

Export Accruals Balances to Dimensions HCM
Upload file formats

Important: The field names in the first line of the upload file must match *exactly* the field names as follows. *Only* required fields need to be passed every time the data is loaded. Column order is *not* important.

	Field name	Required	Unique	Minimum length	Maximum length	Valid formats	Description
Field	Username	Yes	no		20		At least one of UserName, Employee Id, SSN, or Employee External Id is required. The system uses these fields, in order of appearance, to validate the data. UserName is used first, EmployeeId second, SSN third, and Employee External Id last.
	Employee Id	Yes	no		20		
	SSN	Yes	no		20	123-45-6789	
	Employee External Id	Yes	no		20		
	EIN Tax Id	no	no				For organizations that have multiple EINs, if it is not possible to identify an employee by Employee Id, SSN, Employee External Id, or Username, specify the employee's EIN by one of these EIN fields.
	EIN Name	no	no				
	Time Off	Yes	no				Any time-off name - Example: Vacation. The system matches the name to the correct time-off name that is defined in the system.
	Date	Yes	no		10	mm/dd/yyyy or CPP_FIRST	The date up to but not including the period over which the amount is accrued. This is the date when the employee earns more hours, and is not necessarily the "balance as of date" which reflects taken or scheduled accrual balances. CPP_FIRST = Use the first day of the employee's current pay period.
	Hours	Yes	no			HH:mm HH.00	The accrual balance of hours for this type of time off
External (view only)	External Accrued	no	no			HH:mm HH.00	
	External Taken	no	no			HH:MM HH.00	
	External Carry Over	no	no			HH:mm HH.00	
Settings (optional)	Import Balances Reflect Taken	no	no			Y/N	Import settings
	Import Balances Reflect Scheduled	no	no			Y/N	
	Import Balances Are Added To Authorized	no	no			Y/N	