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.
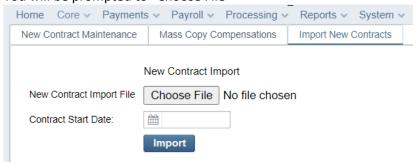Make all changes to the employee's new contract information on the spreadsheet.
Column X & Y do not need to be updated
Save the report as a .csv file
You are now ready to import the .csv file into Processing -> New Contracts, "Import New Contracts" tab.
You will be prompted to "Choose File"

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.