Enter a New Batch

Step 1: Choose **Bulk Timesheet Entry** from the Main Menu. The following window will be displayed.

![Bulk Timesheet Entry Window](image1)

**Step 2:** Select the Period End date and Default GL Account. You will then be presented with the Bulk Timesheet Entry. Click on **Add Timesheet**.

![Add Timesheet Window](image2)

**Step 3:** Enter the details. Please note that Employee/Job, Workdate, Paycode, Hour and GL String are all mandatory. The rate column is not used as each paycode has the appropriate rate attached.

**IMPORTANT NOTE** – when identifying work-dates where the timesheet you are about to load in actually includes timesheets for previous pay periods – make sure that you identify these by the actual work-date (i.e. the work-date in the previous pay period). Don’t add the hours together and submit as one timesheet within the current pay period, as this will have adverse tax implications for the employee concerned.
When the employee number, job number, paycode and work-date are the same, an error message will read that a duplicate record has been entered when you try to load the batch.

**Note:** The rate column is not used as each paycode has the appropriate rate attached.

**Step 4:** If the record is to be charged to a different project grant to the default one nominated in the Batch Detail, enter the GL String required for that record. You may use the lookup facility on the right of the GL String column and select the correct string.

**Note:** Lookup from different business units is not available at this stage. You may type in different business units and project numbers if you know the full PG number.

**Step 5:** Enter additional records as required. You can get more rows by clicking on **Add Timesheet**.

**Step 6:** Select **Submit** when you have finished entering records. If there are no errors then you will receive a batch number with a message similar to the following:

```
Batch: 7066 - 0 row(s) updated, 1 row(s) inserted.
```

However if there is an error then you will get a message similar to the following:

```
1 error has occurred
Paycode invalid for this employee/job. Non Academic related paycode required (Row 1)
```

The relevant field will also be highlighted in red.

For example, if you try to pay a CASG employee using 739A (a paycode for CAST staff) you would get the following:

```
1 error has occurred
Paycode invalid for this employee/job. Non Academic related paycode required (Row 1)
```

If errors have been made, simply correct them and click on **Submit**.

Once you have hit **Submit** and the batch has been created you can click on **Home** to continue working in Processing via the Web or you can **Logout**.