

## Payroll Timesavers

Inputting timesheets and employee expense reimbursements into GMS may be a very time consuming task for your agency every pay period. Two supplements that are available to save time and make processing more efficient for your organization are **Supplement #411 Timesheet Import** and **Supplement #420 Expense Reimbursement Import**.

Supplement #411 Timesheet Import allows a timesheet batch to be created by importing timesheets from spreadsheet files or files created by time clock software. When the software creates the timesheet batch, it performs the same control checks on the timesheets as it does when the timesheets are input manually. If the software finds any items that need to be corrected or overridden, it will display an alert and/or prepare listing of items found.

For detailed instructions please refer to our Help Manual in GMS. Go to Help → Help→ Payroll→ PR Supplements→ #411 Timesheet Import.

Sample timesheet templates created in Excel can be found on GMS Website: <https://www.gmsactg.com/client-portal.html> → Downloads & Updates → Sample Timesheet Import to be customized.

Supplement #420 Expense Reimbursement Import allows an expense reimbursement batch to be created by importing information from spreadsheet files. If the software finds any errors while creating the batch, the software will stop the process and supply a message stating the problem.

For detailed instructions please refer to our Help Manual in GMS. Go to Help → Help→ Payroll→ PR Supplements→ #420 Expense Reimbursement Import.

Both supplements require that the files be saved as an Excel, comma delimited, tab delimited or csv format. If your agency currently uses Excel for timesheets and/or expense reimbursements, the files can easily be edited to add the required information needed to be able to be imported into GMS. In addition, both supplements allow documents to be attached when the batches are being created. Again, please refer to our Help Manual for more information. Both supplements will save your organization time when preparing to process payroll.

Both supplements are available on our website [HERE](#).