iStaff Attendance Data Import

Question:

Will we be able to upload our attendance and expected attendance for EPIMS into iPass. Our attendance is in our municipal system which runs our payroll. Thanks

Answer:

Yes, you can import a file into iPass as long as it has the following data elements: Employee ID, FirstName, Middle Name, Last Name, DOB Gender, and then the two attendance fields. Go to iStaff Biographical/Procedures/Import Staff Data. Upload the file, select the MA EPIMS Staff Roster format from the drop down list, select Comma as the delimiter, click on Test and Header Record and then Preview. Make sure the column heading match the header record, then unclick Test and then Submit.

Article ID: 467

Last updated: 25 Jun, 2014

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http://www.imgsoftware.com/kb/entry/467/