

HI Payroll Transactions Upload

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OVERVIEW

The HI Payroll Transaction process (aka HI PSHUP) is an updated Excel to Component Interface (CI) process using a CSV file. Department payroll can upload the file and validate rows without going through Central Payroll and the PCS approver process. This process is mainly used for retroactive payments. There is no limit on how many transactions that may be submitted on a single file, however the file must be submitted for processing by the Timesheet Deadline.

For Departments that transitioned to using Time and Leave, this process replaces the Online PCS. In addition to retroactive payments, this also enables departments to easily enter Vacation or Comp Time payouts and payments to terminated employees.

SAMPLE PAYROLL DATA AND CSV FILE

Please see the sample CSV file columns below for required payroll information:

SAMPLE CSV FILE

А	В	С	D	E	F	G	Н	I	J	к
SETID	TOP_DEPT	EMPLID	EMPL_RCD	ERN BGN	ERN END	ERNCD	HOURS	RATE	AMOUNT	PYNO
STATE	340077	xxxxxxx	0	7/16/2021	7/31/2021	N	10.00	2.50	0.00	V08

L	М	N	0	Р	Q	R	S	т	U	V
UAC_FUND	UAC_YEAR	APPROP	UAC_DEPT	SUBDIV	OBJECT	FUNC	PROJECT	PHASE	ENC_CD	TAX_PERIODS
G	22	0002	V1	404	2006	3243				1



Link to sample CSV file to use for uploads: <u>https://ags.hawaii.gov/hip/files/2021/10/example-csv-file.xlsx</u>

UPLOADING HI PAYROLL TRANSACTIONS CSV FILE

STEP 1: CREATING THE CSV FILE FOR UPLOAD

Before uploading payroll transactions to HIP, a CSV file must first be created.

The query **M_HI_PAYROLL_DEPARTMENTS** can be run to help gather information for columns A-D.

1. Login to HIP and navigate to your **Payroll Processing** system role and click on the **Query Viewer** tile.

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	Pa	ayroll Processing 🔻			< 1 of 5 >
		General Deductions	Online PCS	Job Data	Personal Data
					(A)
J					
\heartsuit					
		Query Viewer	Employee Tax Data	Contact Us	PCS Approvals

- 2. Search for **M_HI_PAYROLL_DEPARTMENTS** on the Query Viewer screen.
 - a. Click the **Favorite** link to add the query to your **My Favorite Queries** section to easily access the query in the future.
 - b. Click the Excel link to run the query and view results in Excel.
 - i. Depending on your browser settings, you may be asked to verify if you want to open or download the file.
 - ii. You may also need to allow pop-ups from the HIP site in your web browser to access results.



Query Viewer

nter any information you have and click Sea	arch. Leave fields blank for a list of all valu	ues.									
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1_HI_PAYROLL_DEPARTMENTS	Employees with Departments	Public		HTML	Excel	XML :	Schedule	Lookup F	References	Favorite	
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										1-3 of 3	· ·
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IP_TL_APPROVAL_ERRORS	Approvals in Error Step	Pu	ıblic		HTML	Excel	XML	Schedule	Lookup Referen	ces	-
IIP_TL_EXT_LEAVE_NO_PAY	Employees pay turned off	Pu	ıblic		HTML	Excel	XML	Schedule	Lookup Referen	ces	-
1_HI_PAYROLL_DEPARTMENTS	Employees with Departments	Pu	ıblic		HTML	Excel	XML	Schedule	Lookup Referen	ces	-
M_HI_PAYROLL_DEPARTMENTS	Employees with Departments	Pu	ıblic		HTML	Excel	XML	Schedule	Lookup Referen	ces	

3. When the Excel file opens, copy the appropriate information from the query results and paste them into the CSV file that will be uploaded to the HIP system.

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3	DEF	460000	000	0	7/16/2021	7/31/2021	т	20.00	3.06	0.00	G42	G		23 00	02	G1	404	2006	3243				1
4	DEF	460000	000	0	7/16/2021	7/31/2021	0	49.25	52.57	0.00	G42	G		23 00	02	G1	404	2006	3243				1
5	DEF	460000	000	0	7/16/2021	7/31/2021	0	1.50	38.96	0.00	G42	G		23 00	02	G1	404	2006	3243				1
6	DEF	460000	000	0	7/16/2021	7/31/2021	Р	-12.00	15.92		G42	G		23 00	02	G1	404	2006	3243				1
7	DEF	460000	000	1	7/16/2021	7/31/2021	M	64.00	1.00	0.00	G42	G		23 00	02	G1	404	2006	3243				1
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9	DEF	460000	000	0	7/16/2021	7/31/2021	WT	0.00	0.00	20.00	G42	G		23 00	02	G1	404	2006	3243				1

4. Save the file in .CSV file format. NOTE: When saving the file as a .csv, the leading zeros in the EMPL ID may be dropped. The EMPL ID leading zeros are not required for the upload process.

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Into		Excel Binary Workbook (*.xlsb)	
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5476	N	CSV 01F-8 (Comma delimited) (*.csv)	lea
Save As	Other locations	Single File Web Page (* mht. * mhtml)	
		Web Page (*.htm, *.html)	
Save as Adobe	This PC	Excel Template (*.xltx)	44 PM
PDF		Excel Macro-Enabled Template (* xltm)	
Drint	Add a Place	Excel 97-2003 Template (*.xlt)	52 AM
Print		Text (Tab delimited) (*.txt)	
Share	Browse	Unicode Text (*.txt)	
Share	// browse	XML Spreadsheet 2003 (*.xml)	
Export		Microsoft Excel 5.0/95 Workbook (*.xls)	
		CSV (Comma delimited) (*.csv)	
Publish		Formatted Text (Space delimited) (*.prn)	
		Text (Macintosh) (*.txt)	
Close		Text (MS-DOS) (*.txt)	
		CSV (Macintosh) (*.csv)	¥

STEP 2: UPLOADING THE CSV FILE TO HIP

1. In HIP, navigate to the following:

NavBar > Menu > State of Hawaii > HI Payroll Transaction Process > Upload CSV File

- 2. Assign a **Run Control ID** to begin the process
 - a. The **Upload CSV File** screen defaults to the **Find an Existing Value** tab, click the **Search** button to display a list of existing Run Control IDs to choose from, if available.
 - b. If no run controls are available, create a new Run Control ID by clicking the **Add a New Value** tab, entering a **Run Control ID**, and clicking the **Add** button.



Favorites 🔻	Main Menu 🔻	> Payroll Processing	> Upload CSV File 🛛 💆

Upload CSV File

Enter any information you have and click Search. Leave fields blank for a list of all values.

	Favorites V Main Menu V > Payroli Processing > Opload CSV File o
Find an Existing Value Add a New Value	
Search Criteria	
Search by: Run Control ID begins with	
Case Sensitive	Upload CSV File
Search Advanced Search	Eind an Existing Value Add a New Value
Search Results	
View All First 🕢 1-4 of 4 🕟 Last	*Run Control ID
Run Control ID Language Code	
MK1 English	
MK2 English	Add
TEST English	Add
mk English	
Find an Existing Value Add a New Value	Find an Existing Value Add a New Value

- 3. On the **Upload CSV File** screen, click on the **Upload File** button.
- 4. The File Attachment window will appear, click on the Choose File button to select your CSV file.
- 5. Select your file from the 2nd search window and click the **Open** button. NOTE: The CSV file path will be populated in the **File Attachment** window.
- 6. When you are ready to upload, click on the **Upload** button in the **File Attachment** window.

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Upload CSV File	© Open ×
	← → ▼ ↑ 🖡 > This PC > Downloads > 🗸 🖸 🖉 Search Downloads
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	> Recordings A Name Dc.
Upload Comma Separated File (CSV) for Processing.	✓ S This PC ✓ Today (8)
1st row should contain headers (will not be processed). All rows columns must be: SETID. DEPTID. EMPLID. EMPL RCD. EARNINGS BGN Date (MM/DD/YYYY).	> Desktop
EARNINGS END Date (MM/DD/YYYY), ERNCD, HOURS, RATE, AMOUNT, PYNO, UAC_FUND, UAC_YEAR,	> Documents
UAC_APPROP, UAC_DEPT, UAC_SUB, UAC_OBJ, UAC_FUNC, UAC_PRJ, UAC_PHASE, UAC_ENCUM,	File name: Downloads V Antilies V
	Open Cancel
File Path:	File Attachment
File Name:	4
	Choose File No file chosen
	6 Upload Cancel
🔚 Save 💽 Return to Search 🎁 Previous in List 🚛 Next in List	

7. Confirm the File Path and File Name are correct.



- a. Click the **Save** button.
- b. Click the **Run** button.

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- 8. The **Process Scheduler Request** window will appear, select the option **PSNT** from the **Server Name** dropdown menu.
- 9. In the **Process List**, the **Select** box will be checked for the row labeled **Upload PSHUP Transactions**. Click the **OK** button.



Process Scheduler Request

	User ID	8 Run Control ID MK1								
	Server Name PSNT	✓ Run	Date 05/11/2023	31						
	Recurrence	✓ Run [*]	Time 11:11:21AM		Reset to Curre	nt Date/Time				
	Time Zone									
Proce	ss List									
Select	Description	Process Name	Process Type	* Type	*Format	Distribution				
	Upload PSHUP Transactions	M_UPLD_PSHUP	Application Engine	Web	TXT	Distribution				



10. You'll return to the **Upload CSV File** screen, click on the **Process Monitor** link. NOTE: Notice HIP has assigned a **Process Instance** number.

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Upload CSV	File						
Run	Control ID	MK1			Report Manager	Process Monitor	Run
					10	Process Instance:	597888
Upload Cor	nma Separa	ated File (C	SV) for Processing.		_		
1st row sho	ould contair	headers (will not be processe	ed).	PNINCS PCN Data		
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- 11. The **Process List** screen will appear, check that the **Run Status** and **Distribution Status** for the **Process Name M_UPLD_PSHUP** is showing **Success/Posted**.
 - a. Notice the **Instance** number matches the **Process Instance** number from the previous **Upload CSV File** screen.
 - b. You can click on the **Refresh** button until both the **Run Status** and **Distribution Status** refresh to show **Success/Posted**.
- 12. Click on the **Details** link for the **Process Name M_UPLD_PSHUP**.

Favorites 🔻	Main Menu	▼ > Payro	Il Processing > Upload CSV F	ile > Process Monitor						
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Process	s List	<u>S</u> erver List						New Wind	ow Help	Personalize Pag
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▼ Proces	s List	11a				11	14	◀ 1-1 of 1	 ▶ 	12 View All
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	597888		Application Engine	M_UPLD_PSHUP		05/11/2023 11:11:21AM HST	Success	Posted	Details	▼Actions

Go back to Upload CSV File

13. The **Process Detail** window will appear, click on the **View Log/Trace** link.

		Process Detai	1		×
Process					
Instance	597888	Туре	Application Eng	jine	
Name	M_UPLD_PSHUP	Description	Upload PSHUP	Transactions	
Run Status	Success	Distribution Status	Posted		
Run		Update P	rocess		
Run Control ID	MK1	◯ Hold	Request		
Location	Server	Queu	e Request		
Server	PSNT	○ Canc	al Request		
Recurrence		⊖ Delet ○ Re-se	end Content	◯ Restart Request	
Date/Time		Actions			
Request Create	ed On 05/11/2023 11:16	:42AM HST Paran	neters	Transfer	
Run Anytime	After 05/11/2023 11:11	:21AM HST	age Log	View Locks	
Began Proce	ess At 05/11/2023 11:17	:04AM HST	Timings	13	
Ended Proce	ess At 05/11/2023 11:17	19AM HST	Log/Trace		



14. The **View Log/Trace** window will appear, there will be 3 rows in the **File List**. To confirm the upload was successful, click on the **M_UPLD_PSHUP.log** link.

		View Log	g/Trace		×
Report					Help
Report ID Name Run Status	566564 M_UPLD_PSHUP Success	Process Instance Process Type	597888 Application Engine	Message Log	
Upload PSHUP Tr	ransactions				
Distribution D	etails				
Distribution	Node http_rpt	Expiration	Date 06/14/2024		
File List					
Name		File Size (b	oytes) Datetin	ne Created	
AE_M_UPLD_PS	HUP_597888.stdout	372	05/11/2	023 11:17:19.324132AM HST	
M_UPLD_PSHUP	P.log 14	907	05/11/2	023 11:17:19.324132AM HST	
M_UPLD_PSHUP	P_CI.log	6,751	05/11/2	023 11:17:19.324132AM HST	

15. This log will show a summary of the number of **Transactions NOT loaded Error Count** (transactions not loaded successfully), as well as the **Transactions Loaded to Staging table** (transactions successfully uploaded).

Begin at: 2023-05-11-11.17.04.000000
DB: HIHQ92 Process Instance: 597888 Operator: Input File: TestLoad.csv Batch Server: PSNT File Location: D:\psoft\HIHQ92\appserv\prcs\HIHQ92\files\

Process File to Staging table: 2023-05-11-11.17.04.000000
Input File opened for processing: TestLoad.csv Row: 1> Skipping 1st Row - Assumed Header - Not Loaded to Staging

File Count includes Header row: 9 Transactions NOT loaded Error Count: 0 Tranasctions Loaded to Staging table: 8
End at: 2023-05-11-11.17.04.000000

16. Check the **M_UPLD_PSHUP.log** file for the following errors:

- a. 20008, 10, " SETID Not Provided"
- b. 20008, 11, "High Level Security DETPID Not Provided"
- c. 20008, 13, "User does not have access to DETPID/SETID: "
- d. 20008, 12, "EMPLID Not provided on file"
- e. 20008, 14, "User not Authorized to Pay Employee: "



NOTE: If any of the above errors are encountered, carefully review the message, and return to the CSV file to resolve it. Below is a screenshot showing an example log file with errors and the related uploaded CSV file that generated the errors during upload.



17. If the log file shows no errors, close the file to return to the **View Log/Trace** window and click on the **M_UPLD_PSHUP_CI.log** file.

		View Log	/Trace		×
Report					Help
Report ID Name Run Status	566564 M_UPLD_PSHUP Success	Process Instance Process Type	597888 Application Engine	Message Log	
Upload PSHUP ⁻ Distribution I Distributio	Transactions Details n Node http_rpt	Expiration	Date 06/14/2024		
Name		File Size (b	oytes) Datetim	e Created	
AE_M_UPLD_P	SHUP_597888.stdout	372	05/11/20	023 11:17:19.324132AM HST	
M_UPLD_PSHU	JP.log	907	05/11/20	023 11:17:19.324132AM HST	
M_UPLD_PSHU	JP_CI.log ← 17	6,751	05/11/20	023 11:17:19.324132AM HST	



18. This file shows the details of each row loaded, scroll to the bottom of the file to confirm the summary of transactions loaded. After review, close the file to return to the View Log/Trace window. Then close the View Log/Trace and Process Detail windows.

Begin Upload to HI PSHUP CI &oMPshupTxnCi.SETID = DEF &oMPshupTxnCi.TREE_NODE = 460000 &oMPshupTxnCi.CHECK_DT = 2023-05-05 &oMPshupTxn.EMPLID = &oMPshupTxn.EMPL_RCD = 0 &oMPshupTxn.EARNS_BEGIN_DT = 2021-07-16 &oMPshupTxn.EARNS_END_DT = 2021-07-31 &oMPshupTxn.ERNCD = ZZZ &oMPshupTxn.HI_PAYROLL_NO = G42 &oMPshupTxn.OTH_HRS = 0 &oMPshupTxn.HOURLY_RT = 0 &oMPshupTxn.PU_AMT = 0 &oMPshupTxn.M_UAC_FUND1 = G &oMPshupTxn.M_UAC_YEAR1 = 23 &oMPshupTxn.M_UAC_APPROP1 = 000 &oMPshupTxn.M_UAC_DEPT1 = G1 &oMPshupTxn.M_UAC_SUBDIV1 = 404 &oMPshupTxn.M_UAC_OBJECT1 = 2006 &oMPshupTxn.M_UAC_FUNC1 = 3243 &oMPshupTxn.M_UAC_LOC1 = &oMPshupTxn.M_UAC_PHASE1 = &oMPshupTxn.M_UAC_ENC_CD = &oMPshupTxn.TAX_PERIODS = 1 &oMPshupTxn.APPROVED = N &oMPshupTxn.M_TXN_STATUS = I Record Saved ****** Transactions NOT loaded Error Count: 0 Transactions Loaded to HI PSHUP: 8 End at: 2023-05-11-11.17.04.000000

STEP 3: VALIDATING THE CSV FILE IN HIP

1. In HIP, navigate to the following:

NavBar > Menu > State of Hawaii > HI Payroll Transaction Process > Validate Uploaded Transactions

- 2. On the Validate Uploaded Transactions screen:
 - a. Click on the Search button.
 - b. In the **Search Results**, click the row associated with the **Set ID**, **DEPTID** and **Paycheck Issue Date** with the CSV file uploaded.

	EF P	HAWAII Information Portal	
⁻ avori	tes 🔻	Main Menu ▼ → Payroll Processing → Upload CSV File	
Valid	ate Upl	oaded Transactions	
Enter		n die num hann and slick Canada Lanna falde black fan slick af all usbu	
Enter	any inform	nation you have and click Search. Leave fields blank for a list of all value	Э:
Find	an Evie	ting Value Add a Now Value	
TIII		Aud a New Value	
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Paych Sea Searc	Df neck Issue arch	EPTID begins with v a Date = v Clear Basic Search Its 10 results can be displayed.	
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Paych Searc Only th View A Set ID DEF	DI arch ch Resu he first 30 UIFirst 460000 460000	EPTID begins with v a Date v a Date v clear Basic Search Its v 0 results can be displayed. 1-100 of 300 Last Paycheck Issue Date 09/02/2022 1/200/2002	
Paych Searc Only th View A Set ID DEF DEF	DI arch ch Resu he first 30 UIFirst 460000 460000	Clear Basic Search Basic Search Save Search Criteria Its 0 results can be displayed. 1-100 of 300 Last Paycheck Issue Date 09/02/2022 12/20/2023	
Paych Searc Only the View A Set ID DEF DEF DEF	Dr arch ch Resu he first 30 UIFirst 460000 460000 460000	Clear Basic Search Basic Search Save Search Criteria Its 0 results can be displayed. 1-100 of 300 Last Paycheck Issue Date 09/02/2022 12/20/2022 01/05/2023	
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- 3. The Uploaded Transactions screen will appear.
 - a. For any rows that need to be removed, click the **Minus (-)** button on the far right.
 - b. If you need to add a row, click the **Plus (+)** button on the far right. NOTE: For any new rows, enter information into the blank fields.

NOTE: For any row deletions or additions, remember to click the **Save** button after changes are made.

You may also delete all rows and start over by uploading a corrected file. If you re-use the same CSV filename for both the original upload and corrected file, remember to click the **Upload File** button again on the **Upload CSV File** screen (STEP 2.6). By default, the **Upload CSV File** screen will show the **File Path** and **File Name** of the last file uploaded.

- 4. If the row(s) displayed are correct, check the **Validate** box or click the **Validate All** button to run the validation program and update the **TXN Status** column.
 - a. If there are no errors, the **TXN Status** will show **Approved**, continue by clicking on the **Save** button. If there are errors, **Error** will show. The following is a list of errors that may be encountered:

Last Updated 05/11/23



- i. 20008, 16, " UAC Year is invalid"
- ii. 20008, 17, " UAC OBJECT is invalid"
- iii. 20008, 18, " UAC ENC_CD is invalid
- iv. 20008, 19, " HI_PAYROLL_NO is invalid"
- v. 20008, 22, " The UAC DEPT is invalid for Payroll Number Used"
- vi. 20008, 2, " No ACCT_CD found for UAC String"
- vii. 20008, 3, " ERNCD not in Employees Earn Program"
- viii. 20008, 21, " Missing Encumbrance Code when ERNCD = W"
- ix. 20008, 4, " Of Hours, Rate or Amt, at Minimum 1 should be populated"
- x. 20008, 5, " Of Hours, Rate or Amt, A Maximum of 2 can be populated"
- xi. 20008, 6, " Earnings End Date cannot be greater than Pay End Date"
- xii. 20008, 7, " Earnings Begin Date cannot be greater than Earnings End Date"
- xiii. 20008, 8, " Earnings Begin/End Dates must fall within a Valid Earnings Period"
- xiv. 20008, 20, " Earnings for Time & Leave Period Not Allowed "
- xv. Excludes if paying ERNCD's CTP and V.
- xvi. 20008, 9, " No Permissions to update this Employee within DEPT: "

NOTE: Errors may be resolved by changing the appropriate field on the **Validate Uploaded Transactions** screen or by updating the **CSV file** and re-uploading.

 If an error is detected during validation, additional information is shown in the **Comments** column. Review the error message and make corrections in the respective columns before validating again. NOTE: If the UAC string does not point to an existing Combo Code, HIP will create a new Combo Code for that UAC string during validation.

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6. After successfully validating and saving, the next step is performed by Central Payroll at 4:30pm on the PCS close date. The TXN Status will change from Approved to Processed and the Plus/Minus (+/-) buttons will no longer appear on the Validate Uploaded Transactions screen indicating no additional transactions may be uploaded. Any transactions uploaded after the 4:30pm PCS close date will need to be uploaded into the next payroll and paid on the next pay date.



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7. Additionally, the **Upload CSV File** screen will be temporarily locked, and the message below will be displayed.

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