



USPS-R New Contract Import Instructions

NEW CONTRACTS – HOW TO IMPORT .JSON FILE INTO REPORT MANAGER AND IMPORT NEW CONTRACT .CSV FILE INTO NEW CONTRACT

HOW TO IMPORT .JSON FILE *“New contract by pay group.rpd-json”*

Go to Report Menu -> Report Manager.

Click on the “IMPORT REPORT” button left side of screen.

You will be prompted to choose a file. Find the downloaded file in your “DOWNLOADS”. Select the file and click OPEN. A screen will populate giving you the option to rename the file or just click save.

Now that the report is in Report Manager, locate the report and click the download icon.

When the **Generate Report** window opens, click on “QUERY OPTIONS” tab/enter the pay group(s) you want to pull into an excel spreadsheet.

Click the “Generate Report” button.

Once you have the data in a spreadsheet use **“NEW CONTRACT IMPORT TEMPLATE”**.

Copy the headers to the report you just generated.

Notes on columns:

E = 4

F = is compensation label - i.e. “22-23 Contract” or “FY22-23)

R = Equal Pays = Y

Delete column Z

Please note that Column E and Column R have special instructions. Hover over the red flag in the header.

Make all changes to the employee’s new contract information on the spreadsheet.

Column X & Y do not need to be updated

Save the report as a .csv file

You are now ready to import the .csv file into Processing -> New Contracts, “Import New Contracts” tab.

You will be prompted to “Choose File”

You **do not** need to enter a Contract Start Date--it is in your spreadsheet.

Click “**IMPORT**” button.

New Contracts are now in “**New Contract Maintenance**” tab.

RUN A NEW CONTRACT REPORT

Click on “**REPORTS**” menu

Select “**NEW CONTRACT REPORT**”

You have filtering options to only select: Contract Start Date, Appointment Type, specific Calendars or Pay Groups.

Or don't filter anything and all data in New Contract Maintenance will populate in the report.

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New Contract Report Options

Save and Recall: Most Recent [dropdown] [refresh] [save]

Sort By: Employee Number [dropdown]

Include Subtotal by Selected Sort Option?

Page Break by Selected Sort Option?

Contract Start Date: [calendar icon] [input]

Appointment Type: [dropdown]

Select Job Calendars:

Available	Selected
B12 - null	
DEF - DEFAULT	
L01 - Aide Job Share	
L11 - null	
M03 - 237/13 adm asst and Coord	
N05 - 192/7 Days library aides	
O06 - null	
P02 - 247/13 Days year around ee	
P03 - 4 days/week	
Q10 - 186 DAYS - teachers	
R09 - null	
S07 - null	
U04 - 211/12 Days - administrators	
V08 - 185/7 Days (Aides)	
X01 - null	
X12 - null	
Y01 - null	

Select Pav Groups: Available [dropdown] Selected [dropdown]