

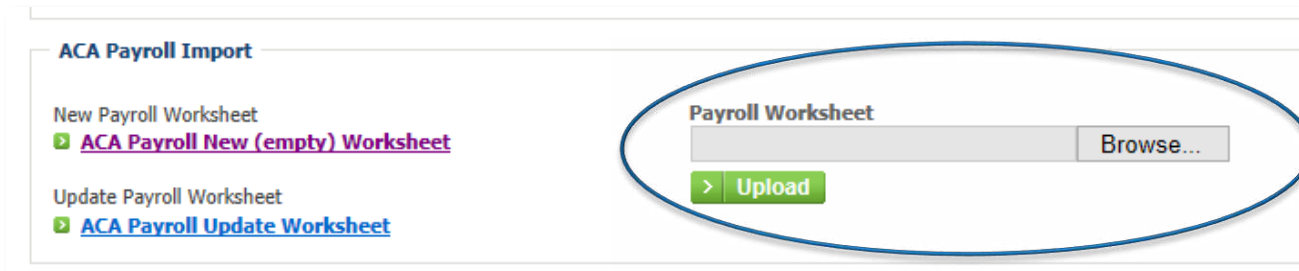
## [How to Load Current ACA Payroll Hours \(for Hourly Employees Only\)](#)

**Follow the steps below to load current ACA payroll hours.**

Access the **Data Center** and select the **ACA Payroll New (empty) Worksheet**. The worksheet will open in Excel – populate accordingly and save to a secure location.

|   | A                                   | B          | C         | D                     | E                   | F     | G    | H          |
|---|-------------------------------------|------------|-----------|-----------------------|---------------------|-------|------|------------|
| 2 | SSN                                 | First Name | Last Name | Pay Period Start Date | Pay Period End Date | Hours | Days | Hours Type |
| 3 | Start data here - do not skip rows. |            |           |                       |                     |       |      |            |
| 4 |                                     |            |           |                       |                     |       |      |            |
| 5 |                                     |            |           |                       |                     |       |      |            |
| 6 |                                     |            |           |                       |                     |       |      |            |
| 7 |                                     |            |           |                       |                     |       |      |            |

Once saved, go back to the **Data Center**, **Browse** and **Upload** the file.



**ACA Payroll Import**

New Payroll Worksheet

- [ACA Payroll New \(empty\) Worksheet](#)

Update Payroll Worksheet

- [ACA Payroll Update Worksheet](#)

**Payroll Worksheet**

Review any file errors. Refer to the document on common ACA file errors for additional resources on this step