

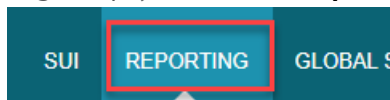
Downloading and Importing the T90 Report into ezLaborManager

Objectives:

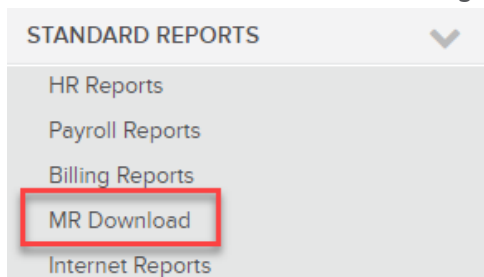
The T90 Report is used to export Benefit Accrual balances from your payroll platform into ezLaborManager. The report is only created after a successful payroll has been processed.

Downloading the T90 Report

- Log into payroll > select **Reporting** Tab



- Choose **MR Download** in the left navigation bar under Standard Reports



- No MR Download? [Select Payroll Reports > Payroll Reports Tab on the next screen > Custom Reports > MR Download > View](#)

On the Report Year and Week screen:

- Year:** Choose Current Year
- Weekly/Pay Date:** Choose the latest payroll
 - If you have multiple custom reports, please make sure to choose the one that says T90.CSV

Hit **Get** to generate the report > Save the file to your computer.

■ Select Report Year And Week

Year ▶ 2020 ▼

Week/Pay Date ▶ 36 - 1 - T90 - 09/03/2020 ▼

GET

Downloading and Importing the T90 Report into ezLaborManager

Importing Saved T-90.csv to ezLaborManager

- Logged into ezLaborManager
- On the **Home Tab** choose **Import** (can be found toward the bottom of page)
- Select **New Import**

New Import

On the New Import screen select the below:

- Select a predefined template: Choose **5a. Accrual – Override Balances**
Description: Name your import
Click the **Browse...** button to select an import file: navigate to the file you saved **T90.CSV** earlier
Hit **Submit**

New Import

Select a predefined template:

5a. Accrual - Override Balances

Enter a description for this data import:

09/03/20 T-90 Import

User to Receive Inbox Message on
Completion: ?

E-mail Address for Additional Notification of
Completion: ?

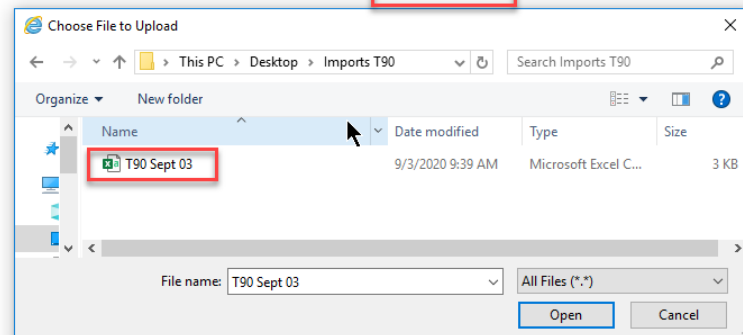
Current Import File:

Click the Browse... button to select an import
file:

C:\Users\mcintorr\Desktop\T90 Sept 03.csv


Browse...

Submit



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- At the top of the file list, the import file will show in progress. The status of the file can be monitored in the Status column and a green checkmark indicates a successful import.

<input type="checkbox"/>	Status	Record Counts					Description
		Inserted	Updated	Errors	Total	Warnings	
<input type="checkbox"/>		0	0	0	0	0	T-90 09/03/2020

- Import was successful once you receive a Green Checkmark in the Status column



- If you receive a Red Circle, one or more records were unable to be updated. Review the hyperlinks under the **Error** and **Warnings** column as it can provide valuable information on why that record(s) was not updated.

	0	18	2	20	4
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