I know some of you have been doing this for a while. We do have the ability to create time cards in excel and import them into the Time Card file in WVEIS. Here is what you need to do.

1. Using the attachment, create a spreadsheet with the information. The field lengths are irrelevant, but the data must be in this order. For example, column A should have the Employee ID, column B, job code, etc.

2. Copy this file into your shared drive folder.

3. Run KRO.IMP to import the file into your time card file.

BEFORE this process will work, you must create a shared drive and send me an email with the shared drive path and the name of the file. I will get your county setup to do this import.

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WVEIS Time & Attendance Import
File Layout
ASCII Fixed Length or CSV
Revised:    03/24/2013
Revised:    11/2020
```

Field	Data Type	Start Position	Field Len	Dec	Column Heading
EMPNO	CHAR	1	9		Employee ID#
JOBCODE	CHAR	10	6		Employee WVEIS Job Code
LOCCODE	CHAR	16	6		Employee WVEIS Location Code
PEDATE	NUM	22	8	0	Period End Date (CCYYMMDD; to be translated to EMS-required format)
WADATE	NUM	30	8	0	Time Worked/Absence Date (CCYYMMDD; to be translated to EMS-required format)
WASIGN	CHAR	38	1		Sign (+/-) of units of work/absences. Required only if negative.
WAUNIT	NUM	39	8	4	Time Worked/Absence Hours
OTPCT	NUM	47	8	7	Overtime percent (if applicable)
RATE	NUM	55	9	4	Rate in dollars (if passed, use it; if not, use EMS rate)
ABCODE	CHAR	64	6		Employee Absence Code (generic code as also defined in CIMS)
RECTYP	CHAR	70	6		Record type designator ("A" for absence record; "T" for time worked record)
ACCT	CHAR	76	40		Time Account String, if applicable
DESC	CHAR	116	30		Time Description (optional per OPTIONS)

Notes regarding file data:

- When uploading and downloading files with negative numbers, the IBM i (WVEIS server) file will contain the sign in the far right of the field.

All numeric (NUM) fields are right justified. All character (CHAR) fields are left justified.