

Uploading an employee changes file

Often the easiest way to inform us of any change in payroll inputs is via an Input file. These will be based on reports that you've run.

Data in IPPEX falls into three categories:

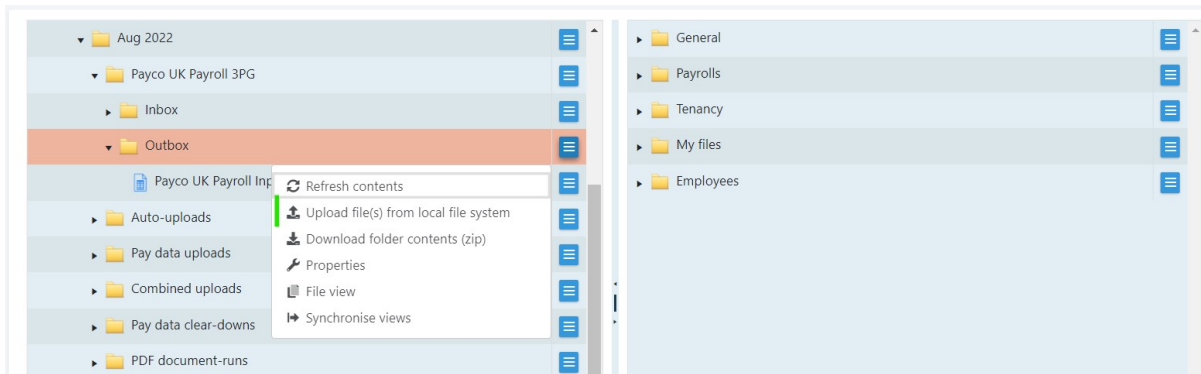
- Pre-Processing. These are the inputs to payroll
- Post-Processing. These are the calculated Gross to Net values
- Combined. This includes information about Employees.

Updating Employee Data

Start with an Employee Changes report spreadsheet. Edit the sheet to contain any changes required.

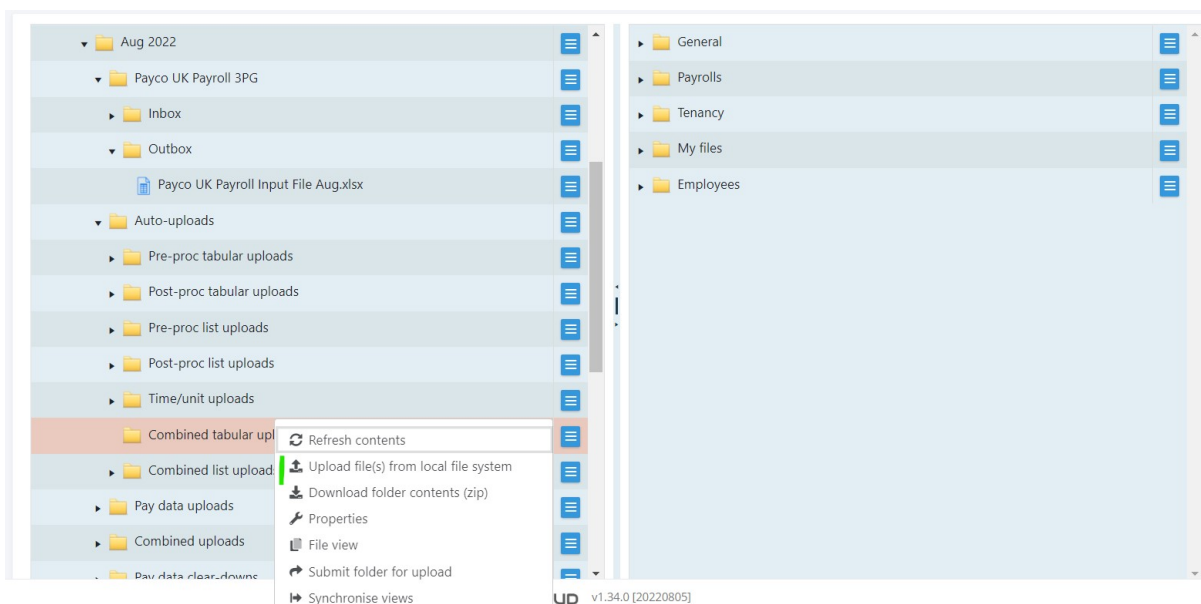
A	B	C	D	E	F	G	H	I	J	K	L	
Payroll Name/Date	Emp No	Title	First name(s)	Last name	Email address	Company start date	Company leave date	Payroll start date	Payroll leave date	Last Period	Department	Upload Id
Payco (UK)/Aug 2022	1	Mr	Jesse	Pinkman	jesseip@test.com	04 Jul 2021		01 Apr 2022			Marketing & Content	mtXfHmRNMtseX
Payco (UK)/Aug 2022	2	Mr	Hank	Schrader	HS@test.com	08 Jul 2006		08 Jul 2006			Development	mtXfHmRNMtseX
Payco (UK)/Aug 2022	3	Miss	Lydia	Rodart	LR@test.com	23 Mar 2019		13 May 2021			Marketing & Content	mtXfHmRNMtseX

- Save the sheet with the changes you've made.
- Upload the sheet to your file system.
- Place the updated report in your Outbox for the period it relates to.
- UnaTerra will upload your data as part of the monthly upload process.

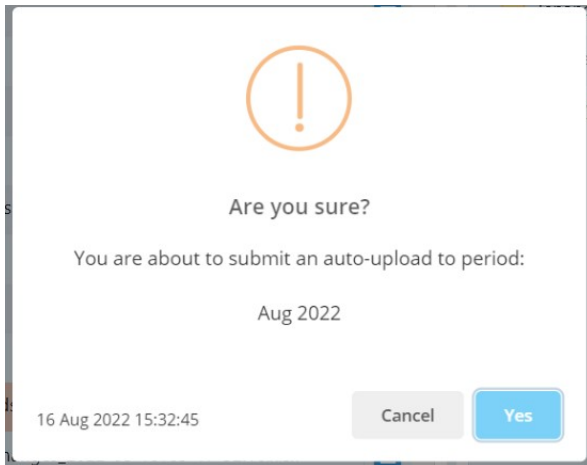


Auto Upload Employee Data


Rather than wait for UnaTerra to upload your employee data, you can submit an auto-upload. Open the Auto uploads folder and click the action menu for the Combined tabular uploads folder.



- Load the employee data.
- Click the action menu again and select Submit folder for upload.



The data will be uploaded, and you'll receive an email to confirm when the upload has completed.



Upload completed

The requested upload was successfully completed. Please click the link below to navigate to the results in file storage.

Number of row errors: 0
Ignored rows: 3
Successful rows: 0

Initiated on: 16 Aug 2022 15:40:17
Tenancy id: sUTA-GSB22
Payroll: Payco (UK)
Period: Aug 2022
File name: 20220825_Employee_Changes_2022-08-16T09-17-32.16.xlsx
Upload type: Combined tabular upload

[Navigate to results](#)