

Importing Employees to Your Time Clock

Import employees into your time clock from a CSV file.

- ✓ Formatting the CSV File for import
- ✓ Importing the CSV File

Importing Employees from a CSV File

Employee Import tool allows you to import your employees from a comma-separated value (CSV) file. CSV files are text files representing tabulated data and are supported by most applications that handle tabulated data (e.g. Microsoft Excel, databases, etc.).

The CSV import process consists of:

- Preparing your CSV file.
- Importing the CSV file.

What is a CSV File?

A CSV is a **comma separated values** file, which allows data to be saved in a table structured format. CSVs look like a garden-variety spreadsheet but with a **.csv extension**. CSV files can be used with any spreadsheet program, such as Microsoft Excel, Open Office Calc, or Google Spreadsheets.

Preparing your CSV File

To import your employees into the time clock, the CSV file used must meet specific requirements. Follow the requirements listed below, to ensure that your employees import properly.

Please note, existing employees will not be overwritten when importing employees into the time clock. The import will only add employees to employee slots that have never been used.

If you'd like, use the Sample Employee Import File to ensure that the Field Headers are formatted properly. Download the Sample Employee Import File from our website at: [Employee Import Template.csv](#)

CSV File Requirements

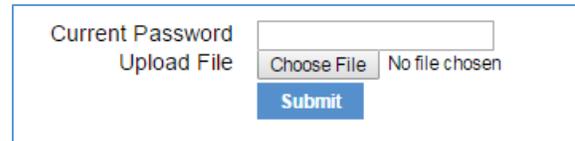
- The import file should be comma delimited with the *.csv extension.
- The CSV file must contain field headers in the first row. However, the field headers may be listed in any order.
 - First Name
 - Last Name
 - Middle Initial
 - Display Name
 - PIN
 - Badge
 - Payroll ID
- Field headers are case sensitive; ensure that they are listed exactly as displayed on your CSV file.
- Quotes and double quotes are not permitted in the field values.

Field Name	Max Length	Type	Sample	Required	Notes
First Name	40	Alphanumeric	John	Required	
Last Name	40	Alphanumeric	Doe	Required	
Display Name	40	Alphanumeric	John D.	Required	
Middle Initial	1	Letter	C	Optional	
PIN	9	Numeric	0123	Optional	Must be unique value
Badge	20	Numeric	1737470	Optional	Must be unique value
Payroll ID	100	Alphanumeric	90001	Optional	Must be unique value

Importing the CSV File

To import your employee data to the time clock, follow the instructions below:

1. If you have existing employee data in the time clock, be sure to save a backup of your data.
2. From the time clock software, go to **Files | Import Employee Data**.
3. Enter your administrator password.
4. Click **Choose File** to browse for the CSV file to be imported.
5. Click **Submit**.
6. If there are import errors with any employee, the import will not go through for any employee. All errors must be resolved for the import to take place.
7. Make corrections to your saved CSV file to correct any errors, attempt the import again.
8. If the import successfully goes through, you will be directed to the Employee List to see the newly imported employees.



The screenshot shows a form for uploading a file. It includes a text input field for the 'Current Password', a label 'Upload File', a 'Choose File' button, a 'No file chosen' status indicator, and a 'Submit' button.