UltiPro Time Management Time Import Data Fields

System Field Link	Format	Comments
Date	MM/DD/YYYY M/D/YYYY	The Transaction Date for the record (for example, 01/01/2009 or 1/1/2009).
Employee ID		The Employee Number in UltiPro Time Management.
In Time	HH:MM am/pm 24HH:MM	The In Time for the record. Must be paired with an Out Time (for example, 09:30 am and 5:30 pm (or 17:30)).
Out Time	HH:MM am/pm 24HH:MM	The Out Time for the record. Must be paired with an In Time (for example, 09:30 am and 5:30 pm (or 17:30)).
Punch Time	HH:MM am/pm 24HH:MM	The Punch time when using the "swipe and go" method (for example, 09:30 am and 5:30 pm (or 17:30)).
Pay Group		The Pay Group value associated with the record. The import process will apply the employee default value if this field is blank.
Location		The Location value associated with the record. The import process will apply the employee default value if this field is blank.
Job		The Job value associated with the record. The import process will apply the employee default value if this field is blank.
Project		The Project value associated with the record. The import process will apply the employee default value if this field is blank.
OrgLvl1		The OrgLvl1 value associated with the record. The import process will apply the employee default value if this field is blank.

System Field Link	Format	Comments
OrgLvl2		The OrgLvl2 value associated with the record. The import process will apply the employee default value if this field is blank.
OrgLvl3		The OrgLvl3 value associated with the record. The import process will apply the employee default value if this field is blank.
OrgLvl4		The OrgLvl4 value associated with the record. The import process will apply the employee default value if this field is blank.
Paycode		The ID for the pay code associated with the record. The import process will apply the employee default value if this field is blank (for example, 1 or 16).
Reg Hrs		The number of regular hours associated with the record (for example, 8.25).
OT-1		The number of OT-1 hours associated with the record (for example, 1.0).
OT-2		The number of OT-2 hours associated with the record (for example, 1.0).
OT-3		The number of OT-3 hours associated with the record (for example, 1.0).
OT-4		The number of OT-4 hours associated with the record (for example, 1.0).
OT-5		The number of OT-5 hours associated with the record (for example, 1.0).
Earnings Amount		The amount associated with the record (for example, 125.41). The $ symbol should not be used.
Quantity Good		The number of Quantity Goods associated with the record (for example, 1200).
Quantity Scrap		The number of Quantity Scrap associated with the record (for example, 1200).

System Field Link	Format	Comments
Reason Code		The reason code associated with the record.