

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

A	B	C	D	E	F	G	H	I	J	K
SETID	TOP_DEPT	EMPLID	EMPL_RCD	ERN BGN	ERN END	ERNCD	HOURS	RATE	AMOUNT	PYNO
STATE	340077	xxxxxxxx	0	7/16/2021	7/31/2021	N	10.00	2.50	0.00	V08

L	M	N	O	P	Q	R	S	T	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: <https://ags.hawaii.gov/hip/files/2021/10/example-csv-file.xlsx>

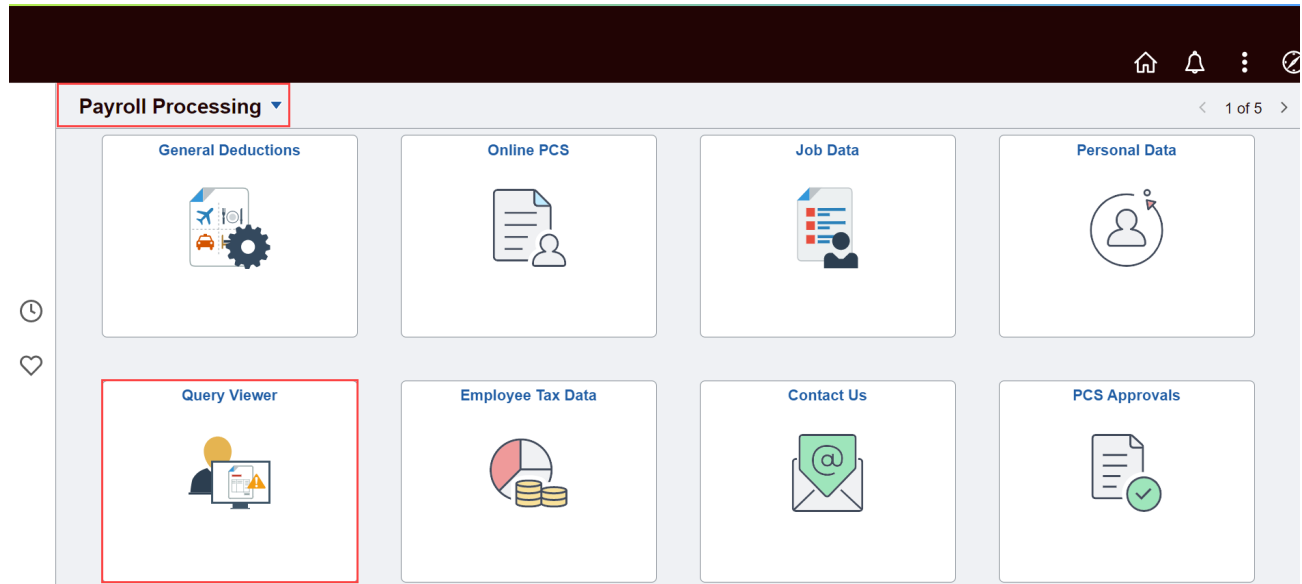
UPLOADING HI PAYROLL TRANSACTIONS CSV FILE

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.



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

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

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

Query

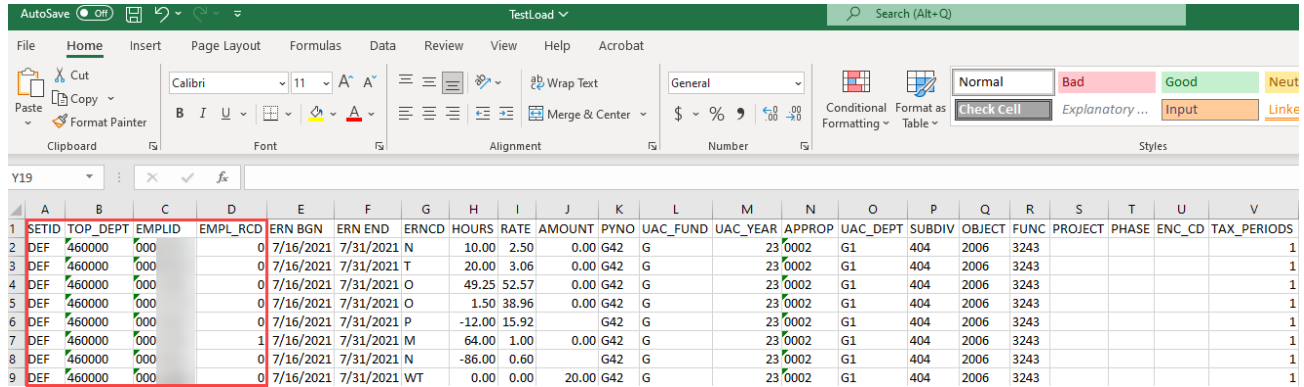
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
M_HI_PAYROLL_DEPARTMENTS	Employees with Departments	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
HIP_TL_APPROVAL_ERRORS	Approvals in Error Step	Public		HTML	Excel	XML	Schedule	Lookup References	-
HIP_TL_EXT_LEAVE_NO_PAY	Employees pay turned off	Public		HTML	Excel	XML	Schedule	Lookup References	-
M_HI_PAYROLL_DEPARTMENTS	Employees with Departments	Public		HTML	Excel	XML	Schedule	Lookup References	-

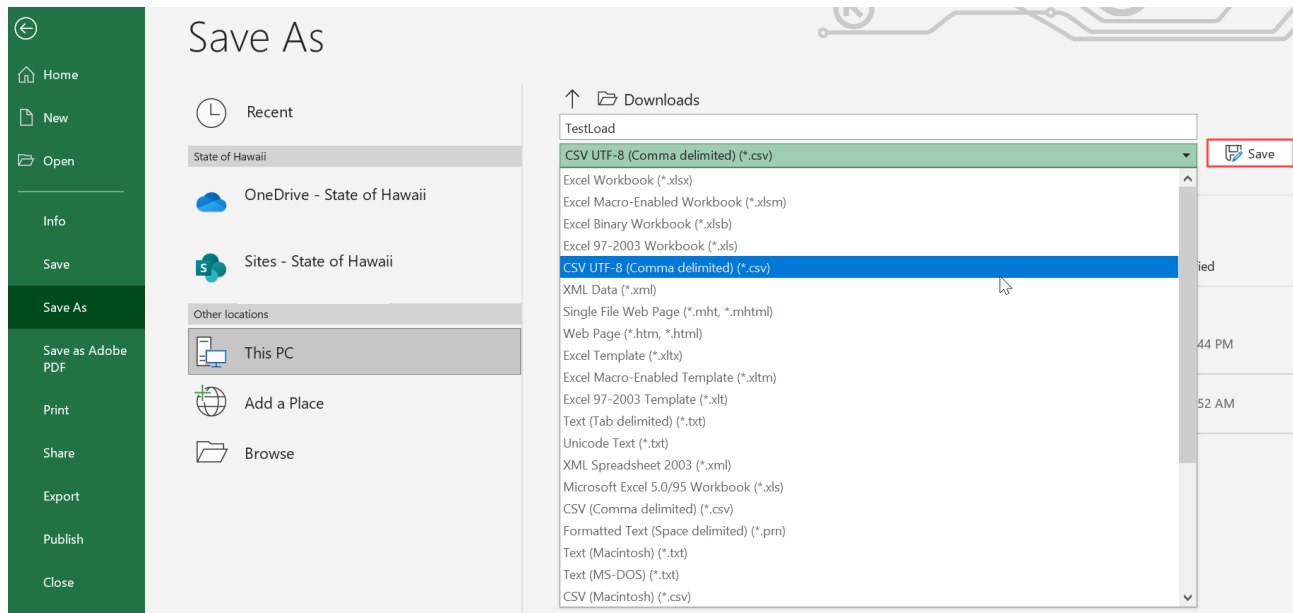
- When the Excel file opens, copy the appropriate information from the query results and paste them into the CSV file that will be uploaded to the HIP system.

Dept Set ID	Dept ID	ID	Empl Record
DEF	460000	000	2
DEF	460000	000	3
DEF	460000	000	1
DEF	460000	000	1
DEF	460000	000	1
DEF	460000	000	1
DEF	460000	000	1
DEF	460000	000	1
DEF	460000	000	1
DEF	460000	000	1
DEF	460000	000	1
DEF	460000	000	1
DEF	460000	000	1



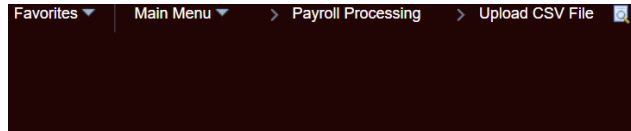
SETID	TOP_DEPT	EMPLID	EMPL_RCD	ERN BGN	ERN END	ERNCD	HOURS	RATE	AMOUNT	PYNO	UAC_FUND	UAC_YEAR	APPROX	UAC_DEPT	SUBDIV	OBJECT	FUNC	PROJECT	PHASE	ENC_CD	TAX_PERIODS	
DEF	460000	000	0	7/16/2021	7/31/2021	N	10.00	2.50	0.00	G42	G	23	0002	G1	404	2006	3243				1	
DEF	460000	000	0	7/16/2021	7/31/2021	T	20.00	3.06	0.00	G42	G	23	0002	G1	404	2006	3243					1
DEF	460000	000	0	7/16/2021	7/31/2021	O	49.25	52.57	0.00	G42	G	23	0002	G1	404	2006	3243					1
DEF	460000	000	0	7/16/2021	7/31/2021	O	1.50	38.96	0.00	G42	G	23	0002	G1	404	2006	3243					1
DEF	460000	000	0	7/16/2021	7/31/2021	P	-12.00	15.92		G42	G	23	0002	G1	404	2006	3243					1
DEF	460000	000	1	7/16/2021	7/31/2021	M	64.00	1.00	0.00	G42	G	23	0002	G1	404	2006	3243					1
DEF	460000	000	0	7/16/2021	7/31/2021	N	-86.00	0.60		G42	G	23	0002	G1	404	2006	3243					1
DEF	460000	000	0	7/16/2021	7/31/2021	WT	0.00	0.00	20.00	G42	G	23	0002	G1	404	2006	3243					1

- 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.



STEP 2: UPLOADING THE CSV FILE TO HIP

- In HIP, navigate to the following:
NavBar > Menu > State of Hawaii > HI Payroll Transaction Process > Upload CSV File
- Assign a **Run Control ID** to begin the process
 - 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.
 - 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.



Upload CSV File

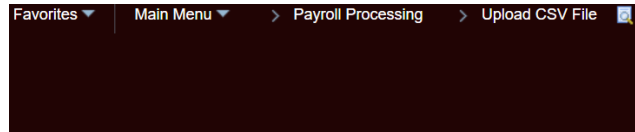
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with

Case Sensitive

Search Results
 View All First 1-4 of 4 Last

Run Control ID	Language Code
MK1	English
MK2	English
TEST	English
mk	English



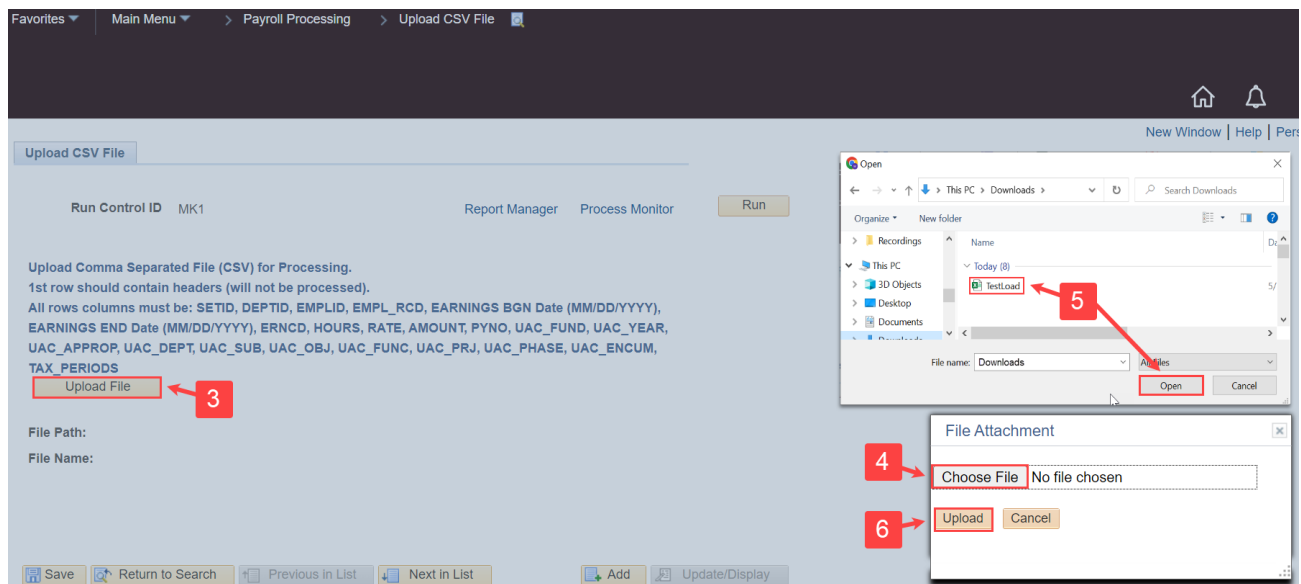
Upload CSV File

*Run Control ID

[Find an Existing Value](#) | [Add a New Value](#)

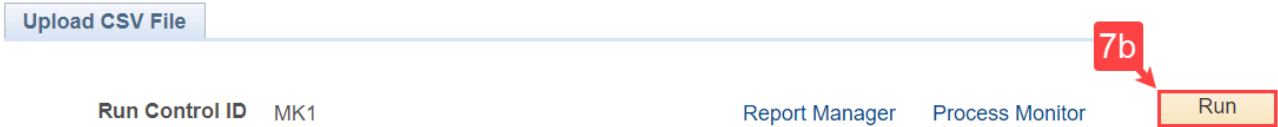
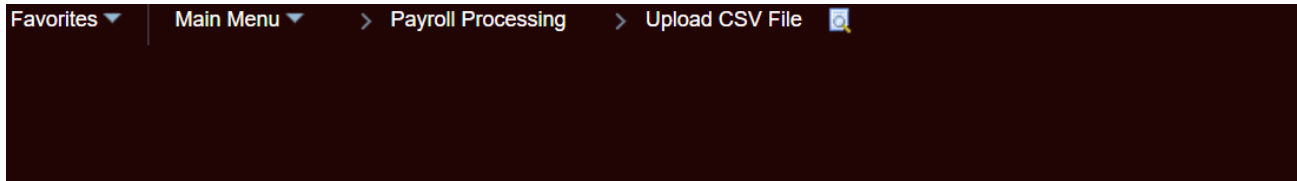
[Find an Existing Value](#) | [Add a New Value](#)

- On the **Upload CSV File** screen, click on the **Upload File** button.
- The **File Attachment** window will appear, click on the **Choose File** button to select your CSV file.
- 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.
- When you are ready to upload, click on the **Upload** button in the **File Attachment** window.



- Confirm the **File Path** and **File Name** are correct.

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



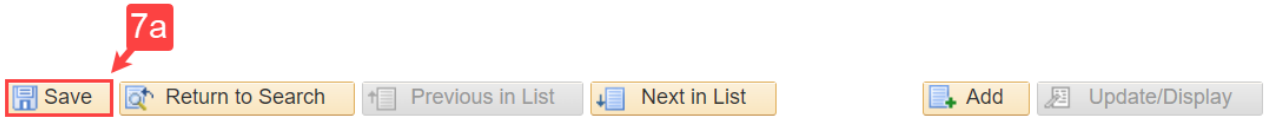
Upload Comma Separated File (CSV) for Processing.

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), EARNINGS END Date (MM/DD/YYYY), ERNCD, HOURS, RATE, AMOUNT, PYNO, UAC_FUND, UAC_YEAR, UAC_APPROP, UAC_DEPT, UAC_SUB, UAC_OBJ, UAC_FUNC, UAC_PRJ, UAC_PHASE, UAC_ENCUM, TAX_PERIODS

Upload File

File Path: Record://M_PSHUP_FL_TBL/ ← **7**
 File Name: TestLoad.csv



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 Run Control ID MK1

Server Name PSNT 8 ↓

Run Date 05/11/2023 31

Recurrence ↓

Run Time 11:11:21AM Reset to Current Date/Time

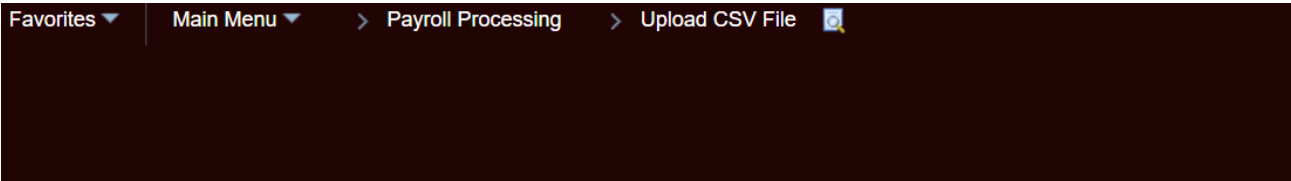
Time Zone 🔍

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Upload PSHUP Transactions	M_UPLD_PSHUP	Application Engine	Web	TXT	Distribution

9

OK
Cancel

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.



Upload CSV File

Run Control ID MK1

Report Manager Process Monitor Run
10 → Process Instance:597888

Upload Comma Separated File (CSV) for Processing.
 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),
 EARNINGS END Date (MM/DD/YYYY), ERNCD, HOURS, RATE, AMOUNT, PYNO, UAC_FUND, UAC_YEAR,
 UAC_APPROP, UAC_DEPT, UAC_SUB, UAC_OBJ, UAC_FUNC, UAC_PRJ, UAC_PHASE, UAC_ENCUM,
 TAX_PERIODS

Upload File

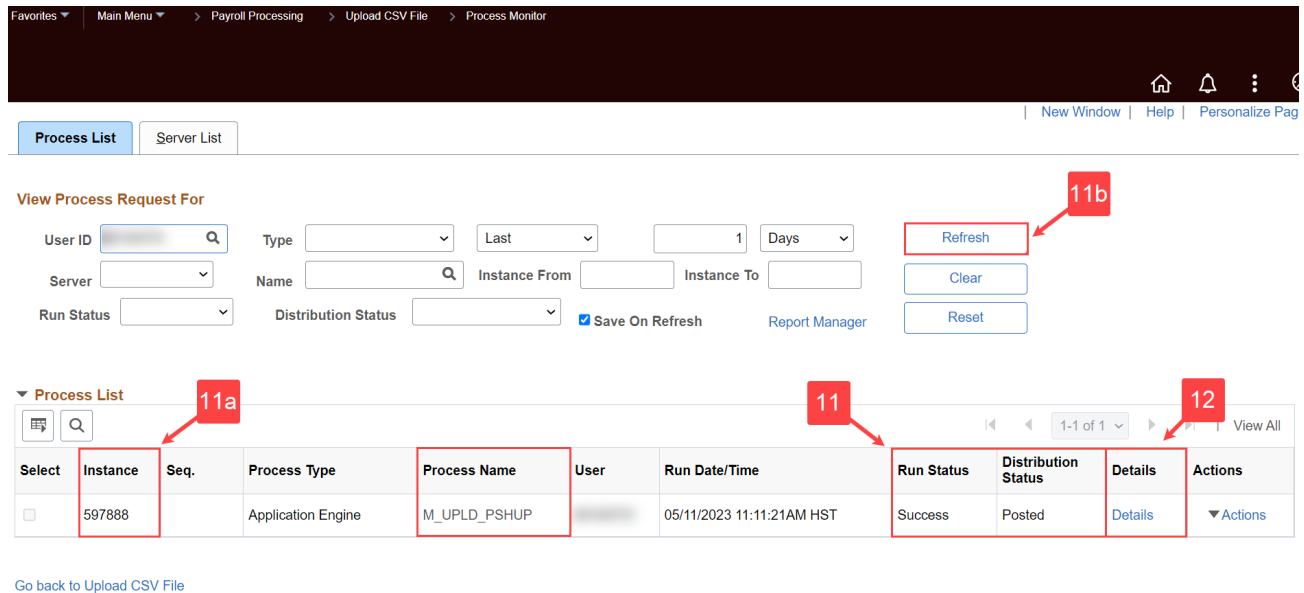
File Path: Record://M_PSHUP_FL_TBL/
 File Name: TestLoad.csv

Save
Return to Search
Previous in List
Next in List
Add
Update/Display

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**.

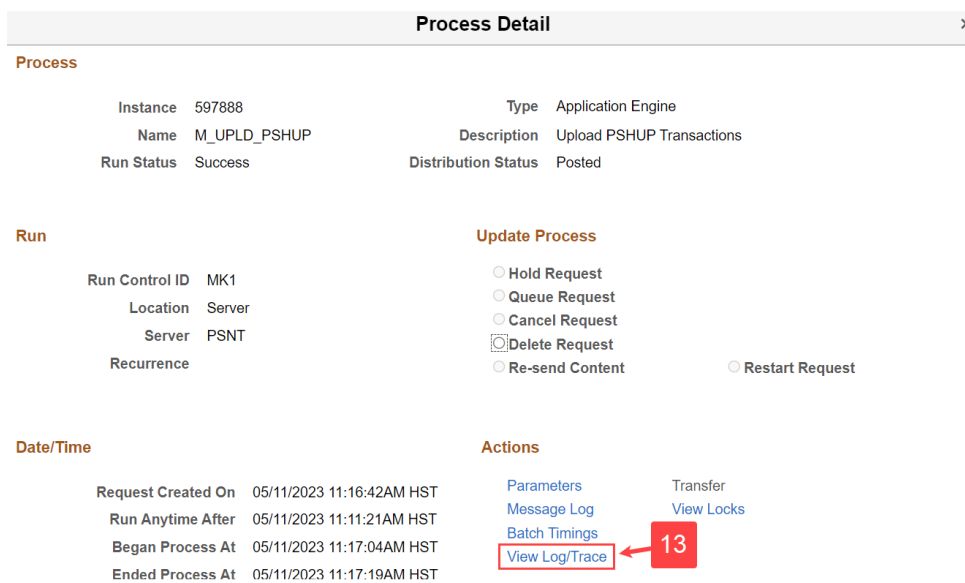
- Notice the **Instance** number matches the **Process Instance** number from the previous **Upload CSV File** screen.
- You can click on the **Refresh** button until both the **Run Status** and **Distribution Status** refresh to show **Success/Posted**.

12. Click on the **Details** link for the **Process Name M_UPLD_PSHUP**.



The screenshot shows the 'Process Monitor' interface. At the top, there are navigation tabs: 'Process List' (selected) and 'Server List'. Below this is a search and filter section titled 'View Process Request For' with fields for User ID, Type, Last, Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. There are 'Refresh', 'Clear', and 'Reset' buttons. A red box labeled '11b' points to the 'Refresh' button. Below the filters is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. A red box labeled '11a' points to the 'Instance' column, '11' points to the 'Run Status' column, and '12' points to the 'Details' column. The table contains one row for process 'M_UPLD_PSHUP' with instance '597888', run status 'Success', and distribution status 'Posted'. A link 'Details' is visible in the 'Details' column. Below the table is a link 'Go back to Upload CSV File'.

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



The screenshot shows the 'Process Detail' window. It displays the following information:

- Process:** Instance 597888, Type Application Engine, Name M_UPLD_PSHUP, Description Upload PSHUP Transactions, Run Status Success, Distribution Status Posted.
- Run:** Run Control ID MK1, Location Server, Server PSNT, Recurrence.
- Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, Restart Request.
- Date/Time:** Request Created On 05/11/2023 11:16:42AM HST, Run Anytime After 05/11/2023 11:11:21AM HST, Began Process At 05/11/2023 11:17:04AM HST, Ended Process At 05/11/2023 11:17:19AM HST.
- Actions:** Parameters, Message Log, Batch Timings, View Log/Trace (highlighted with a red box and '13'), Transfer, View Locks.

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/Trace x

[Help](#)

Report

Report ID	566564	Process Instance	597888	Message Log
Name	M_UPLD_PSHUP	Process Type	Application Engine	
Run Status	Success			

Upload PSHUP Transactions

Distribution Details

Distribution Node	http_rpt	Expiration Date	06/14/2024
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File List

Name	File Size (bytes)	Datetime Created
AE_M_UPLD_PSHUP_597888.stdout	372	05/11/2023 11:17:19.324132AM HST
M_UPLD_PSHUP.log	907	05/11/2023 11:17:19.324132AM HST
M_UPLD_PSHUP_Ci.log	6,751	05/11/2023 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
Transactions Loaded to Staging table: 8
*****
End at: 2023-05-11-11.17.04.000000
*****

```

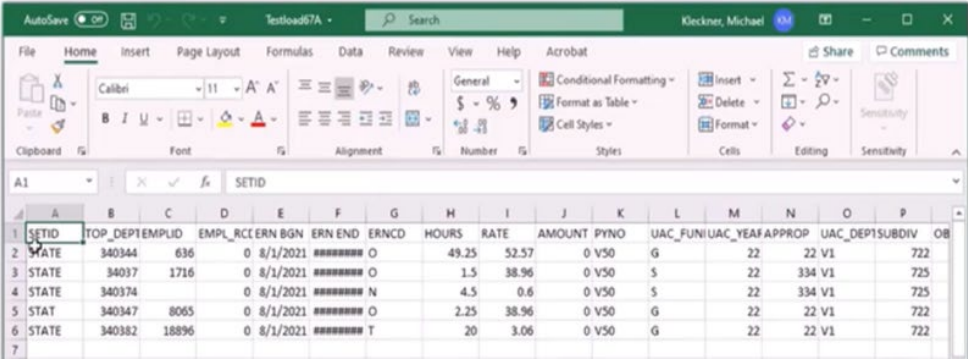
16. Check the **M_UPLD_PSHUP.log** file for the following errors:
- a. 20008, 10, " - SETID Not Provided"
 - b. 20008, 11, "High Level Security DETPID Not Provided"
 - c. 20008, 13, "User does not have access to DETPID/SETID: "
 - d. 20008, 12, "EMPLID Not provided on file"
 - e. 20008, 14, "User not 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.

```

*****
Begin at: 2021-09-30-11.55.57.000000
*****
DB: HFM092
Process Instance: 592059
Operator:
Input File: Testload67A.csv
Batch Server: PSNT
File Location: D:\psoft\HFM092\appserv\prcs\HFM092\files\
*****
Process File to Staging table: 2021-09-30-11.55.57.000000
*****
Input File opened for processing: Testload67A.csv
Row: 1> Skipping 1st Row - Assumed Header - Not Loaded to Staging
ERROR-> File Row: 3 => User does Not have access to DEPTID: 34037 and SETID: STATE (20008,13) - Not Loaded to Staging
ERROR-> File Row: 4 => EMPLID Not provided on file (20008,12) - Not Loaded to Staging
ERROR-> File Row: 5 => User does Not have access to DEPTID: 340347 and SETID: STAT (20008,13) - Not Loaded to Staging
*****
File Count includes Header row: 6
Transactions NOT loaded Error Count: 3
Transactions Loaded to Staging table: 2
*****
End at: 2021-09-30-11.55.57.000000
*****

```



SETID	TOP_DEMPLID	EMPL_BCCRN BGN	ERN END	ERNCD	HOURS	RATE	AMOUNT	PYNO	UAC_FUNI	UAC_YEAF	APPROP	UAC_DEPTSUBDIV	OB
STATE	340344	636	0 8/1/2021	***** O	49.25	52.57	0 V50	G		22	22 V1	722	
STATE	34037	1716	0 8/1/2021	***** O	1.5	38.96	0 V50	S		22	334 V1	725	
STATE	340374		0 8/1/2021	***** N	4.5	0.6	0 V50	S		22	334 V1	725	
STAT	340347	8065	0 8/1/2021	***** O	2.25	38.96	0 V50	G		22	22 V1	722	
STATE	340382	18896	0 8/1/2021	***** T	20	3.06	0 V50	G		22	22 V1	722	

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 X

[Help](#)

Report

Report ID	566564	Process Instance	597888	Message Log
Name	M_UPLD_PSHUP	Process Type	Application Engine	
Run Status	Success			

Upload PSHUP Transactions

Distribution Details

Distribution Node	http_rpt	Expiration Date	06/14/2024
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File List

Name	File Size (bytes)	Datetime Created
AE_M_UPLD_PSHUP_597888.stdout	372	05/11/2023 11:17:19.324132AM HST
M_UPLD_PSHUP.log	907	05/11/2023 11:17:19.324132AM HST
M_UPLD_PSHUP_CI.log	6,751	05/11/2023 11:17:19.324132AM HST

- 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

- In HIP, navigate to the following:

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

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

Validate Uploaded Transactions

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

Set ID

DEPTID

Paycheck Issue Date

[Basic Search](#)
[Save Search Criteria](#)

Search Results

Only the first 300 results can be displayed.

View AllFirst ◀ 1-100 of 300 ▶ Last

Set ID	DEPTID	Paycheck Issue Date
DEF	460000	09/02/2022
DEF	460000	12/20/2022
DEF	460000	01/05/2023
DEF	460000	01/20/2023
DEF	460000	02/03/2023
DEF	460000	03/20/2023
DEF	460000	04/05/2023
DEF	460000	05/05/2023
DEF	460000	06/02/2023

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.

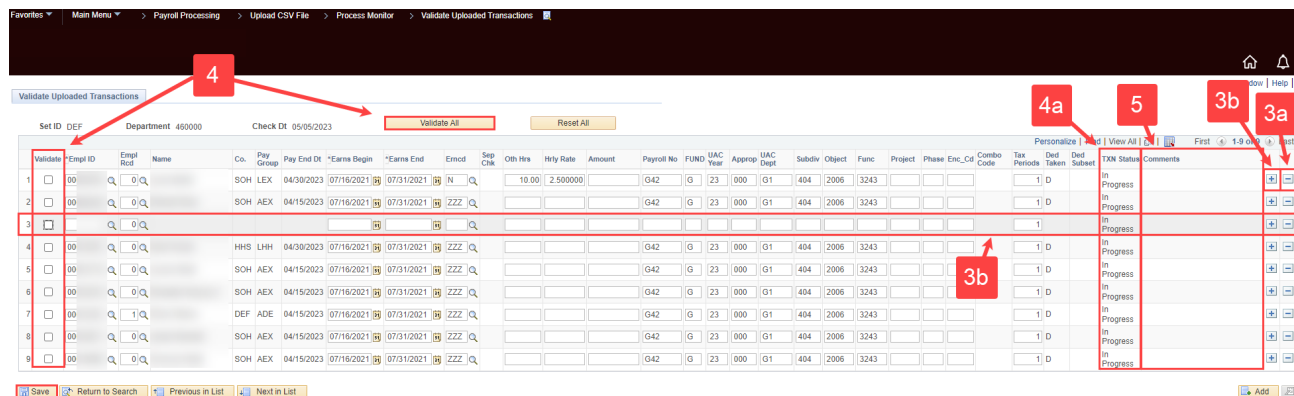
4. If the row(s) displayed are correct, check the **Validate** box or click the **Validate All** button to run the validation program and update the **TXN Status** column.
 - a. If there are no errors, the **TXN Status** will show **Approved**, continue by clicking on the **Save** button. If there are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

- 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.

- 5. 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.



- 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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Combo Code	Tax Periods	Ded Taken	Ded Subset	TXN Status	Comments
	1	D		Processed	
	1	D		Processed	
	1	D		Processed	
	1	D		Processed	
	1	D		Processed	
	1	D		Processed	
	1	D		Processed	
	1	D		Processed	
	1	D		Processed	
	1	D		Processed	

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

Upload CSV File

Run Control ID kg Report Manager Process Monitor Run

Upload Comma Separated File (CSV) for Processing.
 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), EARNINGS END Date (MM/DD/YYYY), ERNCD, HOURS, RATE, AMOUNT, PYNO, UAC_FUND, UAC_YEAR, UAC_APPROP, UAC_DEPT, UAC_SUB, UAC_OBJ, UAC_FUNC, UAC_PRJ, UAC_PHASE, UAC_ENCUM, TAX_PERIODS

Upload File **Page has been Temporarily locked by Central Payroll**

File Path:
File Name:

Save Return to Search Add Update/Display

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