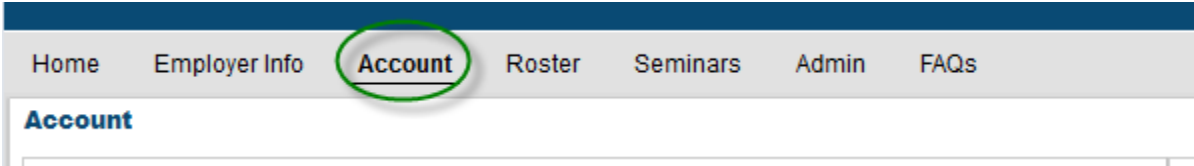**Purpose:** The purpose of this function is to upload your payroll files to report employee compensation and service.

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

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.
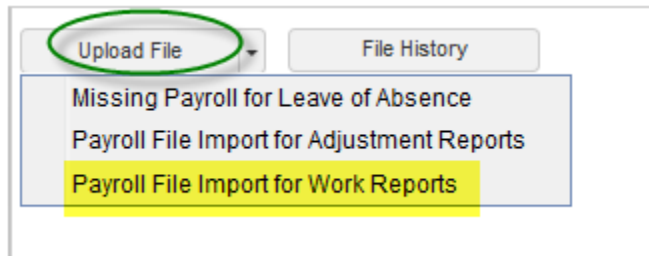
Step 3: At the File Upload step of the wizard, click Browse to select a file for the File Name field and enter a description in the Import Description field. Review the pay period start date and end date to make sure it matches the period you are reporting. If it does not match, call APERS. Finally, enter a date in the Paycheck Date field. That date should match the date on your employees' paycheck.
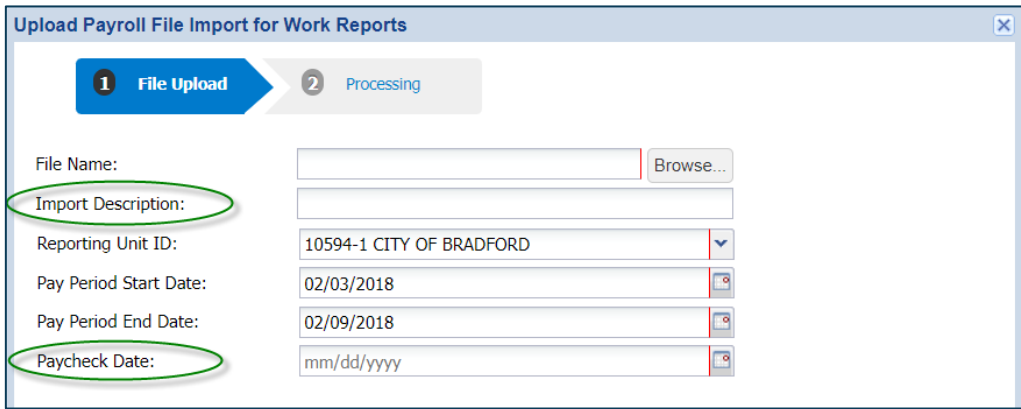
Step 4: Click the Next button to proceed to the Processing step of the wizard and upload the report.
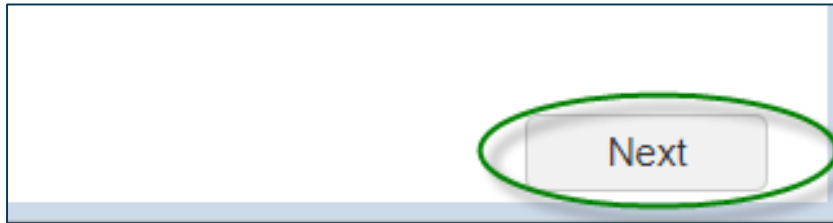
Step 5: Back at the Account page, click on the Actions link in the Tools column and select Submit Report from the dropdown menu. All done.