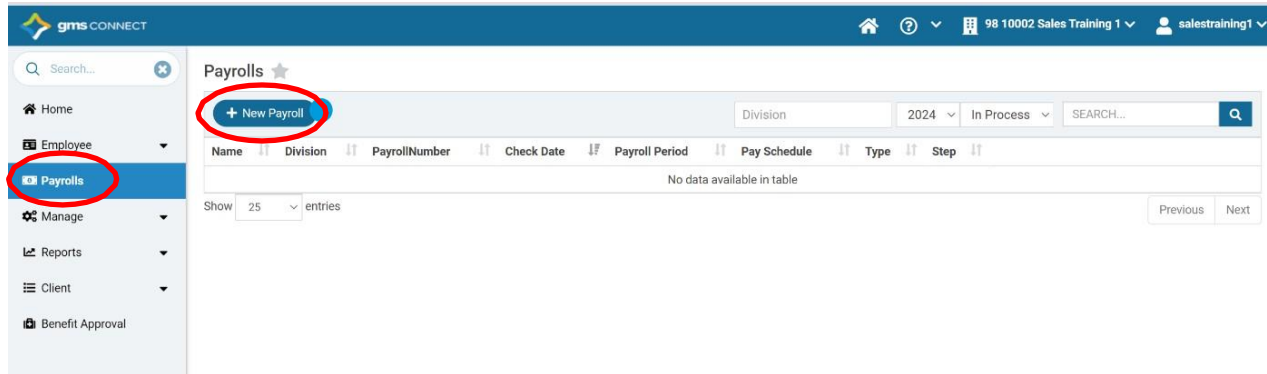
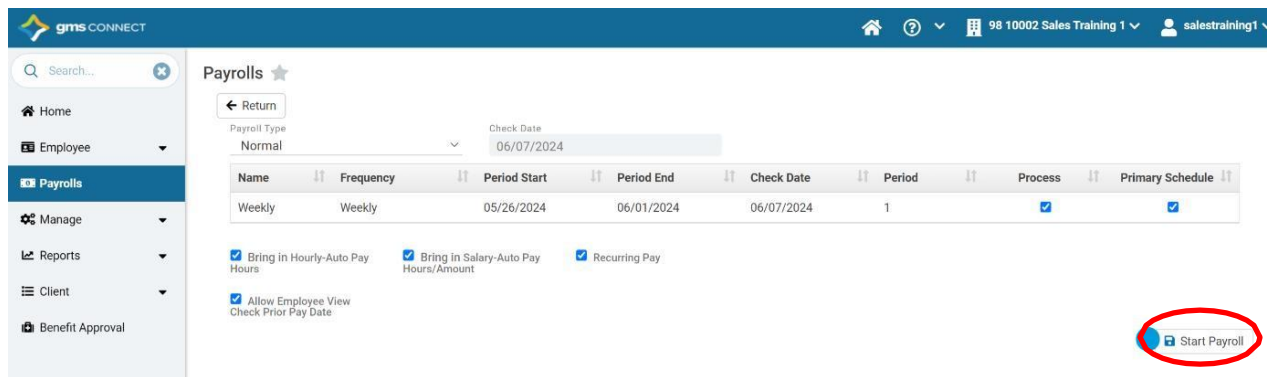


# Importing Time Cards

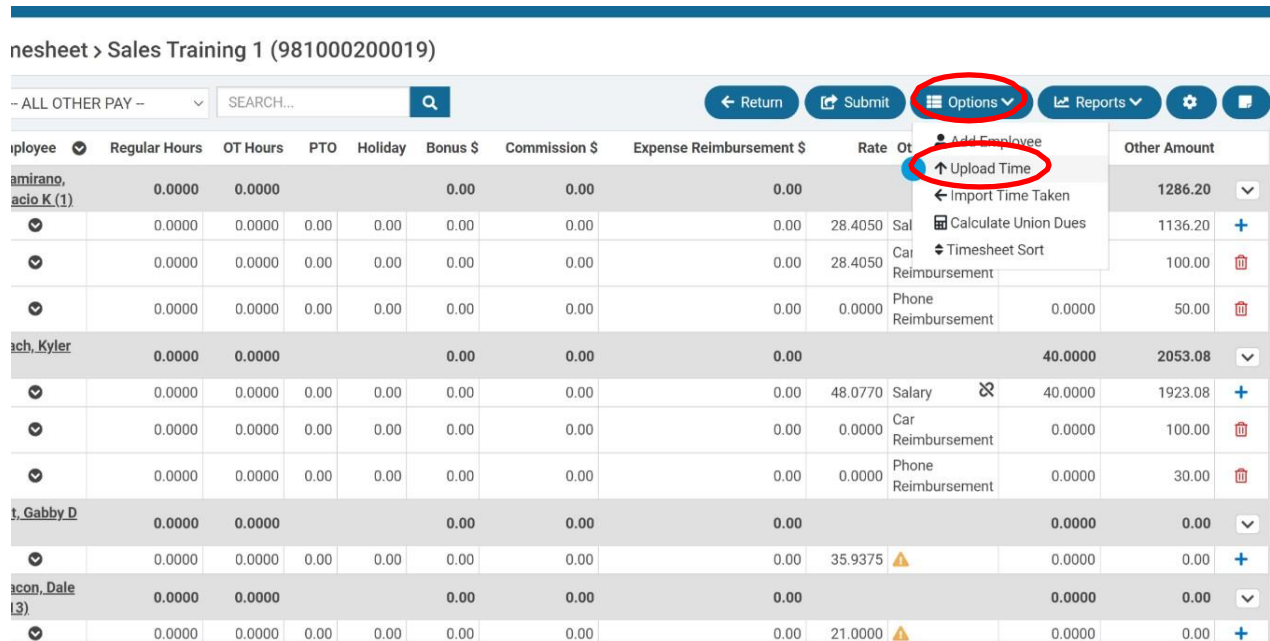
- Once hours are approved, you will navigate to Payrolls and select “New Payroll.”



- Select “Start Payroll.”



- Select “Options” and choose “Upload Time.”



- Select "Import Times."

Payrolls > Sales Training 1 (981000200019) > Import Time

**PRO Time & Attendance**

Default Payroll Date   
  Pay Period As Of \_\_\_\_\_

---

**File Import**

File To Upload

No file chosen   

---

**Import Settings**

For employees not found in the payroll:

Warn User but do not add Employee

- Select all employees and choose "Import."

Payrolls > Sales Training 1 (981000200019) > Import Time

**Import Employee Time Cards**

Please select employees to import their times.

**WARNING:** If you select an employee whose time card has been imported, this employee's times will be imported again.

SEARCH...

<input checked="" type="checkbox"/>	Employee	EmpNo	Regular	OT1	OT2	Holiday
<input checked="" type="checkbox"/>	Altamirano, Ignacio K	1	33.0000	0.0000	0.0000	8.0000
<input checked="" type="checkbox"/>	Beach, Kyler	2	17.1333	0.0000	0.0000	8.0000
<input checked="" type="checkbox"/>	Belt, Gabby D	3	34.5166	0.0000	0.0000	8.0000
<input checked="" type="checkbox"/>	Deacon, Dale L	13	34.5166	0.0000	0.0000	8.0000
<input checked="" type="checkbox"/>	Evanson, Otis	21	34.5166	0.0000	0.0000	8.0000
<input checked="" type="checkbox"/>	Fradey, Havana S	5	32.0000	0.0000	0.0000	8.0000
<input checked="" type="checkbox"/>	Giddings, Laine	4	34.5166	0.0000	0.0000	8.0000
<input checked="" type="checkbox"/>	Hileman, Thaddeus	7	34.5166	0.0000	0.0000	8.0000
<input checked="" type="checkbox"/>	Johns, Jetta	15	32.0000	0.0000	0.0000	8.0000
<input checked="" type="checkbox"/>	Marx, Lilyana	10	34.5166	0.0000	0.0000	8.0000