

Load Batch into Alesco

Step 1: Choose **Load Allowance into Alesco** from the Main Menu or click on the **Load** option against the relevant Batch# on the Home screen. If you click on Load, skip to **Step 3**.

Main Menu

- Timesheet Entry
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 - Reports
- Allowance Entry
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 - Approve/Load into Alesco
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Timesheet Batches Awaiting Loading:
* none *

Allowance Batches Awaiting Loading:

Batch#	Submitted by	Period End Date	Allowances	
1665	J.Doe	23-AUG-2015	1	[Load]

Contracts Awaiting Approval/Loading:
* none *

Step 2: Select the batch you wish to load and click **Select**. The batches are in order of period end date then batch number.

Selection Criteria

Selected Business Unit: 0120 - School of Humanities

Please select the batch: 23-AUG-2015 - 1665

Select

Step 3: View the records, and if no modifications are required click **Load**. You will receive a message that the batch was successfully loaded into Alesco.

Note: Only authorised signatories will have the security access to this option.

Return to **View or Change Allowance** if any changes need to be made or **Home** if you are not ready to load the batch.

Selection Criteria

Selected Business Unit: 0120 School of Humanities

Please select the batch: 23-AUG-2015 - 7808

Select

Selected Batch

Batch: 7808 Load

Employee#	Job#	Name	Workdate	Paycode	Unit	Rate	GL String	Remarks
00000000	00	Rubble, Barney	31-JUL-2015	SAL	1.00	-	001205001099999999910000000	-
Total hours count:						1.00		

row(s) 1 - 1 of 1