

Administrator Guide Casual Academic Timesheets Bulk Upload and Troubleshooting

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1 Background

This document details the steps needed to create and upload a comma-separated file. Once, uploaded successfully, the data creates Contract data pages for the relevant casual academics.

The contract data drives the contents of the casual academic timesheets and sets the limits on the timesheet periods available.



2 Creating the CSV file

The following steps describe how to set up your CSV file for bulk upload.

2.1 Create the column headings

- 1. Open Excel.
- 2. Copy the following headings and paste them in to Excel:

Empl ID	Empl Rcd	Contract Start	Contract End	Course Code	GL Department	Fund	Project	Element Name	Total Units	Add/update
---------	----------	----------------	--------------	-------------	---------------	------	---------	--------------	-------------	------------

You now need to save and populate the Excel spreadsheet with your contract source data (see <u>Save the Excel spreadsheet</u>).



2.2 Save the Excel spreadsheet

Note: This step will create an Excel version of the file, which will be used as a master copy of your data. Later on, you will save this as a comma-separated file (.CSV) which is then uploaded.

- 1. Select: File Save As
- 2. Select a location for the file.
- 3. Enter the file name.
- 4. In the *Save as type* field, select Excel Workbook (*.xlsx).

Sav	ve As						
		XI		Save As			x
S 🔊	Sites - Australian Natic University	🔄 🏵 🗉 🕇 🌗	« CSH00514 Academic Casual Tir	nesheets > Testing	✓ C Search Testing		Q
	OneDrive - Australian I	Organize 🔻 New		0			
	University	-	10 Automated Annual and Bie ^	Name		Date modified	
4	OneDrive	CSH005 CSH005 CSH005	0511 HDA_TempTransfer_Intellic 0512 PDR_SOE_Intellidox 0513 Screening Date on Injury D 0514 Academic Casual Timeshee	회 ID258777 - PI results.xlsx 회 PI Output example.xlsx 회 template.xlsx		10/02/2016 9:55 11/01/2016 4:37 16/02/2016 2:58	PM PM
	Other Web Locations		e)514A - Reports)514B - Audit	a UAT Participants list.xlsx		10/02/2016 2:19	PM
	Computer	SH00)514C - Contract Data Page Va)514D - Course Table Update				
+	Add a Place		g 15 New PDR Page 16 POL Intelledox 🗸	<			>
		File <u>n</u> ame:	template.xlsx				~
		Save as <u>t</u> yp <mark>e:</mark>	xcel Workbook (*.xlsx)				~
		Authors:	Allan Cunliffe	Tags: Add a tag	Title: Add a title		
			Save Thumbnail				
) Hide Folders			Too <u>l</u> s ▼ <u>S</u> ave	Cancel	

5. Click Save.

Result: You now have an Excel spreadsheet version that you will populate with your upload data. You now need to <u>format the date columns</u> to ensure they are the correct date format for upload.



2.3 Format the Date columns

1. Select the *Contract Start* and *Contract End* columns, by selecting the *entire C* and *D* columns:

Α	В	С	D	E	F	G	н	I	J
Empl ID	Empl Rcd	Contract Start	Contract End	Course Code	GL Depart	Fund	Project	Element Name	Total Units

- 2. Open the *Format Cells* dialogue window by either:
 - pressing CTRL + 1, or
 - right click in the highlighted area a select *Format Cells*:

А	В	С		D	E	F	G	Н	I. I.	J
Empl ID	Empl Rcd	Contract Star		bri - 11		· % , 🛱	und	Project	Element Name	Total Units
			в	I = 👌	• <u>A</u> • 🗄 • •					
			፠	Cu <u>t</u>						
			Ē	<u>С</u> ору						
			Ĉ	Paste Optio	ons:					
				Ê						
				Paste <u>S</u> pecia	al					
				Insert						
				<u>D</u> elete						
				Clear Co <u>n</u> te	nts					
			::	Format Cell	s					
				<u>C</u> olumn Wie	dth					
				<u>H</u> ide						
				<u>U</u> nhide						

Result: The *Format Cells Dialogue* window is displayed:

			For	mat Cell	s		?	×
Number	Alignment	Font	Border	Fill	Protection			
Category: General Number Currency Accounti Date Time Percenta Fraction Scientific Text Special Custom	ng ge	<u>Type:</u> *Wedne 14/03/2 14/03/12 14/3/12 14/3/12 14/3/20 14/03/12 Locale (le	esday, 14 M 012 2 12 2	larch 2012				< > >
an asteris	k (*) respond t	o changes	in regiona	I date and	ate values. Dat I time settings t affected by ope	that are specif	fied for setting	the

- 3. In the *Format Cells* dialogue window, in the *Category* pane, select *Date*.
- 4. In the *Type* pane, scroll down the list and select the option: 2012-03-14

			For	mat Cell	S		1	?	×
Number	Alignment	Font	Border	Fill	Protection				
<u>Category:</u> General Number Currency Accounti Date Time Percenta Fraction Scientific Text Special Custom	ng ge	Type: 14/3/20 14/03/11 14/03/21 14/03/21 14-Marc 2012-03 12/03/14 Locale (Id	ct Start 12 2 012 12 12 -h-2012 -14 4						×
an asteris	ats display dai k (*) respond t system. Forma	o changes	in regiona	I date and	I time settings	that are sp	becified f	or t	he

5. Click **OK**.

Result: The *Contract Start* and *Contract End* columns are now formatted to the correct date format for upload. When you enter a date in these fields, it will automatically be converted to the date format required for the bulk upload.

You now need to populate the spreadsheet with the data to upload.

2.4 Populate the spreadsheet

1. Enter the data you wish to upload.

Notes:

- All uploads must specify the change action for each row, in the *Add/update* column:
 - A to add to a new contract
 - U to update an existing contract
- Ensure that all data is sorted first by Employee ID, then Record, then Course
- CSA Lump Sum amounts enter the total value of the lump sum for the contract period.
- GL Details Only enter GL Details (GL Department, Fund and Project) if you are overriding the default GL distribution overrides for (in Job Data).
- 2. Save the file.

Result: you now have an Excel spreadsheet containing all the data you wish to upload. The next step is to convert this file to a comma-separated file that can be uploaded.



3 Correcting or editing your data

There are two main reasons you may wish to edit your source data:

- preparing new data for upload for a new teaching period.
- there are errors when you uploaded the CSV version of your data.

To edit your data:

- 1. Open the Excel spreadsheet containing the source data.
- 2. Make the required changes.
- 3. Save the Excel spreadsheet as a CSV (see Creating a comma-separated file).
- 4. Navigate to: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Bulk Upload (CSA Contract)

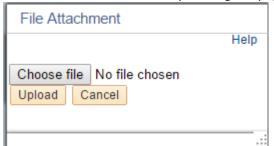
Bulk Upload (CSA Contract)						
Enter any information you have and click Search. Leave fields blank for a list of all values.						
Find an Existing Value Add a New Value						
Search Criteria						
Run Control ID: begins with 🔻						
Case Sensitive						
Search Clear Basic Search 👸 Save Search Criteria						

5. Enter the run control name and click **Search**. **Result:** The run control is displayed.

Bulk Upload (CSA	Contract)			
Run Control ID: Academi		Report Manager	Process Monitor	Run
Selection Parameters				
File Actions	Only Load for	Validation		
<u>î</u> 2-	✓ Ignore 1st Ro	w		
Attached File: upload.	CSV			

6. Delete your old file by clicking the Trash icon $\widehat{\square}$.

7. Attach the new CSV file by clicking the paperclip icon $\overset{\mathscr{O}}{\sim}$.



- 8. Click the **Choose File** button.
- 9. Select the new or updated upload file.

10. Click Upload.

Result: The upload file is added and you will see the filename against the *Attached File* field:

Bulk Upload (CSA	Contract)					
Run Control ID: Academ	lic	Report Manager	Process Monitor	Run		
Selection Parameters						
File Actions	 ✓ Only Load for V ✓ Ignore 1st Row 					
Attached File: upload	Lesv					
🗐 Save 🔯 Return to	Search Terevious in Lis	it Vext in Lis	t Notify	🔒 Add 🖉	Update/Display	

11. Ensure the Only Load for Validation checkbox is checked.

- 12. Ensure the *Ignore* 1st *Row* checkbox is checked.
- 13. Click Run.
- 14. Click **OK**.

Result: You will need to review any messages and if there are any errors, correct your data.

4 Creating a comma-separated file

This step describes how to convert the Excel spreadsheet containing your upload data to a comma – separated file (.CSV):

- 1. Open the Excel spreadsheet containing the upload data.
- 2. Select: Select: File Save As
- 3. Select a location for the file.
- 4. Enter the file name.
- 5. In the Save as type field, select: CSV (Comma delimited)(*.csv)

CSH	00514A - Reports	🍇 🔠 Test Run 2 - 2-	3-16.xlsx	2/03/2016 2:39 PM	Microsoft Excel W
🌗 arc	🐌 archive				
💷 (CU	00517D A	< <			>
File <u>n</u> ame:	File name: Test Run 1 - 2-3-16.xlsx				~
Save as <u>t</u> ype:	Excel Workbook (*.xlsx)				~
Authors:	Excel Workbook (*.xlsx) Excel Macro-Enabled Workboo Excel Binary Workbook (*.xlsb) Excel 97-2003 Workbook (*.xls) XML Data (*.xml)	: (*.xlsm)			
Hide Folders	Single File Web Page (*.mht;*.r Web Page (*.htm;*.html) Excel Template (*.xltx) Excel Macro-Enabled Template Excel 97-2003 Template (*.xlt) Text (Tab delimited) (*.bxt) Unicode Text (*.bxt) XML Spreadsheet 2003 (*.xml) Microsoft Excel 5.0/95 Workbor	(*.xitm)			
	CSV (Comma delimited) (*.csv) Formatted Text (Space delimited	d) (*.prn)			

6. Click Save.

Result: You will be asked to confirm.

	Microsoft Excel
0	Some features in your workbook might be lost if you save it as CSV (MS-DOS). Do you want to keep using that format? Yes <u>No H</u> elp

- 7. Click Yes.
- 8. When you close Excel, it will attempt to annoy you by repeatedly prompting you to save changes, even if changes have not been made.



9. Click Save.

	Microsoft Excel
0	Some features in your workbook might be lost if you save it as CSV (MS-DOS). Do you want to keep using that format?
	Yes No Help

10. Click Yes.

Result: You now have a CSV file that you can <u>upload</u>. See <u>Sample Upload File</u> for an example of what your upload file should look like.

5 Upload Contract Data

This step describes how to upload your CSV data file to create the casual academic contract data.

5.1 Validate your data

It is advisable to run the *Only Load for Validation* process to validate data prior to running the process in update mode.

1. Navigate to: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Bulk Upload (CSA Contract)

Bulk Upload (CSA Contract) Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value
Search Criteria
Run Control ID: begins with Case Sensitive
Search Clear Basic Search Criteria

- 2. Do one of the following:
 - If you already have a run control, enter the name and click **Search**.
 - If you have not previously set up a run control, click the Add a New Value tab:

Bulk Upload (CSA Contract)						
Find an Existing Value Add a New Value						
Run Control ID:						
Add						

3. Enter a name for the new run control and click **Add Result:** The new run control is displayed.

Bulk Upload (CSA C	Contract)			
Run Control ID: New		Report Manager	Process Monitor	Run
Selection Parameters				
File Actions	 ✓ Only Load for V ✓ Ignore 1st Row 			
Attached File:				
Save E Notify			📑 Add 🛛 🖉 Up	date/Display

4. To add your upload file, click the paperclip icon 🥔 .

File Atta	achment	
		Help
Choose f	ile No file chosen	
Upload	Cancel	
		:

- 5. Click the **Choose File** button.
- 6. Select the upload file

Note: The upload file must be in CSV format (see Creating the CSV file)

7. Click **Upload**

Result: The upload file is added and you will see the filename against the *Attached File* field:

Bulk Upload	(CSA Contra	act)					
Run Control ID:	Academic	Rep	ort Manager	Process Monitor	Run		
Selection Paran	neters]	
File Actions		☑ Only Load for Valida ☑ Ignore 1st Row	tion				
Attached File:	upload.csv						
🗐 Save 🔯 F	Return to Search	t Previous in List ↓	Next in Lis	t Notify	🛃 Add	Update/Display	

- 8. Ensure the Only Load for Validation checkbox is checked.
- 9. Ensure the *Ignore* 1st *Row* checkbox is checked.
- 10. Click Run.
- 11. Click **OK**.

Result: You will need to review any messages and if there are any errors, correct your data.

5.2 Review messages

After validating your file, you need to check the messages to ensure that the data is correct format.

1. Go to Process Monitor:

						Human	Resources	
Home	Ι	Worklist	١	Report Manager	I	Process Monitor	Add to Favourites Sign o	ut
						New	Window Help Personalise F	age

Result: The *Process Monitor* screen is displayed. Note that the *Process Name* for the upload process is: *ANU_CSA_UPLD*

Proce	ss List									
View F	Process R	eque	st For							
5	User ID U3516972 Server V Last V 1 Days V Refresh Name Name Status V Save On Refresh									
Proce	ss List						Personalise Find View All	2 📔 🛛 F	irst 🕚 1-2 of 2	🕑 Last
Select	Instance	Seq.	Process Ty	pe	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	3931269		Application	Engine	ANU_CSA_UPLD	U3516972	17/02/2016 10:03:55 AEDT	Success	Posted	Details

2. Check the Run Status of the process. It should equal *Success*:

Ρ	Process List Personalise Find View All 🔄 🔤 First 🕢 1-2 of 2 🕑						Last			
Se	elect	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
		3931269		Application Engine	ANU_CSA_UPLD	U3516972	17/02/2016 10:03:55 AEDT	Success	Posted	Details

Note: If the Run Status = No Success, it is most likely due to the use of an incorrect date format.

3. Click the *Details* link.

Result: The *Process Detail* screen is displayed.

Process	
Instance 3931269	Type Application Engine
Name ANU_CSA_UPLD	Description Bulk Upload (CSA Contract)
Run Status Success	Distribution Status Posted
Run	Update Process
Run Control ID ACAD_PI Location Server Server PSNT Recurrence	 Hold Request Queue Request Cancel Request Delete Request Restart Request
Date/Time	Actions
Request Created On 17/02/2016 10:03:59 At	EDT Parameters Transfer
Run Anytime After 17/02/2016 10:03:55 AF	EDT Message Log View Locks
Began Process At 17/02/2016 10:04:27 AB	EDT Batch Timings
Ended Process At 17/02/2016 10:04:42 AF	DT View Log/Trace

4. Click the *View Log/Trace* link.

Result: The *View Log/Trace* screen is displayed.

Report						
Report ID:	1955753	Process Ins	stance:	393126	9	Message Log
Name:	ANU_CSA_UPLD	Process Typ	pe:	e: Application Engine		
Run Status:	Success					
Bulk Upload	(CSA Contract)					
Distribution	n Details					
Distributio	Node: HR92ACE	_				
	INDUE. HR92ACE	P Exp	piration	Date:	04/03/20	16
File List	INDUE. HR92ACE	P Exp				
File List Name			File Siz	Date: e (bytes)	Dateti	me Created
File List Name AE_ANU_CS	A_UPLD_3931269.s		File Siz		Datetin 17/02/	me Created 2016 10:04:42.243000 AE
File List Name AE_ANU_CS	A_UPLD_3931269.s		File Siz		Datetin 17/02/	me Created
File List Name AE_ANU_CS CSA_LOAD_	:A_UPLD_3931269.s 3931269.bt		File Siz		Datetin 17/02/	me Created 2016 10:04:42.243000 AE
File List Name	:A_UPLD_3931269.s 3931269.bt		File Siz 511 94		Datetin 17/02/	me Created 2016 10:04:42.243000 AE

5. Click the CSA_LOAD_ .txt link:

File List		
Name	File Size (bytes)	Datetime Created
AE_ANU_CSA_UPLD_3931269.stdout	511	17/02/2016 10:04:42.243000 AEDT
CSA_LOAD_3931269.txt	94	17/02/2016 10:04:42.243000 AEDT
Distribute To		
Distribution ID Type	*Distribution ID	
User	U3516972	
Return		

Result: The log is displayed:

Note: If there are any errors you will need to correct your data (see Common Error Messages).

5.3 Run the upload

Note: This step assumes you have validated your data and reviewed any messages.

1. Navigate to: Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Bulk Upload (CSA Contract)

Bulk Upload (CSA Contract)
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
Search Criteria
Run Control ID: begins with 🔻
Case Sensitive
Search Clear Basic Search 📓 Save Search Criteria

2. Enter the run control name and click **Search**. **Result:** The run control is displayed.

Bulk Upload (CSA	Contract)			
Run Control ID: Acader	nic	Report Manager	Process Monitor	Run
Selection Parameters				
File Actions	Only Loa	d for Validation		
<u>î</u> &	✓ Ignore 1s	st Row		
Attached File: uploa	d.csv			

3. Deselect the Only Load for Validation checkbox:

Bulk Upload (CSA Contract)										
Run Control ID: A	cademic	Report Manager	Process Monitor	Run						
Selection Parame	eters	Only Load for Validation								
Î	₽.	☑ Ignore 1st Row								
Attached File:	upload.csv									

- 4. Click Run.
- 5. Click **OK**.

Bulk Upload (CSA Contract)										
Run Control ID:	Academic	Report Manager	Pro	cess Monitor	Run					
				Process Insta	ince:3931281					
Selection Para	meters									
File Actions Only Load for Validation										
Î										
Attached File	: upload.csv									

Result: The process is run and you will see the Process ID in the Bulk Upload run control page:

6. Click the *Process Monitor* link:

Run Control ID: Academic	Report Manager	Process Monitor	Run						
		Process Insta	ance:3931281						
Selection Parameters									
File Actions Only Load for Validation									
Î									

Result: The Process List is displayed. When the process has completed, you will see the *Run Status* = Success and the *Distribution Status* = Posted.

Proce	ss List										
View Process Request For											
User ID U3516972 🔍 Type 🗸 Last 🗸 1 Days 🗸 Refresh											
Server V Name Instance to											
Run S	Run Status 🗸 Distribution Status 🗸 V 🗹 Save On Refresh										
-											
Proce	ss List						Personalise Find \	/iew All		First 🕙 1 of 1	Last
Select	Instance	Seq.	Process Ty	pe	Process Name	User	Run Date/Time		Run Status	Distribution Status	Details
	3931273		Application	Engine	ANU_CSA_UPLD	U3516972	17/02/2016 10:53:18 AEDT		Success	Posted	Details

7. Optional. <u>Review the messages</u>.

6 Common Error Messages

When the upload process displays errors, the Log/Trace file will display the rows with the errors. For example:

```
Run for Validation Only - changes not committed
```

```
Contract Data in Error: 1004,0,2015/10/01,2016-12-31,STAT10,,,,21,24
```

6.1 No Change Action specified

All uploads must specify the change action for each row:

- A to add to a new contract
- U to update an existing contract

If no value is entered, the system will display an error:

```
0,0,E,Change Action of '' not recognised.,,
```

6.2 Not a valid academic

All casuals being uploaded must be valid academics. That is, EmplID/Rcd job code must = ACSA.

```
Component Interface Messages:
0,0,E,Emplid/EmplRcd Not a Valid Academic: 1004/0,,
```

6.3 Contract Start / End Dates

Date format must follow this convention: YYYY-MM-DD. For example, 2015-12-31.

Note: The course end date should allow enough time for any marking that may take place at the end of a semester.

An example of a date format error is:

```
15,54,M,The highlighted field is required. You must enter a value for it
before
proceeding.{ANU_CSA_CNTRCT,ANU_CSA_CNTRCT_CI.ANU_CSA_EFFDT(1).START_DATE,
15,54,M,The highlighted field is required. You must enter a value for it
before
proceeding.{ANU_CSA_CNTRCT,ANU_CSA_CNTRCT_CI.ANU_CSA_EFFDT(1).END_DATE,
```

6.4 Course Code

0,0,E,Invalid Course Code: STAT10,,

The course code entered must correspond *exactly* to the course code in the Students system. There should be no space between the alpha and numeric components of the course code. For example, LAWS8900F, *not* LAWS 8900F.

6.5 GL Details

```
Component Interface Messages: 0,0,E,Invalid GL Dept,,
```

GL details must be correct and in the correct sequence. If a project code is not relevant, enter the value: **N/A**

Note: You only need to enter GL Details (GL Department, Fund and Project) if you are overriding the default GL distribution overrides for (in Job Data).

6.6 Element / T-code

0,0,E,Invalid Timesheet Code 21,,

All Element Names entered must be valid elements. In the above example, 21 was entered but the correct element name is T21.

6.7 Adding a contract that overlaps with an existing contract

All timesheet periods that are included in the Contract Start Date and Contract End Dates are "owned" by that contract. The system will not permit you to add a contract where it overlaps with the timesheet period owned by an existing contract. The system will tell you the nearest available date (Start or End) that can be used in the contract, that corresponds with the start of the next available timesheet period.

6.7.1 Adding a new contract following an existing contract

```
25610,24,E,Overlap with existing contract for T20160703. Earliest available start date is 04/07/2016.,,
```

6.7.2 Adding an new contract before an existing contract

```
25610,25,E,Overlap with existing contract for T20150913. The latest available end date is 30/08/2015.,,
```

6.7.3 Updating a Contract that does not exist

You can only update an existing contract if you specify the same Empl Id and Record and Course of an existing contract. If the combination you enter does not exist and the row is specified as U (Update), you will get the following error:

```
Component Interface Messages:
0,0,E,Could not find current contract to update.,,
```

7 Updating an Existing Contract via Bulk Upload

Note: Updating existing contracts using bulk upload should be done with caution as you are not able to specify the effective date of the change. This can result in negative remaining unit values in a CSA timesheet, preventing managers from approving timesheets.

If there are only a few contracts to be updated or the change is likely to result in negative T-code budgets in timesheets, you should update each relevant contract directly in HRMS via: *Global Payroll & Absence Mgmt > Payee Data > Maintain Timesheets > CSA Contract*

To update contract/s via the bulk upload:

- 1. Create a new master copy of your upload spreadsheet, containing only the Empl ID / Record / Course combinations that you want to update.
- 2. Include the new changes (for example, T-codes that need to be added to the contract or existing T-code budgets that need to be changed).
- 3. Ensure that the *Add/update* column is showing as **U** for all rows.
- 4. Save the Excel spreadsheet as a new version.
- 5. <u>Create a comma-separated file</u>.
- 6. <u>Upload the contract data</u>. Note that the effective date of each updated contract will be changed to the date of your new upload and may result in negative remaining units in existing timesheets.

7.1 Adding a new T-code

You can do this by entering a new row with the new T-code and budget in your upload file. Make sure the row specifies it is an update: Add/update value = **U**.

For example, let's say you created a contract for a CSA for course LING1002, with 25 units of T44. You discover that you need to add 10 units for T12. In your new upload file, you need to have a row for T-code T12. Your upload for update will look like this:

```
Employ ID,Empl Rcd#,Contract Start,Contract End,Course Code,GL Dept,Fund,Project,Element Name ,Total Units , Add/update
5001312,2,2017-02-15,2017-07-14,LING1002,,,,T12,10,U
```

7.2 Updating Dates Only

The dates in your original upload file rows can be edited and the file uploaded. GL and T-code columns can be blank.

Example upload file:

Employ ID,Empl Rcd#,Contract Start,Contract End,Course Code,GL Dept,Fund,Project,Element Name ,Total Units , Add/update 5001312,2,2017-02-16,2017-07-15,LING1002,,,,,U

8 FAQs

8.1 What Contract End Date do I enter?

The *Contract Start Date* and *Contract End Date* determine the timesheet periods available to the academic. When setting the *Contract End Date*, you should allow for marking time (where applicable) and the end of the exam period (for the relevant teaching period).

8.2 What happens when I upload my CSV file more than once?

When administrative staff are uploading the data into HRMS, sometimes multiple or secondary entries may occur.

All uploads must specify the change action for each row:

- A to add to a new contract
- U to update an existing contract

If the bulk upload is done on the same day, the re-uploaded version will overwrite the first, if the *Add/update* column is set to **U**.

For example, if the original upload was 3 units of T21 and the second upload was 2 units of T21, the result would be the latest upload: 2 units for T21. If the re-upload occurs on a different day, you will get the same result with the only difference being the creation of a new row with the effective date of the day of the re-upload.

Note: If you want to add more T-codes and run a bulk upload to update an existing contract, you will need to ensure that the upload file contains:

- the old T-codes, with any revised budgeted units (where applicable)
- the new T-codes.

9 Sample Upload File

The following examples show you what a typical CSV bulk upload file will look like.

9.1 Viewed in Excel

Employ ID	Empl Rcd#	Contract Start	Contract End	Course Code	GL Dept	Fund	Project	Element Name	Total Units	Add/update
4021972	2	4/04/2016	3/11/2016	BIOL3103				T44A	13	Α
4021972	2	4/04/2016	3/11/2016	BIOL3103				116	2000	Α
4021972	2	4/04/2016	3/11/2016	RUSS1900				T44A	12	Α
4021972	2	4/04/2016	3/11/2016	RUSS1900				116	1080	Α
3431614	0	11/02/2016	11/09/2016	RUSS1900				116	1300	Α
3431614	0	11/02/2016	11/09/2016	RUSS1900				T21	15.5	Α
3965528	0	11/02/2016	11/09/2016	SEAS6926				116	1307	Α
3965528	0	11/02/2016	11/09/2016	SEAS6926				T12	13.5	Α

9.2 Viewed in Notepad

Employ ID,Empl Rcd#,Contract Start,Contract End,Course Code,GL Dept,Fund,Project,Element Name ,Total Units , Add/update

4021972,2,2016-04-04,2016-11-03,BIOL3103,,,,T44A,13,A

4021972,2,2016-04-04,2016-11-03,BIOL3103,,,,116,2000,A

4021972,2,2016-04-04,2016-11-03,RUSS1900,,,,,T44A,12,A

4021972,2,2016-04-04,2016-11-03,RUSS1900,,,,116,1080,A

3431614,0,2016-02-11,2016-09-11,RUSS1900,,,,116,1300,A

3431614,0,2016-02-11,2016-09-11,RUSS1900,,,,,T21,15.5,A

3965528,0,2016-02-11,2016-09-11,SEAS6926,,,,116,1307,A

3965528,0,2016-02-11,2016-09-11,SEAS6926,,,,,T12,13.5,A