

Payroll Timekeeping Flat Import File Layout

Required:	Beg Pos	End Pos	Format
Employee Number	1	9	999999999
Date	10	19	mm/dd/yyyy
Pay Period Date	20	29	mm/dd/yyyy
Task Number	30	38	999999999
Activity Code	39	42	9999
Hours	43	52	999,999.00
Reference Number	53	61	999999999
Week Ending Date	62	71	mm/dd/yyyy
Pay Code	72	73	99
Sub Code	74	75	99
Optional:			
Billing Rate	76	87	999,999.0000
Differential Employee Number	88	96	999999999
Differential Rate	97	108	999,999.0000
GL Account Number	109	138	30 characters
GL Activity Number	139	147	999999999
Job Number	148	167	20 characters

Notes:

1. Zeros or Spaces may be used as fill-in for numeric data
2. Commas as shown in the format are optional
3. Decimal points as shown in the format are required
4. Slashes are required for dates.
5. The GL Account number must contain leading zeros and may include segment break characters.