

Data Template

Last Modified on 12/04/2019 3:18 pm EST



The data template is generated based upon the programs entered: Cash Compensation, Benefits, Estimated Tax Savings and Other Valuable Benefits. After you have entered and finalized your programs naming conventions, it is time to generate the data template.

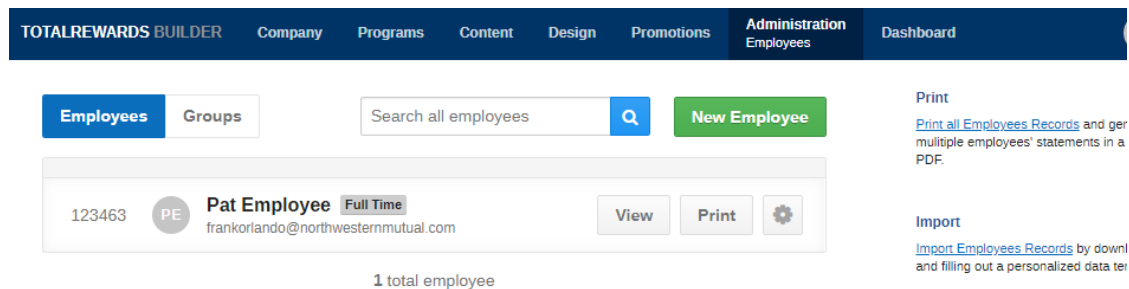


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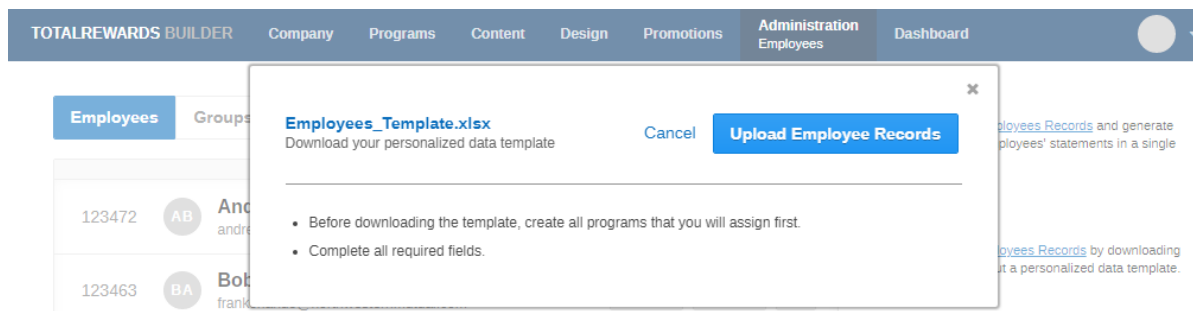
Once all Cash Compensation and Benefits programs are set up in the portal, **download blank data template**, go to **Administration**

Then select **Employees** in the drop-down

Then click **Import Employees Records** link



On the pop-up window, click **Employees_Template.xlsx**



Save the blank template to your computer and use that to populate your data fields.