

# 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	B	C	D	E	F	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.