

Dayforce Export/Import for Quick Entry

This process allows Location Admins to import various amounts of payroll data into Dayforce using the Quick Entry function found in the Payroll Module. This function is useful for multiple employees receiving bonuses and can alleviate multiple manual entries. Location Admins can export a blank CSV file, format, and populate data, then import the file back into Dayforce with ease. Follow these steps to export, format, and import files for Quick Entry in Dayforce.

Follow the steps below for exporting a blank CSV template:

1. Go to Payroll Module in Dayforce
2. Select Quick Entry
3. Select the Export function on the tool bar below the Quick Entry label



An Excel spreadsheet will open with pre-populated headings under each column

Immediately save spreadsheet as a CSV file to a safe location on your computer

**If you do not save as a CSV file, this Import will not work for you later in the process*

Follow the steps below to format blank CSV template:

Before you can input data on the Excel CSV file, you need to format certain columns

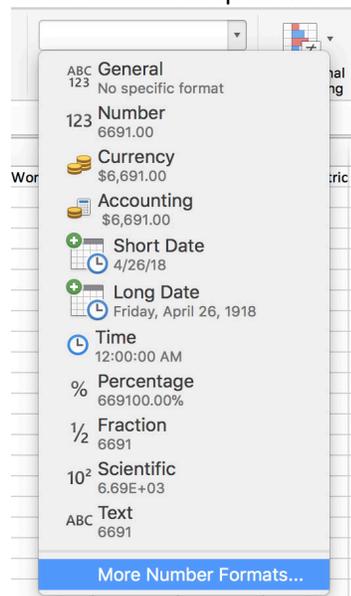
**If you do not format certain columns and save as a CSV file, the Import will not work for you later in the process*

Format Column C: employee number

The CSV file needs to recognize the zeros before all employee numbers.

Highlight column C

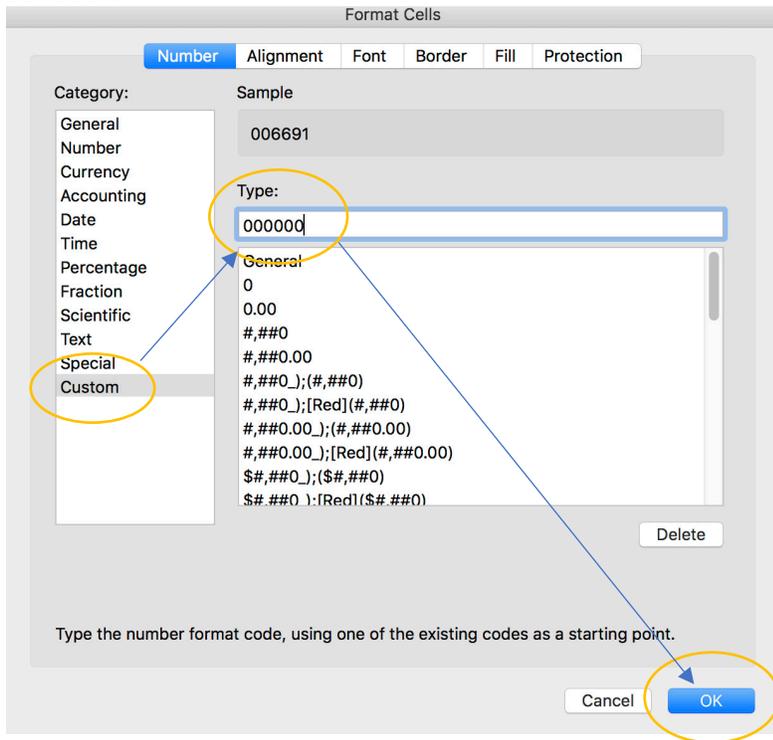
Go to General drop down to “More Number Formats” to format cells



Select "Custom"

Enter six zeroes in the "Type" box as shown below

Select OK



Enter employee numbers on to template and preceding zeros will populate.

Special note: Using the names of employees works also however the entire naming convention needs to match how it is listed in Dayforce otherwise the information will not import correctly. For example, John Smith is listed under his profile as "Smith, John P." In order to use the employee name column, each name must match, letter-for-letter & character-for-character, in order for the import to be successful.

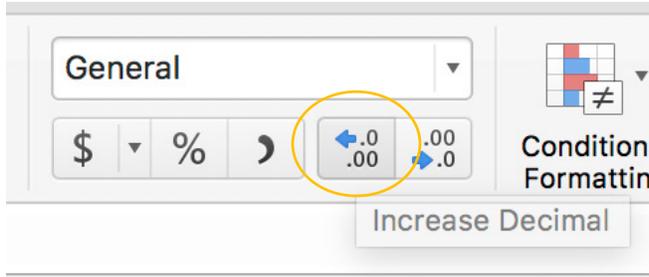
Format Column H: dollar amount

The CSV file needs to recognize the decimals WITHOUT the dollar sign

Enter the number 10 in column H2

Highlight column H

Increase decimal setting two places by clicking on the decimal tab as shown below



Save CSV file with formatting changes.

Enter dollar amounts as needed for each employee.

Column E: code

Identify what code, or codes, apply to your template and locate them in Dayforce. Enter the codes into the CSV template **exactly as they are listed in Dayforce**. Enter the exact code description from Dayforce into column E on your CSV file.

Save CSV file with data changes.

Column S: comment field

It is suggested to utilize this field for all quick entries. Enter chosen comment.

Save CSV file with data changes.

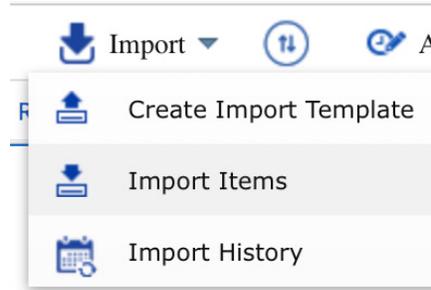
Go to Dayforce Payroll Module

Go to Quick Entry

Select the Import dropdown on the tool bar below the Quick Entry label



Select "Import Items"

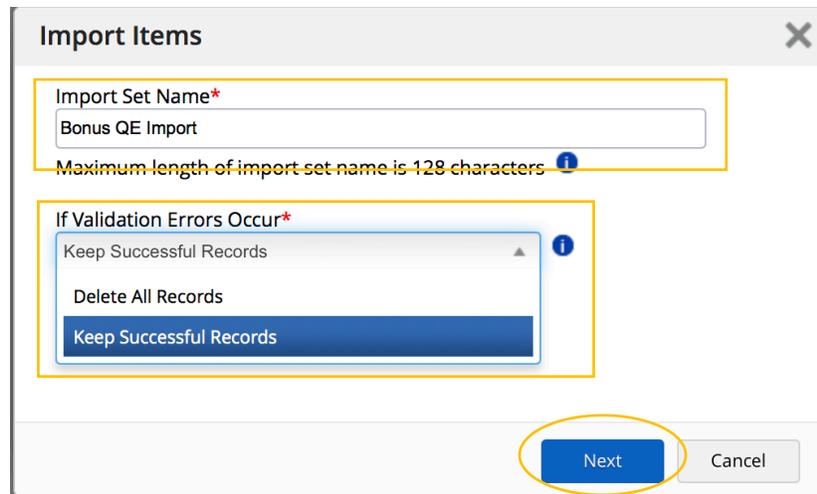


Title the CSV file under the "Import Set Name"

Choose "Keep Successful Records" under "If Validation Errors Occur"

This function allows 'correct' entries to remain while deleting unsuccessful items

Click Next



Click Add File and choose the saved CSV file from your computer

Click Upload

Import Items ✕

File Name	File Size
Quick Entries-14.csv	539 Bytes

Click Refresh

Review all imported QE line items for accurateness.