/a	n/a		Cost Center Name, Full Path, External Id, or Payroll Code as defined in the system.
CC5	No	No	n/a	n/a		Cost Center Name, Full Path, External Id, or Payroll Code as defined in the system.
D Vendor	No	No	n/a	n/a		Deductions Vendor. Not required for setup payrolls.
Miscellaneous information						
Mode					SET, ADD	<p>For Earnings: ADD – Add the imported amount to the existing record. If no record exists, use this amount as the total amount. SET – Override the existing amount if <i>all</i> of the following values in the import <i>exactly</i> match the pay statement record. If values are in or omitted from the import file but do not match the following values, the amount is added to the existing record: base rate, start date, end date, shift, workers comp, and cost center. The system uses the ADD mode if no mode is specified.</p> <p>For Deductions: ADD – Add the imported amount to the existing record. If no record exists, use this amount as the total amount. SET – Override the existing amount if <i>all</i> of the following values in the import <i>exactly</i> match the pay statement record. If values are in or omitted from the import file but do not match the following values, the amount is added to the existing record: start date, end date, vendor, workers comp, and cost center. The system uses the ADD mode if no mode is specified.</p> <p>For Taxes: ADD – Add the imported amount to the existing record. This setting can be used <i>only</i> for FIT/SIT tax records. SET – Override the existing amount if the value of workers comp in the import exactly matches the pay statement record. If the workers comp value is in the import file but does not match the pay statement record value, add the amount to the record. The system uses the ADD mode if no mode is specified.</p>
Count Zeroes					YES, NO	Default = NO. If set to YES, the system (if in SET mode) includes zero values in the totals. (CONFIRM)