



QUICK REFERENCE GUIDE:

# Payroll Template – Over 50 Employees

## Background:

The Payroll template and payroll converter can only convert 50 employees at a time. The following process will require the use of two excel payroll templates, each converted to separate XMLs, as well as the application Notepad++ (free to download: <https://notepad-plus-plus.org/>).

## Roles:

CONTRACTORPAYROLL

## Navigation:

Desktop

1. Right click on the two individual XMLs and select Open with Notepad++.
2. On the second XML (that you will be adding to the first), scroll down until you reach the row `<PayrollEmployee>`. This is the starting point for copying data to be pasted into the other XML file.

```
<iringeBenefitPaymentType>Cash</iringeBenefitPaymentType>
<comments>A</comments>
<PayrollEmployees>
  <PayrollEmployee>
    <lastName>Bates</lastName>
    <firstName>Norman</firstName>
    <middleInitial>L</middleInitial>
    <socialSecurityNumber></socialSecurityNumber>
    <PartialSsn>2913</PartialSsn>
    <vendorSuppliedEmployeeID></vendorSuppliedEmployeeID>
    <gender>Male</gender>
```

3. On the `<PayrollEmployee>` row place your cursor as far to the left as possible to capture all the blank spaces, then start highlighting and scrolling down.

```
<PayrollEmployees>
  <PayrollEmployee>
    <lastName>Bates</lastName>
    <firstName>Norman</firstName>
    <middleInitial>L</middleInitial>
    <socialSecurityNumber></socialSecurityNumber>
    <PartialSsn>2913</PartialSsn>
    <vendorSuppliedEmployeeID></vendorSuppliedEmployeeID>
    <gender>Male</gender>
    <ethnicity>R</ethnicity>
```

4. Continue scrolling to capture all employee data down to the entire line ending with `</PayrollEmployee>`. Do not capture the line `</PayrollEmployees>` and Copy the information (either right clicking or using the shortcut Ctrl C).

```
<PayrollEmployeeLaborHour>
  <laborHourDate>2016-01-09</laborHourDate>
  <hourlyHours>
    <straightTimeHours>0.00</straightTimeHours>
    <overtimeHours>0.00</overtimeHours>
  </hourlyHours>
</PayrollEmployeeLaborHour>
</PayrollEmployeeLaborHours>
</PayrollEmployeeLabor>
</PayrollEmployeeLabors>
</PayrollEmployee>
</PayrollEmployees>
```

If you need further assistance please contact your Module Admin

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5. In the first XML scroll down to the bottom and place your cursor at the end of the last Payroll Employee in the XML. Hit enter create a blank row between `</PayrollEmployee>` and `</PayrollEmployees>`.

```
</PayrollEmployeeLaborHours>  
</PayrollEmployeeLaborHours>  
</PayrollEmployeeLabor>  
</PayrollEmployeeLabors>  
</PayrollEmployee>  
  
</PayrollEmployees>
```

6. Right click to paste the XML information into the blank row. Review the XML to ensure there are no blank rows, if any are identified delete them.
7. Now save the XML with the additional information.

### Next Steps:

Upload the XML to AWP. Use the Import and Validate Payroll QRG for more information.