Import Payroll Input EIB
Housekeeping

• Do not place us on hold
• Close other programs
• Ask questions by raising your hand or by using Chat
• You may be asked to interact during the session, including: Chat, Status Icons, and Activity Report Outs
Reflection
Course Introduction
Objectives

At the end of this session you, will be able to:

- Define EIB and state when to use one
- Prepare the Import Payroll Input EIB
- Load the Import Payroll Input EIB into Workday
- Fix Errors
- Balance using Payroll Input by Batch Id
What is an EIB?

• Type of Workday integration
• Used when entering a large amount of data
• Data is entered into an .xml (Excel) template
• Template is attached in Workday
• EIB templates are created in .xml and need to remain in xml. Changing the format or adding or removing columns can corrupt the template.
When to Use the Import Payroll Input EIB

**EIB**
- More than a few entries
- **New** one-time earnings and deductions

**Manual**
- Just a few entries
- Changes or stops to one-time earnings deductions
RHM Expectations

• Each RHM will be responsible for loading their own payroll input into the Import Payroll Input EIB (one-time earnings and deductions)

• **Payroll Input** can be loaded any time during the off-week. Soft deadline Friday at Noon.

• Everything must be in by the calc. on Monday evening
Organizing Your Data

• You may create and save different types of payroll input in separate Import Payroll Input EIBs

Example:
• 1 File for Expense Reimbursements
• 1 File for Café Charges,
• 1 File for Charitable Campaigns

• Name and date your templates with an agreed upon naming convention
Preparing the Import Payroll Input EIB
Complete .XML Template

1. Open the **Import Payroll Input** Excel file to the first tab.
2. Make sure there is a 1 entered under the **Header Key** (Cell B6).
3. Type in your batch id under **Default Batch ID (Cell C7)**. Recommended naming convention is *YourRHM_YYYYMMDD_YourInitals*

![Excel sheet with headers and cells labeled](image)

4. Open the Excel file to the second tab, **Payroll Input Data** and populate the required columns for each row of data that should be loaded into Workday.

![Excel sheet with headers and cells labeled](image)

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**Job Aid:** Preparing the Import Payroll Input EIB
# Payroll Input Required Data

<table>
<thead>
<tr>
<th>Column</th>
<th>Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td><strong>Header Key</strong></td>
</tr>
<tr>
<td>C</td>
<td><strong>Line Key</strong></td>
</tr>
</tbody>
</table>
| F      | **Batch ID** | A unique Batch ID  
Recommended naming convention is: YourRHM_YYYYMMDD_YourInitials  Optionally, you can add a description of how you are using the EIB.  
Example: SPHS_20151107_SV_REIMB |
| H      | **Ongoing Input** | Y - If this is an ongoing input that will repeat enter Y. If Y, the **End Date** in col J date can be blank or a date in the future  
N - If this is only for this pay period. If N, the **End Date** in col J should not be any later than period end date being processed |
| I      | **Start Date** | Week start date |
| J      | **End Date** | Week end date (See Col H for more info) |
| L      | **Worker** | Employee ID |
## Payroll Input Required Data

<table>
<thead>
<tr>
<th>Column</th>
<th>Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M</strong> Position</td>
<td>If the colleague has more than one position, the Position ID. You must include any leading 0s.</td>
</tr>
<tr>
<td><strong>N</strong> Earning</td>
<td>Earnings Code</td>
</tr>
<tr>
<td><strong>O</strong> Deduction</td>
<td>Deduction Code</td>
</tr>
<tr>
<td><strong>P</strong> Amount</td>
<td>Flat Amount (NOT the rate)</td>
</tr>
<tr>
<td><strong>Q</strong> Hours</td>
<td>Hours</td>
</tr>
</tbody>
</table>
| **R** Rate | Rate used to pay the hours (NOT a flat amount)  
If the earnings code is paid based on the base pay rate or allowance plan rate in WD, leave blank |
| **S** Adjustment | Typically N or Blank  
Y – if this is an adjustment to an entry that is already in WD |
# Payroll Input Required Data

<table>
<thead>
<tr>
<th>Column</th>
<th>Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td><strong>Job Profile</strong></td>
</tr>
<tr>
<td></td>
<td>Job code (not required)</td>
</tr>
<tr>
<td>W</td>
<td><strong>Cost Center</strong></td>
</tr>
<tr>
<td></td>
<td>Cost Center/Department - Required if charging to a department other than the home department</td>
</tr>
<tr>
<td>AF-AJ</td>
<td><strong>Custom Worktag 01-05</strong></td>
</tr>
<tr>
<td></td>
<td>Custom worktag - required for some deductions, especially voluntary deductions. Must put worktag in appropriate column (i.e., if worktag begins with CW01 goes in Custom Worktag 01, if worktag begins with CW02 goes in Custom Worktag 02, etc.).</td>
</tr>
<tr>
<td>AR-BA</td>
<td><strong>Custom Worktag 06-15</strong></td>
</tr>
<tr>
<td></td>
<td>Custom worktag - required for some deductions, especially voluntary deductions. Must put worktag in appropriate column (i.e., if worktag begins with CW06 goes in Custom Worktag 06, if worktag begins with CW07 goes in Custom Worktag 07, etc.).</td>
</tr>
</tbody>
</table>
Save as .XML

When you have entered all data, name and save the Excel document as XML Spreadsheet 2003.

Click Yes at the prompt that displays.
Lesson Practice

1. Open the Import Payroll input EIB
2. Enter at least 4 entries
3. Save as .XML

It’s Your Turn!
Load Your EIB into Workday
Launch/Schedule Integration

Once your XML EIB template has been populated and saved with all the data you need to load into Workday, you are ready to launch the EIB.

1. Log into Workday
2. Type "Launch / Schedule Integration" in the Workday search bar and select the task in the Search Results.
Search for your EIB

From the **Launch / Schedule Integration** task:

1. In the **Integration** field, type “Import Payroll Input”

2. Do not complete the remainder of the defaults
   - Leave **Organization** blank
   - Leave the **Run Frequency** field as the default, **Run Now**
   - Leave **Run as Current User** unchecked

3. Click **OK**
Complete Integration Criteria and Attach Your EIB

Your EIB can be attached from the Integration Attachment row.

1. In the Integration Attachment row, click in the Value field
2. Click the to open the menu and select Create Integration Attachment
Complete Integration Criteria and Attach Your EIB (Cont.)

4. Next to **File**, click **Attach**

5. Navigate to **your** populated EIB template (the one that you saved and named) and select it.
Complete Integration Criteria and Attach Your EIB (Cont.)

Notice your template is attached. Verify that the file ends in .xml

6. Click OK
Complete Integration Criteria and Attach Your EIB (Cont.)

1. In the **Errors & Warnings Spreadsheet, Value Type** field, click the drop-down and select **Specify Value**
2. Under **Value**, check the box
3. Click **OK**
Running the EIB

Let the job run and ensure that the job completes successfully. You may click **Refresh** to see the status of the completion.
Running the EIB (Cont.)

When the **Status** says **Completed**, the EIB has loaded. If there are errors, the **Status** will say **Error**. In this case, click on the blue number to open the output and correct the errors. Unlike basic integrations, if you encounter errors when loading an EIB **none** of the data in the EIB spreadsheet will load.
Lesson Practice

Import your previously created EIB into Workday

It’s Your Turn!
Balancing Input
Balancing Using Payroll Input by Batch ID

You may run **Payroll Input by Batch ID** to balance your Payroll Input.

1. Type “Payroll Input by Batch ID” into the Search box to open the task.
2. Type in or search for the name of your batch ID in the **Batch ID** field. This is the ID entered in Column F of your Input Payroll Input EIB template.

3. Check the **Include Details** check box.

4. Click **OK**. The task will run.
Balancing Using Payroll Input by Batch ID (Cont.)

The top portion will include a summary and total.

If the **Include Details** box was checked, the bottom portion will include the details of the input loaded.
The details can be exported to Excel to make working with the file easier.

<table>
<thead>
<tr>
<th>Payroll Input</th>
<th>Worker</th>
<th>Batch ID</th>
<th>Start Date</th>
<th>End Date</th>
<th>Pay Component</th>
<th>Ongoing vs. One-time</th>
<th>Adjustment vs. Override</th>
<th>Run Category Type</th>
<th>Run Category</th>
<th>Type</th>
<th>Value</th>
<th>Payroll Result Usage</th>
<th>Payroll Result Usage</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NRTEST</td>
<td>04/10/2016</td>
<td>04/23/2016</td>
<td>9000, Net Pay Replacement</td>
<td>One-time</td>
<td>Override</td>
<td>Specified</td>
<td>Regular</td>
<td>Amount</td>
<td>100.00</td>
<td>No</td>
<td>No</td>
<td>06/07/2016, 9:06:52 AM</td>
<td>06/07/2016, 9:06:52 AM</td>
</tr>
<tr>
<td></td>
<td>NRTEST</td>
<td>04/10/2016</td>
<td>04/22/2016</td>
<td>9000, Net Pay Replacement</td>
<td>One-time</td>
<td>Override</td>
<td>Specified</td>
<td>Regular</td>
<td>Amount</td>
<td>50.00</td>
<td>No</td>
<td>No</td>
<td>06/07/2016, 9:06:52 AM</td>
<td>06/07/2016, 9:06:52 AM</td>
</tr>
<tr>
<td></td>
<td>NRTEST</td>
<td>04/10/2016</td>
<td>04/23/2016</td>
<td>9000, Net Pay Replacement</td>
<td>One-time</td>
<td>Override</td>
<td>Specified</td>
<td>Regular</td>
<td>Amount</td>
<td>150.00</td>
<td>No</td>
<td>No</td>
<td>06/07/2016, 9:06:52 AM</td>
<td>06/07/2016, 9:06:52 AM</td>
</tr>
</tbody>
</table>
Course Conclusion
Summary

You should now be able to:

• Define EIB and state when to use one
• Prepare the Import Payroll Input EIB
• Load the Import Payroll Input EIB into Workday
• Fix Errors
• Balance using Payroll Input by Batch Id
Job Aids

Loading and Balancing Payroll Input

• **Pulling Down a New EIB Template**
• **Preparing the Import Payroll Input EIB**
• **Loading the Import Payroll Input EIB**
• **Payroll Input by Batch ID** (Used for Balancing Payroll Input)
Questions