

Uploading Pay History (hours) File

Form the home screen go to the “Data Management” menu and select “Census Upload”

The screenshot displays the Selerix web application interface. At the top, there is a header banner with the 'NATIONAL HEALTH NETWORK' logo on the left and the 'selerix' logo in the center. On the right side of the banner, there are links for 'Guides' (forms, brochures, information) and 'Benefits' (NATIONAL Health Network). Below the banner is a blue navigation bar with the following menu items: Home, Enrollment, Reports, Access, Case Setup, ACA, Data Management, Session, and Billing. A yellow padlock icon is visible on the right side of the navigation bar. The 'Data Management' menu is expanded, showing a list of options: Census Upload (highlighted with a blue border and a mouse cursor), Integrations, Data Mapping, Latest Upload, Laptop Install, Laptop Backups, and Sync Status. Below the navigation bar, the main content area shows the text 'National Health ACA Team Demo Case' and 'National Health ACA Demo Administrative Site'.

You will arrive at the following screen.....

Census Upload

i Importing from a spreadsheet gives you a convenient way to load new employees into the system, either at the beginning of case setup or throughout the plan year. To import from an Excel spreadsheet, click the browse button and select the name of the file you wish to upload. Data must conform to the specific record layout defined by the standard template. **?**

From File | From Case | Scheduled

Census: <Default> [Add Import](#)

Number of errors allowed before ending upload: 50

Auto add departments
 Employees will complete life events
 Preview

Deliverable: <Not A Deliverable>

Please select a file to upload. Allowed file types: *.xls, *.xlsx, *.mdb, *.accdb, *.zip.

Select File

Next, select the group specific *custom import* from the Census drop-down menu: e.g., ***Pay History Update***

Home | Enrollment | Reports | Access | (C) | Session | Billing

Census Upload

From File | From Case | Scheduled

Census: <Default> [Add Import](#)

- Trustmark Inforce Update
- PAS Census Upload
- Guardian EOI Decision Import
- Nationwide Policy Import/Update
- LIMRA LDExEOIS Import
- Bashas Pay History Custom Upload - Oracle
- Pay History Update**

Then click on “Select File” to locate the file you wish to upload (see insert)

Best Practice: We always recommend you upload the file in “preview” mode first to ensure the file loads successfully with no errors.

Census: Pay History Update

Number of errors allowed before ending upload: 50

Pay History Update:

- Auto add departments
- Upload will initiate employee life events
- Preview

Deliverable: <Not A Deliverable>

Please select a file to upload. Allowed file types: *.xls, *.xlsx, *.mdb, *.accdb, *.csv, *.txt, *.xml, *.zip.

Select File

It will place it in the section below....

Census: Pay History Update

Number of errors allowed before ending upload: 50

Pay History Update:

- Auto add departments
- Upload will initiate employee life events
- Preview

Deliverable: <Not A Deliverable>

Click 'Upload' to upload your file.

ACA_DEMO_TO_SELERIX PE 04.24.22-04.30.22.xlsx

Upload

The default setting “Auto add departments” will remain the same for the upload.
Next, click “Upload”

From File | From Case | Scheduled

Census: Pay History Update Add Import

Number of errors allowed before ending upload: 50

Pay History Update:

- Auto add departments
- Upload will initiate employee life events
- Preview

Deliverable: <Not A Deliverable> +

Click 'Upload' to upload your file.

ACA_DEMO_TO_SELERIX PE 04.24.22-04.30.22.xlsx

Upload

You should see the file to begin to upload.... 0%...until it's complete at 100%

0 %

Preparing (CoverageRepair mode) 0 of 0

Upload mode: File name: File size: Duration (hh:mm:ss):

	Processed	Additions	Changes	Terminations
Employment	0	0	0	0
Demographic	0	0	0	0
Coverage	0	0	0	0

Stop

Mapping Errors

10 Filter:

This is what it will look like once it's uploaded...it will also let you know if there are any **errors or warnings** ... if any errors or warnings appear let me know.

Census Upload From File ACA_DEMO_TO_SELERIX PE 04.24.22-04.30.22.xlsx on 5/10/2022 9:39:11 AM by kelli.smith@selerix.com - OK

100 %

OK@ 5/10/2022 8:39:11 AM. 7897 of 7897 **Errors: 0, Warnings: 0**

Upload mode: Default

Import plugin: Pay History Update

Census template: Pay History Update

File name: ACA_DEMO_TO_SELERIX PE 04.24.22-04.30.22.xlsx

File size: -1 bytes

Duration (hh:mm:ss): 00:16:25

	Processed	Additions	Changes	Terminations
Employment	7897	0	7895	0
Demographic	0	0	0	0
Coverage	0	0	0	0

This is what it will look like once it's uploaded...it will also let you know if there are any errors or warnings ... if any errors or warnings appear this is what you will see

100 %

Failed@ 11/7/2017 8:53:45 AM. 763 of 763. Errors: 10, Warnings: 0

Upload mode: Default

File name: Pay History Import Feb 18 - Mar 18 LIVE File_uploaded 05.31.18 for MIA emps.xls

File size: 126219 bytes

Duration (hh:mm:ss): 00:01:16

	Processed	Additions	Changes	Terminations
Employment	763	0	0	0
Demographic	0	0	0	0
Coverage	0	0	0	0

Mapping Errors

Employee	Mapping Error	Count
.SSN: 4	Date of hire is missing. Can not create new employee.	1
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Now go into an employee record and confirm the file uploaded properly by going to the “Pay History” tab.

The screenshot shows a top navigation bar with tabs: Recent, Applications, Beneficiaries, Contact, Coverage, Custom, Reports, Deliveries, Notes, Demographics, Forms, Employment, EDI, Events History, Life Events, Sessions, Work History, and Pay History. The 'Pay History' tab is circled in red. Below the navigation bar is a table with columns: Payroll Date, Check Number, From, To, Payroll Code, Regular Hours, PTO Hours, Overtime Hours, Holiday Hours, Qualified Leave Hours, Type, and a plus sign icon. The first row of data is: 03/29/2018, 8, 03/08/2018, 03/22/2018, 01 - Regular, 72, 0, 0, 0, 0, Unknown. Below the table, summary statistics are shown: NonQualified Leave Hours: 0, Regular Gross Earnings: \$0.00, NonRegular Gross Earnings: \$0.00, Net Earnings: \$0.00.

You can also click on pencil on the right side to get more detailed information and reveal the pay history you loaded.

The screenshot shows the 'Edit Pay History' form. The form has a blue header 'Edit Pay History' and a close button. It contains several input fields: Payroll Type (Hourly), Payroll Date (03/29/2018), From (03/08/2018), To (03/22/2018), Check Number (8), and Payroll Code (01 - Regular). Below these are input fields for Regular Hours (72.00), PTO Hours (0.00), Overtime Hours (0.00), Holiday Hours (0.00), Qualified Leave Hours (0.00), Non-Qualified Leave Hours (0.00), Regular Gross Earnings (\$50.00), Non-Regular Gross Earnings (\$50.00), and Net Earnings (\$50.00). To the right of the form is a partial view of the application menu, showing tabs: Life Events, Sessions, Work History, and Pay History. Below the menu is a table with columns: Holiday Hours, Qualified Leave Hours, Type, and a plus sign icon. The first row of data is: 0, 0, Unknown. A pencil icon is circled in green on the right side of the table.