

**Purpose:** The purpose of this function is to upload your payroll files to report employee compensation and service.

## **Step 1:** From the main menu, select the Account tab.

Home	Employer Info	Account	Roster	Seminars	Admin	FAQs	
Account							

**Step 2:** On the Account page, click the Upload File button and from the dropdown menu select Payroll File Import for Work Reports. This action will open the Upload Payroll File Import for Work Reports wizard.

Upload File -	File History					
Missing Payroll for Leave of Absence						
Payroll File Import fo	Payroll File Import for Adjustment Reports					
Payroll File Import fo	r Work Reports					

**Step 3:** At the File Upload step of the wizard, click Browse to select a file for the File Name field and enter a description in the Import Description field. Review the pay period start date and end date to make sure it matches the period you are reporting. If it does not match, call APERS. Finally, enter a date in the Paycheck Date field. That date should match the date on your employees' paycheck.

Upload Payroll File Import for	Work Reports		×
<b>1</b> File Upload	2 Processing		
File Name: Import Description:	Brow	se	
Reporting Unit ID:	10594-1 CITY OF BRADFORD	~	
Pay Period Start Date:	02/03/2018		
Pay Period End Date:	02/09/2018		
Paycheck Date:	mm/dd/yyyy	•	

**Step 4:** Click the Next button to proceed to the Processing step of the wizard and upload the report.



**Step 5:** Back at the Account page, click on the Actions link in the Tools column and select Submit Report from the dropdown menu. All done.

A	tions 02/08/2018		278781	Work Report	Work Report: 02
Transaction Summary				λ	
Report Details					
	Submit Report				
	Delete Report				