

# Scanning and Importing ETCs

SYMPAQ SQL allows you to import ETC (Electronic Time Card) data. This is a two-step process:

- Scanning and importing the ETCs
- Copying the imported ETCs to your database

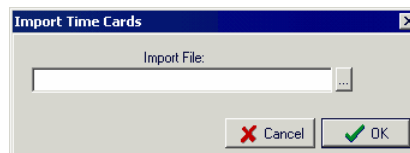
When you import ETCs, SYMPAQ SQL automatically scans them for the following information:

- **Field format validity:** The fields in the ETC file must correspond to your SYMPAQ SQL setup. For example, if you set up the third field in the ETC transaction line to be the labor category code, the third field in the ETC file must not include the task code.
- **Field value validity:** The values for employee, task, labor category, and so on must be active. For example, the ETC file must not include an employee who is not defined as active for the selected business date.
- **Employee hour definitions:** Employees must be defined in SYMPAQ SQL to allow the hours in the ETC file. For example, the ETC file must not include overtime hours for an employee for whom overtime hours are not allowed.
- **Open Labor Periods:** The ETC file must not include a date that belongs to a closed labor period.
- **Available time card dates:** The time cards imported from the ETC file cannot overwrite existing time cards in the system. The date on a time card must not correspond to a time card already existing in the system.

If any of these conditions are not met, the scan reports an error and the import is canceled.

To scan and import files:

1. From the **External** menu, select **Electronic Time Cards**, and then **Process**, and then **Import Time Cards**. The Import Time Cards screen is displayed:



*Import Time Cards screen*

2. If you know the path and name of the ETC file, type them in the Import File field. Otherwise, click the Browse button . The Open Import File screen is displayed: