

Creating a Benefit Upload File for AESOP - Not Using Kiosk

This document outlines the steps needed to create a benefit file to upload into AESOP.

- 1. Run BENRPT.
- 2. File transfer BENRPT.TXT to your computer.

Transfer Type should be ASCII

- 3. Using EXCEL, open the BENRPT.TXT file.

Make sure once in EXCEL and looking for the file, you select the option to browse for "All Files."

- Adjust the column width in EXCEL to only include the ID.
- Click Next and Finish

- 4. In EXCEL, change the following column headings to:
 - ID = Identifier
 - Sick Leave Balance = Balance
 - Vacation = Balance 2
 - Personal Leave = Balance 3

- 5. In EXCEL, delete the following columns:
 - Pay Group
 - Bldg/Dept
 - Employee Name

- 6. Add columns before and after each 'Balance' column
 - The columns headings for each need to be the following:
 - Absence Reason External ID = SI
 - Balance = Current balance listed in the report
 - As of date = Extracted date
 - Absence Reason External ID 2 = VA
 - Balance 2 = Current balance listed in the report
 - As of date 2 = Extracted date
 - Absence Reason External ID 3 = PL
 - Balance 3=Current balance listed on report
 - As of Date 3 = Extracted date

A	S	L	U	E	T	G	H	I	J
Identifier	Absence Reason External ID	Balance	As of Date	Absence Reason External ID 2	Balance 2	As of date 2	Absence Reason External ID 3	Balance 3	As of Date 3

- 7. Replace all ***** with 0.000
- 8. Save file
- 9. Follow AESOP instructions to upload.