



QUICK REFERENCE GUIDE:

# Import and Validate a Payroll

## Background:

This process applies to both prime and subcontractors using an XML file, created by converting the master payroll spreadsheet or from their company's own payroll software (after applying any customizations necessary to import into AWP). Field definitions for Alaska's XML requirements are located on the Resources tab of their information page.

## Roles:

CONTRACTORPAYROLL

## Navigation:

### *Import a Payroll*

Global Actions Menu

1. Click the **Global Actions Menu** select the **Import File** action.
2. Click the **Select File** button.
3. Select the XML payroll file to import.
4. Click **Open**.
5. On the Payroll Import component select **Import**.
6. A green banner stating **Payroll Import Submitted** message should populate.

### *Validate a Payroll*

7. From the Import screen, select the **Go to Process History Payroll Import Notifications** link OR, click the **Global Actions Menu** and select the action **Open Process History**.

8. If the process is not finished, the Output Files will show *No files found* or the last entry will be from a previous import. As soon as the process finishes an entry will appear.
9. Check the **Success** status, which will be either "Yes" or "No"
  - Yes: The payroll was imported successfully.
  - No: The payroll did not import successfully. Click the **ImportPayrollFile.LOG** to download the log and see details about errors. If you need to correct an error or warning, make sure to import a corrected XML file. Please see the *Import Payroll Errors – How to Read QRG* for questions on how to read and correct the errors.

Note: Lines referred to in the ImportPayrollFile.LOG are lines in the XML, which can be easily identified opening the file using Notepad++. Warnings are systematic reminders and will not stop a payroll from importing.

### *Delete Process History*

1. To declutter your Process History Overview, rows can be deleted. On the Process History Overview page, locate the row you are finished reviewing.
2. Click the **Row Actions Menu** and select the **Delete** action.
3. Click **Save**.

## Next Steps:

Follow the QRG: *Sign a Payroll*.

If you need further assistance please contact your Module Admin  
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