



# PDF TIMESHEET READER TOOL

User manual

Date	Autor	Reason
08/24/2022	Luis Gonzalez	Initial release manual
12/21/2022	Luis Gonzalez	Update to V2, new reports added
05/29/2023	María José Campos	Update to V3, API Format enhancements
06/12/2023	María José Campos	New report added UKG Common Format, Update to V4
06/28/2023	María José Campos	New Report Added UKG Simplified, Update to V5
7/19/2023	María José Campos	New Report Added UKG Kronos, Update to V6
8/4/2023	María José Campos	New Report Added Paylocity, Update to V7

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## Introduction

Some teams in Aya process PDF file reports, these reports must be converted to Excel and then be audited. This script automates the PDF conversion to Excel, the files must be audited manually by the users once they are converted. This script only runs in a specific kind of PDF file, not in every PDF.

## Process to run the Script

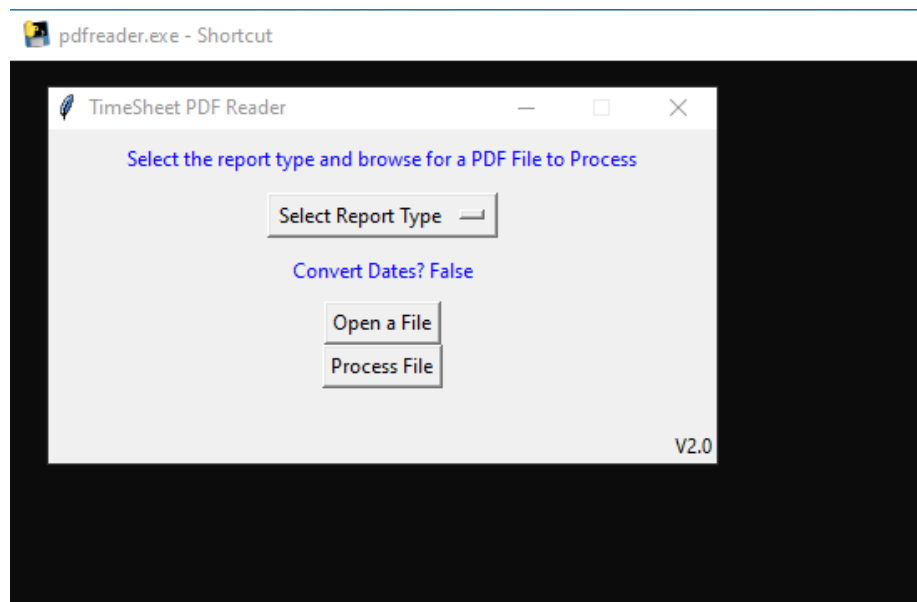
### Startup application

1. Open the application shortcut: pdfreader.exe



**Note:** If you cannot locate the shortcut, the execution (.exe) file is in the following path  
*C:\dist\pdfreader\pdfreader.exe*

2. Once the application opens it will show a window like this:



3. Choose the report type that you want to process on the “Select Report Type” options. Depending on the format the steps may change, continue with the corresponding steps in each format.

## Types of Reports

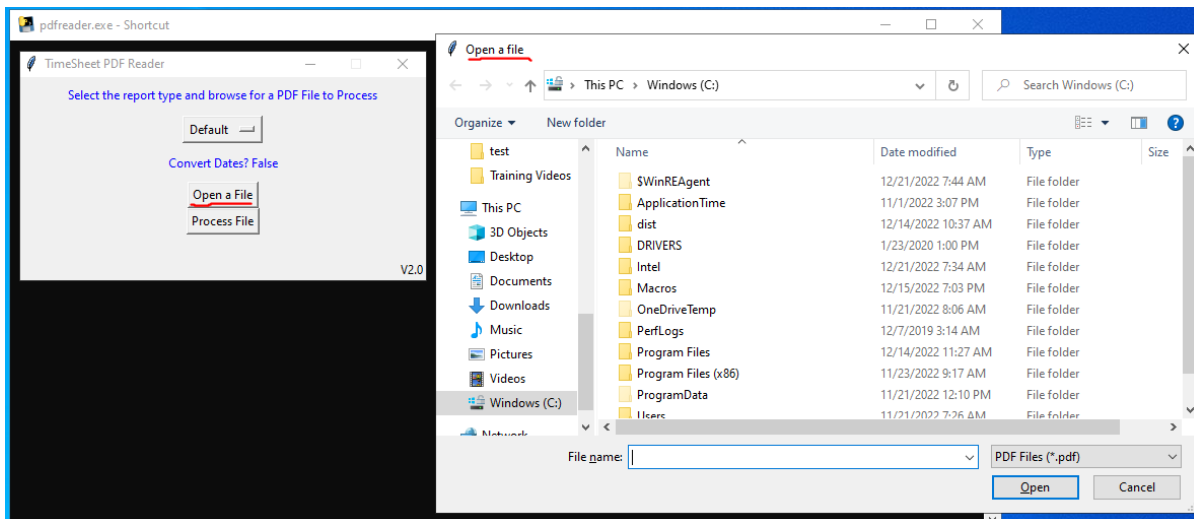
### Default

This option is usually used to process the mayor part of the reports, such as Piedmont, Allina, PeaceHealth, Northside, Kronos, Baptist, etc. Those reports have the following format:

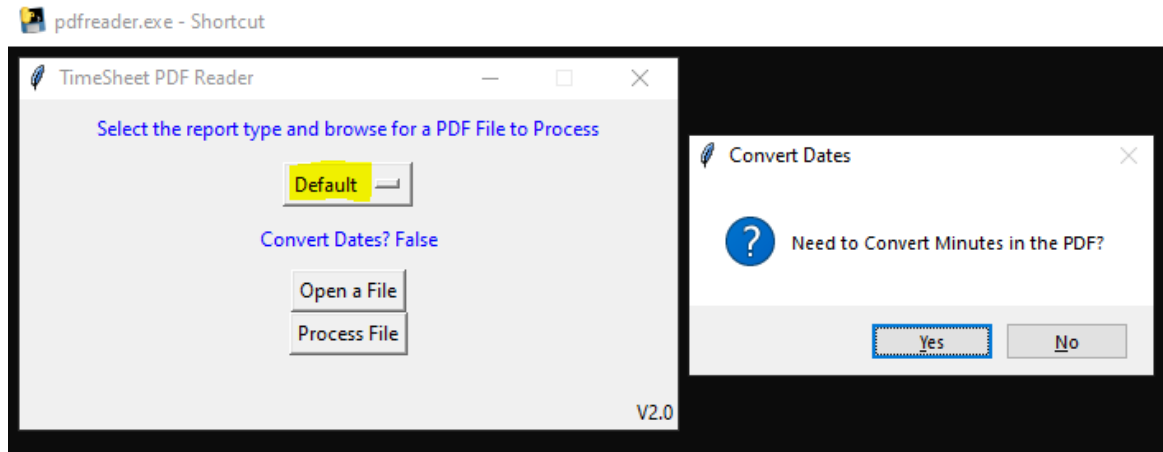
Time Detail							Data Up to Date: 8/22/2022 3:46:42 PM					
Time Period: 8/13/2022 - 8/19/2022							Executed on: 8/22/2022 3:46PM GMT-05:00					
Query: AYA Workers							Printed for: SuperUser					
Actual/Adjusted: Show hours worked in this period plus historic edits and corrections made for this period.							Insert Page Break After Each Employee: No					
Employee: [REDACTED]		ID: [REDACTED]		Time Zone: Central								
Status: Active		Status Date: 10/8/2021		Pay Rule: PR2-AHS-AYA								
Primary Account 41006500(DAY/CW2500/CWK41/16001/00)		Start 5/16/2022		End Forever								
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totalled Amount	Cum. Tot. Amount	
Xtr/Move: Account					Xtr: Work Rule							
8/15/2022 12:00 AM	Trade						12.00				0.00	
8/16/2022		Trade 6:56:00 PM		7:00:00 AM						12.08	12.08	
AHS/CAM/Nursing/ED/RN												
8/17/2022		7:00:00 AM		7:21:00 AM	AHS AYA Charge					0.33	12.42	
CD, EV												
8/17/2022		O: Approved 6:56:00 PM		7:00:00 AM						12.08	24.50	
AHS/CAM/Nursing/ED/RN												
8/18/2022		7:00:00 AM		7:23:00 AM	AHS AYA Charge					0.42	24.92	
CD												
8/18/2022		O: Approved 6:56:00 PM		7:00:00 AM						12.08	37.00	
AHS/CAM/Nursing/ED/RN												
8/19/2022		7:00:00 AM		7:40:00 AM						0.67	37.67	
CD, LV												
8/19/2022		O: Approved 6:58:00 PM		7:00:00 AM						12.00	49.67	
AHS/CAM/Nursing/ED/RN												
Job Summary			Pay Code		Hours		Money		Days			
CW_RN			AHS/CAM/Nursing/ED		Trade		12.00					
RN			AHS/CAM/Nursing/ED									
			Agency Charge				24.92					
			Agency Overtime				1.67					
			Agency Regular				48.00					
Totals:							86.58		\$0.00		0.00	

- Select the PDF file that you want to process from your documents library by using the “Open a File” button.

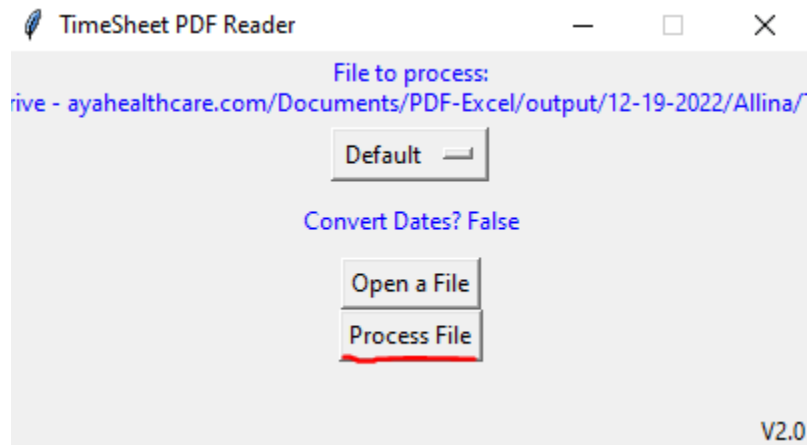
**Note:** If you choose “Default” you only can process one file at a time.



- Select if the hours' total amount should be rounded.  
If you choose “No” the hours' total amount will be the same as the hours in the PDF file. In case you choose “Yes” the minutes on the shifts will be rounded (minutes/60).

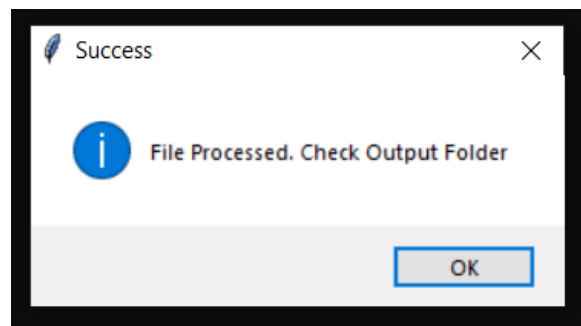


6. Start the execution by using the button “Process File”.  
Await until the execution ends. If the file PDF is too large the execution could take around 5 minutes running or more.



7. Once the execution ends you will receive the Success message.

**Note:** Scrapper window says is “Not responding”; this is normal. The name of the Excel file has the date and time on it.



Name

Audit\_08-23-2022 154412.csv

outputFinal 2022-08-23 154413.xlsx

10. Open the output files. You can use the shortcut.

**Note:** If you cannot locate the shortcut, the output files are in the following path:

C:\dist\output

### Output file

Once the script finishes it will generate an Excel file with the following columns.

- Column A: EMPLID
- Column B: NAME
- Column C: DATE
- Column D: AGENCY
- Column E: GLCODE
- Column F: PAYCODE
- Column G: STARTDTM
- Column H: ENDDTM
- Column I: HOURLY RT
- Column J: HOURS
- Column K: WAGES
- Column L: MULTIPLIER
- Column M: ADDER
- Column N: INVOICE ID
- Column O: ApproveByFacility
- Column P: ApproveByAgency
- Column Q: Pool
- Column R: Comments
- Column S: EntireGLCode

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	EMPLID	NAME	DATE	AGENCY	GLCODE	PAYCODE	STARTDTM	ENDDTM	HOURLY RT	HOURS	WAGES	MULTIPLIER	ADDER	INVOICE ID	ApproveByAgency	ApproveByFacility	Pool	Comments	EntireGLCode
2		Achieng, Li 4/23/2023			26091060	Regular	4/23/2023	4/23/2023		12.50									[Marked as F FLORIDA/NURS/NURS0;
3		Achieng, Li 4/28/2023			26091060	Regular	4/28/2023	4/28/2023		12.50									[Marked as F FLORIDA/NURS/NURS0;
4		Achieng, Li 4/29/2023			26091060	ABS Abs	4/29/2023	4/29/2023		12.00									ABS Absence FLORIDA/NURS/NURS0;
5		Achieng, Li 4/30/2023			26091060	ABS Abs	4/30/2023	4/30/2023		12.00									ABS Absence FLORIDA/NURS/NURS0;
6		Achieng, Li 5/5/2023			26091060	Regular	5/5/2023	5/5/2023		12.25									[Marked as F FLORIDA/NURS/NURS0;
7		Achieng, Li 5/6/2023			26091060	Regular	5/6/2023	5/6/2023		12.00									///26091060 FLORIDA/NURS/NURS0;
8		Araya, Jeni 4/25/2023			26091020	Regular	4/25/2023	4/25/2023		9.75									///26091020 FLORIDA/NURS/NURS0;



## API Format

This option is used to process the “API clocking” reports. Those reports have the following format:

Time Card Report:  
 08/14/2022 - 08/27/2022  
 Monday, August 29, 2022 14:22

Archbold Medical Center, Inc.

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**General Information**

Code: [REDACTED]	Facility: JDAMH	JOHN D ARCHBOLD MEMORIAL
Name: [REDACTED]	Department: 6050	JDAMH-7 NORTH

---

**Employee Information**

Hire Date: 03/14/2022	Title: CONTRACT	
Term Date:	Status:	
Birth Date: 01/31		

---

**Messages**

Last calculated as of - 08/29/2022 09:28.  
 Time card has been approved by KELLY BALDWIN on 08/29/2022 at 10:06.

---

**Employee Sign Off**

Date/Time	Message
	Employee has not signed off using the Employee Sign Off Agreement procedure.

---

**Approval Summary**

Time card has been approved by KELLY BALDWIN on 08/29/2022 at 10:06.

---

**Benefits Summary**

Category	Eligible Date	Start Balance	End Balance	Current			Year To Date		
				Accrued	Taken	Submitted	Accrued	Taken	Submitted
PTO	03/14/2022	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
SICK	03/14/2022	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000

---

**Pay Distribution Summary**

<b>Week One Summary</b>		
REG 0.50	REG2 12.75	REG3 23.00
<b>Week Two Summary</b>		
REG2 8.50	REG3 15.50	
<b>Pay Period Summary</b>		
REG 0.50	REG2 21.25	REG3 38.50

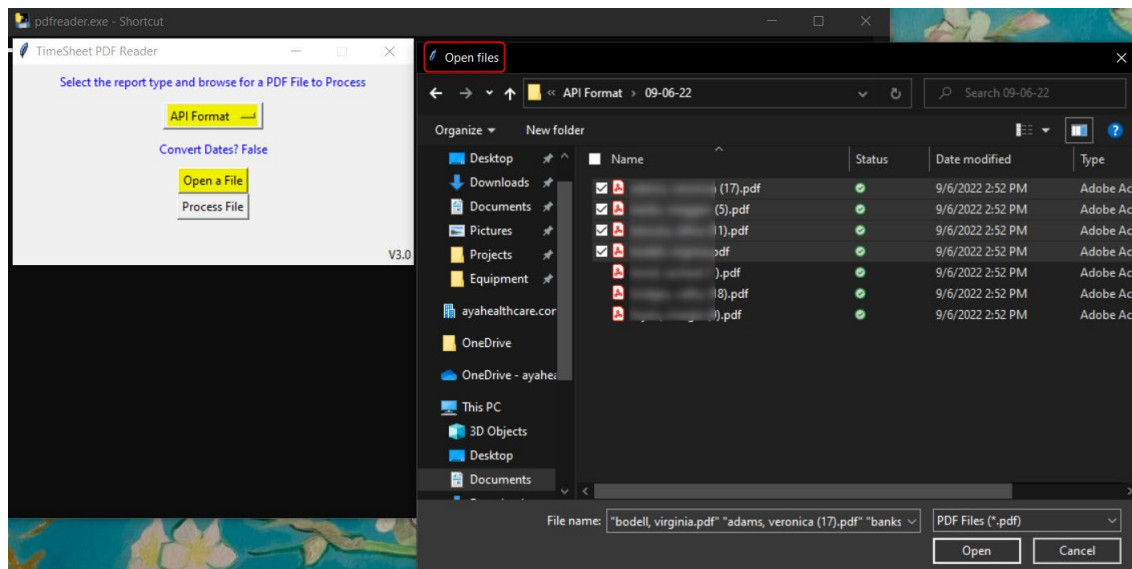
---

**Exception Summary**

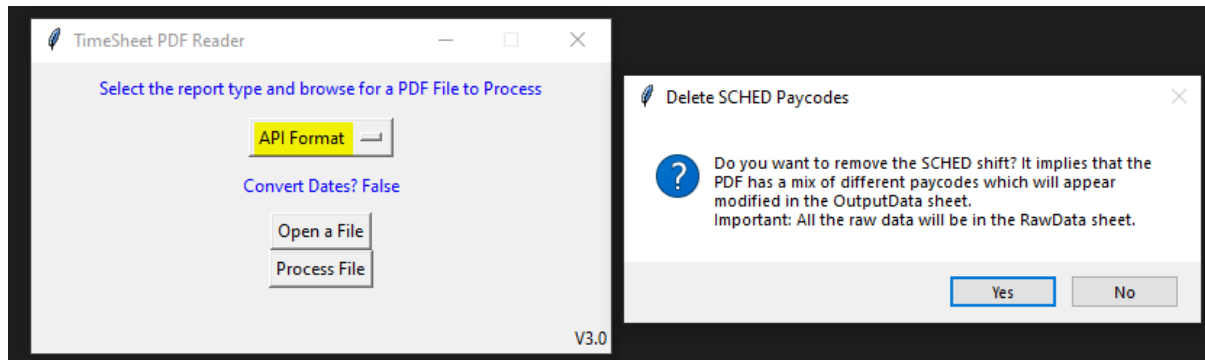
Date	Type	Message	Created
------	------	---------	---------

- Select the PDF file that you want to process from your documents library by using the “Open a File” button.

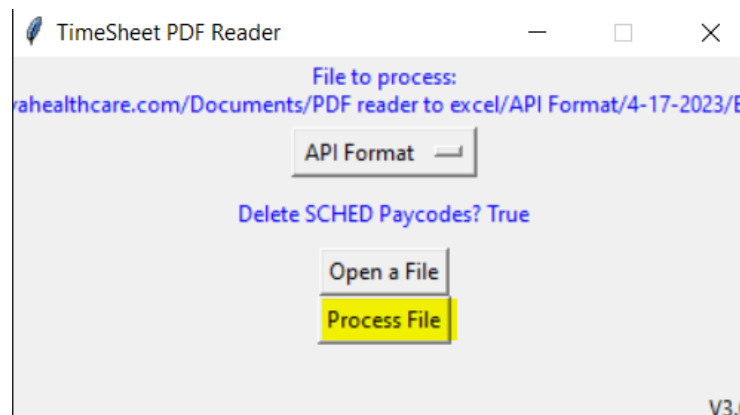
**Note:** If you choose “API Format” you can choose more than one file, all the processed files will be on the same output Excel file.



5. Select if the SCHED shift is to be excluded from the Output sheet.  
If you choose "No" the SCHED shifts will appear on the Output sheet, in case you choose "Yes" the shifts will be excluded from the Output sheet.

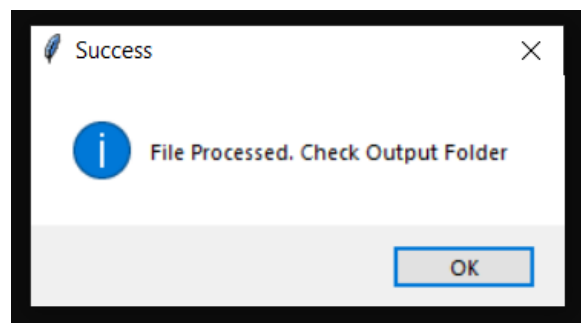


6. Start the execution by using the button "Process File".  
Await until the execution ends. If the file PDF is too large the execution could take around 5 minutes running or more.



7. Once the execution ends you will receive the Success message.

**Note:** Scrapper window says is "Not responding"; this is normal. The name of the Excel file has the date and time on it.





**Note:** OutputData has only the billing pay codes while RawData has all data from the PDF.

8. Open the output files. You can use the shortcut.

**Note:** If you cannot locate the shortcut, the output files are in the following path:

C:\dist\output

### Output file

Once the script finishes it will generate an Excel file with the following columns.

- Column A: EMPLID
- Column B: NAME
- Column C: DATE
- Column D: AGENCY
- Column E: GLCODE
- Column F: PAYCODE
- Column G: SPECIAL CODE
- Column H: STARTDTM
- Column I: ENDDTM
- Column J: HOURLY RT
- Column K: HOURS
- Column L: WAGES
- Column M: MULTIPLIER
- Column N: ADDER
- Column O: INVOICE ID
- Column P: ApproveByAgency
- Column Q: ApproveByFacility
- Column R: Pool
- Column S: CODE
- Column T: DEPARTMENT
- Column U: Comments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	EMPLID	NAME	DATE	AGENCY	GLCODE	PAYCODE	SPECIAL CODE	STARTDTM	ENDDTM	HOURLY RT	HOURS	WAGES	MULTIPLIER	ADDER	INVOICE ID	ApproveByAgency	ApproveByFacility	Pool	CODE	DEPARTMENT	Comments
2		ADAIR, RO	05/28/2023		99999	REG		05/28/2023 11:05/29/2023 07:33		12.27									26420	99999	
3		ADAIR, RO	05/29/2023		99999	REG		05/29/2023 11:05/30/2023 07:29		12.18									26420	99999	
4		ADAIR, RO	05/30/2023		99999	REG		05/30/2023 11:05/31/2023 07:36		12.28									26420	99999	
5		ANATO, NI	06/01/2023		99999	REG		06/01/2023 11:06/02/2023 07:30		13.07									26420	99999	
6		ANATO, NI	06/02/2023		99999	REG		06/02/2023 11:06/03/2023 07:39		12.37									26420	99999	

## UKG Common

This option is used to process the “UKG” reports, such as Martin. Those reports have the following format:

UKG

Condensed Employee Time Detail

Time Period: Previous Pay Period Executed on: 5/08/2023 11:32 AM  
Query: agency Q Printed for:   
Currency: USD  
Code:

Error [WFM-COMMON-1234] Failed to retrieve some data from the providers (Actual Total Wages (Include Corrections))[WFM-COMMON-1234] Failed to retrieve some data from the providers (Actual Wages)[WFM-

Employee:	ID:	Time Zone:
Status: Active	Status Date: 2/13/23	Pay Rule: BW1.AGRN,00,NON,DED,SNN,N
Primary Job: CC/MARTIN/MARTIN NORTH HOSPITAL/CNO/NRS/IN PAT-TELEMETRY SNE/RN	Start Date: 2/13/23	End Date: Primary Labor Category: 000648,US - BWNX,

Apply Date	Pay Code	In	In Excep.	Out	Out Excep.	Hours	Wages	Days
Job(Labor) Transfer Work Rule								
2023-04-25		6:54 AM		7:50 PM	Late Out	12.25		0.00
CC/MARTIN/MARTIN SOUTH HOSPITAL/CNO/NRS/IN PAT-PCU 2B/RN								
AGRN,00,NON,DED,SNN,N								
2023-04-26		6:59 AM		8:09 PM	Late Out	12.75		0.00
2023-04-29	ABS Absence	7:00 AM		7:00 AM		0.00		0.00
2023-04-30	ABS Absence	7:00 AM		7:00 AM		0.00		0.00
2023-05-03		6:53 AM		8:01 PM	Late Out	12.50		0.00
2023-05-04		6:53 AM		8:13 PM	Late Out	12.75		0.00
Swipe - Duplicate Out - Deleted								
						50.25	0.00	0.00

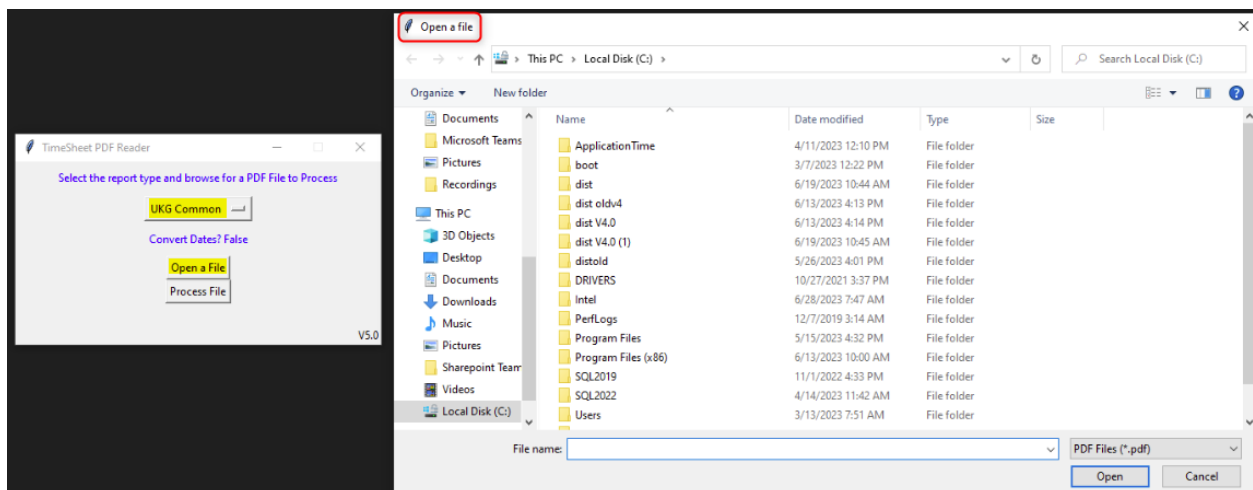
Job Summary								
Pay Code	Hours	Wages	Days					
CC/MARTIN/MARTIN NORTH HOSPITAL/CNO/NRS/IN PAT-TELEMETRY SNE/RN CC:3100-3100-31432-0-0-0-0-0								
ABS Absence	0.00	0.00	0.00					
RAG - Regular Agency	38.00		0.00					
CC/MARTIN/MARTIN SOUTH HOSPITAL/CNO/NRS/IN PAT-PCU 2B/RN CC:3101-3101-31600-0-0-0-0-0								
RAG - Regular Agency	12.25		0.00					

Labor Summary								
Pay Code	Hours	Wages	Days					
ABS Absence	0.00	0.00	0.00					
RAG - Regular Agency	50.25		0.00					

Combined Pay Code Summary								
Pay Code	Hours	Wages	Days					
Regular Pay Code Summary								
Pay Code	Hours	Wages	Days					
ABS Absence	0.00	0.00	0.00					
RAG - Regular Agency	50.25		0.00					

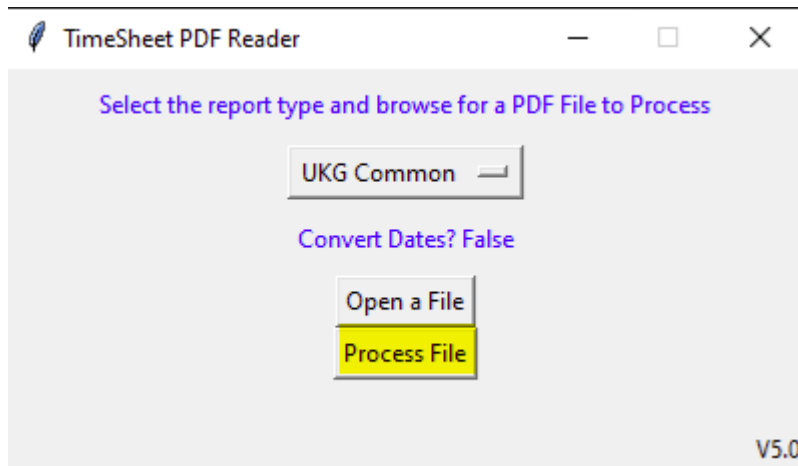
- Select the PDF file that you want to process from your documents library by using the “Open a File” button.

**Note:** If you choose “UKG Common Format” you only can process one file at a time.



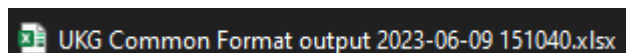
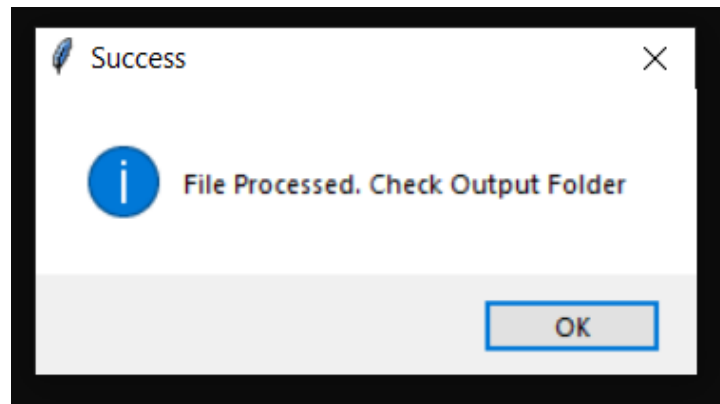
5. Start the execution by using the button “Process File”.

Await until the execution ends. If the file PDF is too large the execution could take around 5 minutes running or more.



6. Once the execution ends you will receive the Success message.

**Note:** Scrapper window says is “Not responding”; this is normal. The name of the Excel file has the date and time on it.



7. Open the output files. You can use the shortcut.

**Note:** If you cannot locate the shortcut, the output files are in the following path:

C:\dist\output

### Output file


Once the script finishes it will generate an Excel file with the following columns.

- Column A: EMPLID
- Column B: NAME
- Column C: DATE
- Column D: AGENCY
- Column E: GLCODE
- Column F: PAYCODE
- Column G: STARTDTM
- Column H: ENDDTM
- Column I: HOURLY RT
- Column J: HOURS
- Column K: WAGES
- Column L: MULTIPLIER
- Column M: ADDER
- Column N: INVOICE ID
- Column O: ApproveByFacility
- Column P: ApproveByAgency
- Column Q: Pool
- Column R: Comments
- Column S: PrimaryJob

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	EMPLID	NAME	DATE	AGENCY	GLCODE	PAYCODE	STARTDTM	ENDDTM	HOURLY RT	HOURS	WAGES	MULTIPLIER	ADDER	INVOICE ID	ApproveByFacility	ApproveByAgency	Pool	Comments	PrimaryJob
2		ANDERSON	04/08/2023		3100-3100	On Call	04/08/2023 07:00			0.00									CC/MARTIN/M/
3		ANDERSON	04/09/2023		3100-3100	On Call	04/09/2023 07:00			24.00									CC/MARTIN/M/
4		ANDERSON	04/10/2023		3100-3100	Regular	04/10/2023 06:45			10.25									CC/MARTIN/M/
5		ANDERSON	04/11/2023		3100-3100	Regular	04/11/2023 06:45			9.25									CC/MARTIN/M/
6		ANDERSON	04/12/2023		3100-3100	Regular	04/12/2023 06:45			9.25									CC/MARTIN/M/

## UKG Simplified

This option is used to process simplified "UKG" reports, such as Pikeville. These reports have the following format:



Time Period : Previous Pay Period

Query : TN - Qualvis

Currency Code : USD

**Time Detail**

Executed on : 4/13/2023 9:30 AM

Printed for :

Employee Name ( )										
Job		Location								
TN REG NUS		PMCC/PMC/NURS/CARDIAC/MAIN/NRS AGENCY								
Transaction Apply Date	Transaction Apply To	Transaction Type	Transaction In Exceptions	Transaction Out Exceptions	Hours	Money	Days	Transaction Start Date/ Time	Transaction End Date/ Time	Employee Payrule
Apr 3, 2023		Worked Shift Segment			12.03	0.00	0.00	Apr 3, 2023 1:02 PM	Apr 3, 2023 7:26 PM	1-TN Hourly Contract
Apr 4, 2023		Worked Shift Segment						Apr 4, 2023 6:58 AM	Apr 4, 2023 12:24 PM	1-TN Hourly Contract
Apr 4, 2023		Worked Shift Segment			11.98	0.00	0.00	Apr 4, 2023 12:53 PM	Apr 4, 2023 7:26 PM	1-TN Hourly Contract
Apr 5, 2023		Worked Shift Segment						Apr 5, 2023 6:56 AM	Apr 5, 2023 2:44 PM	1-TN Hourly Contract
Apr 5, 2023		Worked Shift Segment			12.03	0.00	0.00	Apr 5, 2023 3:12 PM	Apr 5, 2023 7:26 PM	1-TN Hourly Contract
Apr 6, 2023		Worked Shift Segment		Early Out	8.50	0.00	0.00	Apr 6, 2023 6:55 AM	Apr 6, 2023 3:25 PM	1-TN Hourly Contract

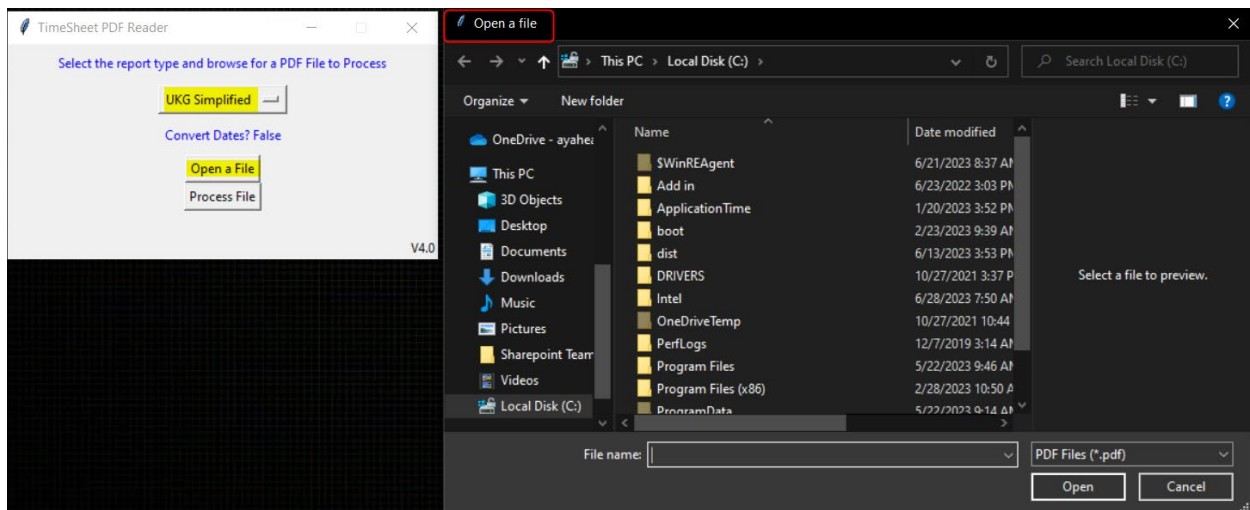
  

Employee Name ( )										
Job		Location								
TN REG NUS		PMCC/PMC/NURS/CARDIAC/MAIN/NRS AGENCY								
Transaction Apply Date	Transaction Apply To	Transaction Type	Transaction In Exceptions	Transaction Out Exceptions	Hours	Money	Days	Transaction Start Date/ Time	Transaction End Date/ Time	Employee Payrule
Mar 27, 2023		Worked Shift Segment						Mar 27, 2023 7:00 AM	Mar 27, 2023 2:00 PM	1-TN Hourly Contract
Mar 27, 2023		Worked Shift Segment			12.17	0.00	0.00	Mar 27, 2023 2:30 PM	Mar 27, 2023 7:40 PM	1-TN Hourly Contract

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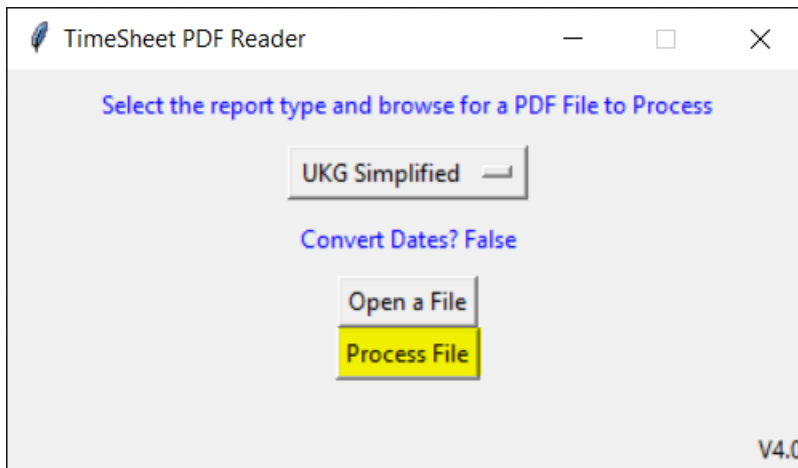
- Select the PDF file that you want to process from your documents library by using the “Open a File” button.

**Note:** If you choose “UKG Simplified” you only can process one file at a time.



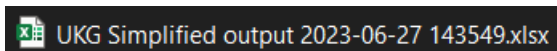
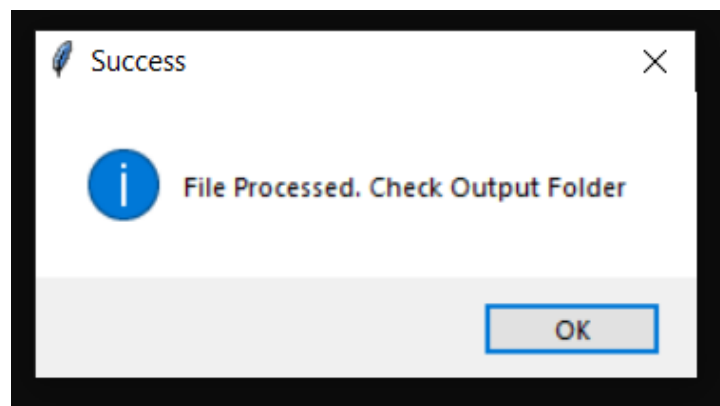
5. Start the execution by using the button “Process File”.

Await until the execution ends. If the file PDF is too large the execution could take around 5 minutes running or more.



6. Once the execution ends you will receive the Success message.

**Note:** Scrapper window says is “Not responding”; this is normal. The name of the Excel file has the date and time on it.



7. Open the output files. You can use the shortcut.

**Note:** If you cannot locate the shortcut, the output files are in the following path:

C:\dist\output



*Output file*

Once the script finishes it will generate an Excel file with the following columns.

- Column A: EMPLID
- Column B: NAME
- Column C: DATE
- Column D: AGENCY
- Column E: GLCODE
- Column F: PAYCODE
- Column G: STARTDTM
- Column H: ENDDTM
- Column I: HOURLY RT
- Column J: HOURS
- Column K: WAGES
- Column L: MULTIPLIER
- Column M: ADDER
- Column N: INVOICE ID
- Column O: ApproveByFacility
- Column P: ApproveByAgency
- Column Q: Pool
- Column R: Comments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	EMPLID	NAME	DATE	AGENCY	GLCODE	PAYCODE	STARTDTM	ENDDTM	HOURLY RT	HOURS	WAGES	MULTIPLIER	ADDER	INVOICE ID	ApproveByAgency	ApproveByFacility	Pool	Comments
2		Barrett, Ri	03/25/2023		77476	Regular	03/25/2023 18:42											
3		Barrett, Ri	03/26/2023		77476	Regular	03/26/2023 00:30											
4		Barrett, Ri	03/26/2023		77476	Regular	03/26/2023 18:53			12.62								
5		Barrett, Ri	03/28/2023		77476	Regular	03/28/2023 18:49			12.50								
6		Barrett, Ri	03/29/2023		77476	Regular	03/29/2023 18:50			12.47								

## UKG Kronos

This option is used to process kronos "UKG" reports, such as ADP. These reports have the following format:

**ADP** Time Detail

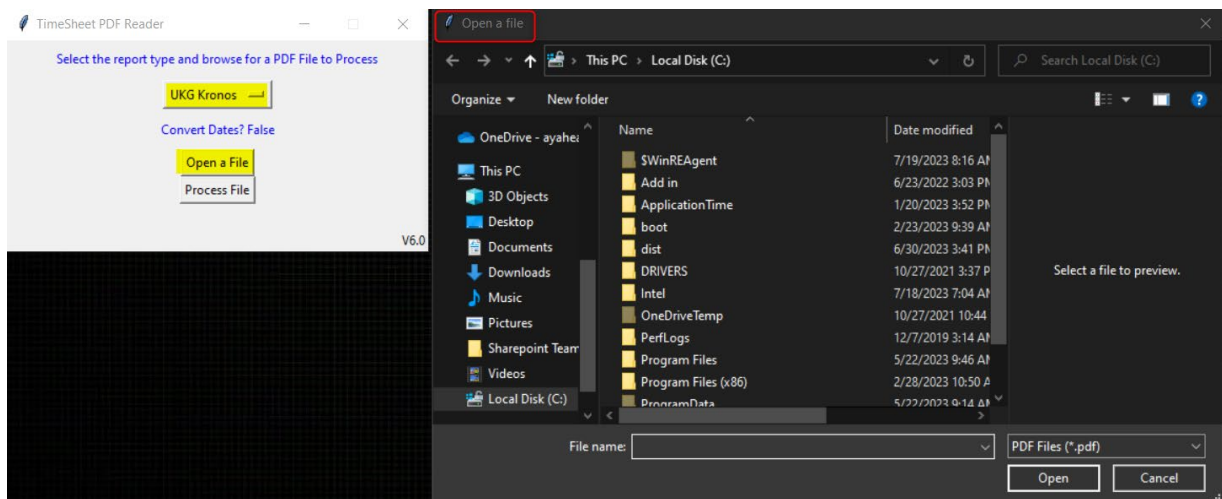
Time Period : Jun 11, 2023 - Jun 24, 2023      Executed on : 6/27/2023 3:14 PM  
 Previous Pay Period  
 Query: Agency Qualavis      Printed for :

Employee:      ID:      Time Zone: (GMT -05:00) Eastern Time (USA; Canada)  
 Status: Active      Status Date: 3/22/21      Pay Rule: HOURLY 30M NO SHIFTHOL  
 Primary Job FHC/10/MA/SURG SVS/107211/2088 - Surg. Tech. Cert.      Start Date 3/22/21      End Date      Primary Labor Category 18R,1,N

Apply Date	Paycode	In	Excp.	Out	Excp.	Hours	Wages	Days
Job (Labor) transfer								
Comments      Work Rule								
6/20/23	PTO			12:00AM		0.00		0.00
Sick - Employee								
6/21/23	PTO			12:00AM		0.00		0.00
Sick - Employee								
6/22/23		6:32AM		4:57PM		10.00		0.00
6/23/23		6:34AM		4:30PM		9.50		0.00
						19.50		0.00
<b>Job Summary</b>								
Paycode Name		Hours		Wages		Days		
FHC/10/MA/SURG SVS/107211/2088 - Surg. Tech. Cert.								
DAY		19.50				0.00		
PTO		0.00				0.00		
PPTOTALS		19.50				0.00		
<b>Labor Summary</b>								
Pay Code Name		Hours		Wages		Days		
18R,1,N								
DAY		19.50				0.00		
PTO		0.00				0.00		
PPTOTALS		19.50				0.00		
<b>Combined Pay Codes</b>								
Pay Code Name		Hours		Wages		Days		
PPTOTALS		19.50				0.00		
<b>Pay Code Summary</b>								
Pay Code Name		Hours		Wages		Days		
DAY		19.50				0.00		
PTO		0.00				0.00		

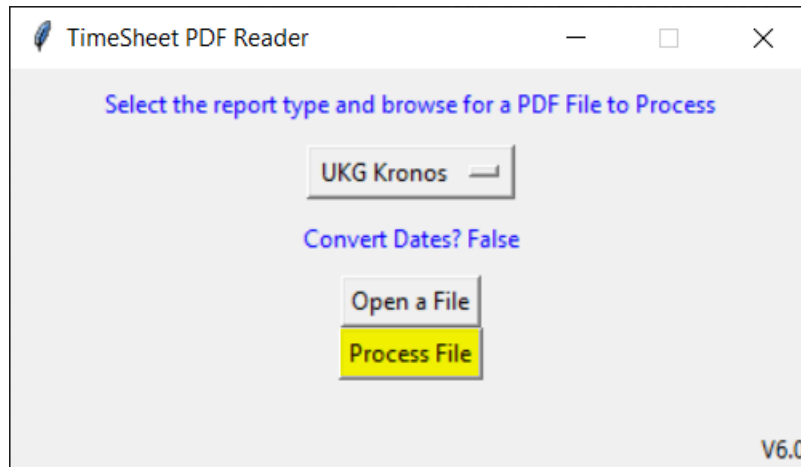
- Select the PDF file that you want to process from your documents library by using the "Open a File" button.

**Note:** If you choose "UKG Kronos" you only can process one file at a time.



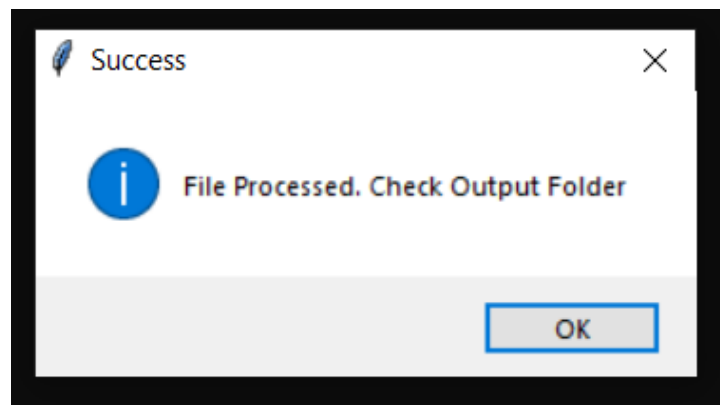
5. Start the execution by using the button “Process File”.


Await until the execution ends. If the file PDF is too large the execution could take around 5 minutes running or more.



6. Once the execution ends you will receive the Success message.

**Note:** Scrapper window says is “Not responding”; this is normal. The name of the Excel file has the date and time on it.



 UKG Kronos output 2023-07-18 165128.xlsx

7. Open the output files. You can use the shortcut.

**Note:** If you cannot locate the shortcut, the output files are in the following path:

C:\dist\output

### Output file

Once the script finishes it will generate an Excel file with the following columns.

- Column A: EMPLID
- Column B: NAME
- Column C: DATE
- Column D: AGENCY
- Column E: GLCODE
- Column F: PRIMARY JOB
- Column G: PAYCODE
- Column H: STARTDTM
- Column I: ENDDTM
- Column J: HOURLY RT
- Column K: HOURS
- Column L: WAGES
- Column M: MULTIPLIER
- Column N: ADDER
- Column O: INVOICE ID
- Column P: ApproveByFacility
- Column Q: ApproveByAgency
- Column R: Pool
- Column S: Comments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	EMPLID	NAME	DATE	AGENCY	GLCODE	PRIMARY JOB	PAYCODE	STARTDTM	ENDDTM	HOURLY RT	HOURS	WAGES	MULTIPLIER	ADDER	INVOICE ID	ApproveByFacility	ApproveByAgency	Pool	Comments
2		MCGUIRE	06/13/2023			FHC/17/HK/CARDIO	06/13/20	06/13/2023 07:00			12.00								
3		MCGUIRE	06/14/2023			FHC/17/HK/CARDIO	06/14/20	06/14/2023 07:01			12.00								
4		MCGUIRE	06/17/2023			FHC/17/HK/CARDIO	06/17/20	06/17/2023 06:59			12.00								
5		MCGUIRE	06/18/2023			FHC/17/HK/CARDIO	06/18/20	06/18/2023 07:33			12.50								

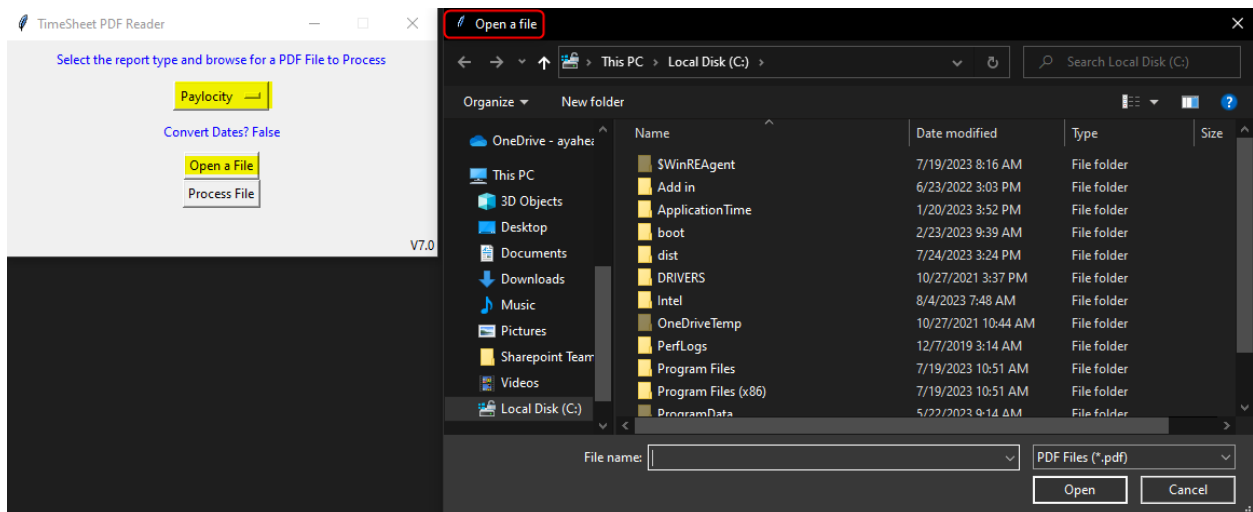
## Paylocity

This option is used to process Paylocity reports, such as Ozarks Medical Center. These reports have the following format:

ID: [REDACTED]													
Date	Day	In	Out	Reg	OT1	OT2	Ttl Paid	Ttl Unpd	Pay Type	Excpn	Shift	Entity	
07/16/2023	Sun	6:45PM	7:00PM	0.25	0.00	0.00	0.25	0.00	Work		0	1	Ozarks Healthcare
		7:00PM	6:45AM	11.75	0.00	0.00	11.75	0.00	Work		1	1	Ozarks Healthcare
07/17/2023	Mon	6:45PM	7:00PM	0.25	0.00	0.00	0.25	0.00	Work		0	1	Ozarks Healthcare
		7:00PM	7:00AM	12.00	0.00	0.00	12.00	0.00	Work		1	1	Ozarks Healthcare
07/18/2023	Tue	6:45PM	7:00PM	0.25	0.00	0.00	0.25	0.00	Work		0	1	Ozarks Healthcare
		7:00PM	6:45AM	11.75	0.00	0.00	11.75	0.00	Work		1	1	Ozarks Healthcare
07/25/2023	Tue	6:45PM	7:00PM	0.25	0.00	0.00	0.25	0.00	Work		0	1	Ozarks Healthcare
		7:00PM	7:00AM	12.00	0.00	0.00	12.00	0.00	Work		1	1	Ozarks Healthcare
07/26/2023	Wed	6:45PM	7:00PM	0.25	0.00	0.00	0.25	0.00	Work		0	1	Ozarks Healthcare
		7:00PM	7:00AM	12.00	0.00	0.00	12.00	0.00	Work		1	1	Ozarks Healthcare
07/27/2023	Thu	6:45PM	7:00PM	0.25	0.00	0.00	0.25	0.00	Work		0	1	Ozarks Healthcare
		7:00PM	7:00AM	12.00	0.00	0.00	12.00	0.00	Work		1	1	Ozarks Healthcare
				73.00	0.00	0.00	73.00	0.00					
Pay Types		Reg	OT1	OT2	Paid	Unpd	Shifts		Reg	OT1	OT2	Paid	Unpd
Work		73.00	0.00	0.00	73.00	0.00	0		1.50	0.00	0.00	1.50	0.00
							1		71.50	0.00	0.00	71.50	0.00

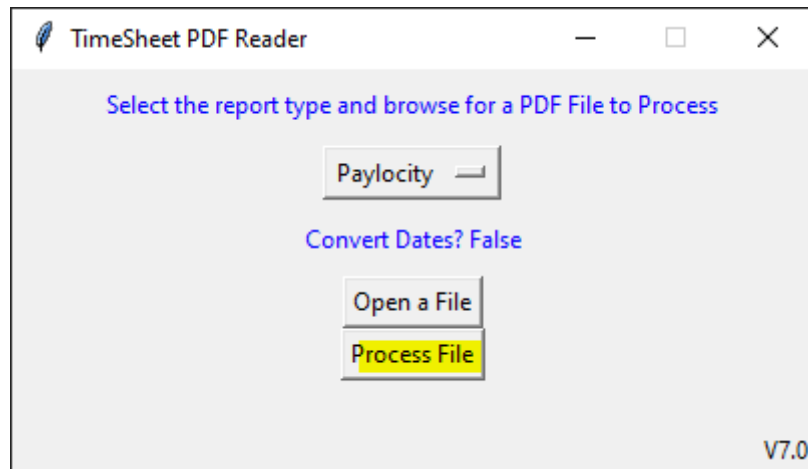
- Select the PDF file that you want to process from your documents library by using the “Open a File” button.

**Note:** If you choose “Paylocity” you only can process one file at a time.



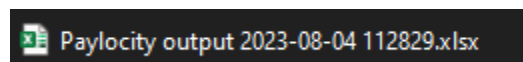
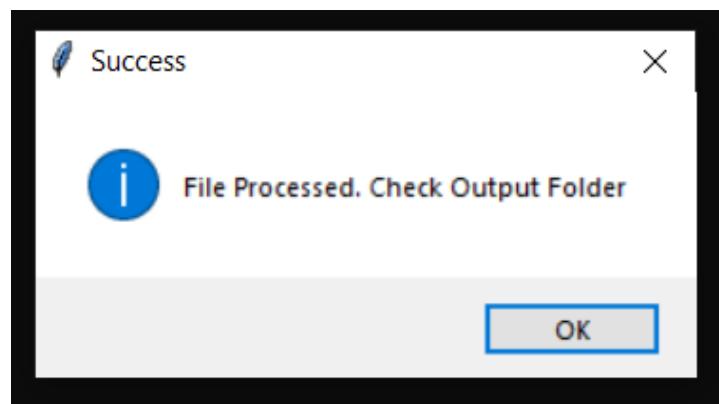
9. Start the execution by using the button “Process File”.

Await until the execution ends. If the file PDF is too large the execution could take around 5 minutes running or more.



10. Once the execution ends you will receive the Success message.

**Note:** Scrapper window says is “Not responding”; this is normal. The name of the Excel file has the date and time on it.



11. Open the output files. You can use the shortcut.

**Note:** If you cannot locate the shortcut, the output files are in the following path:

C:\dist\output

### Output file

Once the script finishes it will generate an Excel file with the following columns.

- Column A: EMPLID
- Column B: NAME
- Column C: DATE
- Column D: AGENCY
- Column E: GLCODE
- Column F: PAYCODE
- Column G: STARTDTM
- Column H: ENDDTM
- Column I: HOURLY RT
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- Column K: WAGES
- Column L: MULTIPLIER
- Column M: ADDER
- Column N: INVOICE ID
- Column O: ApproveByFacility
- Column P: ApproveByAgency
- Column Q: Pool
- Column R: Comments

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	EMPLID	NAME	DATE	AGENCY	GLCODE	PAYCODE	STARTDTM	ENDDTM	HOURLY RT	HOURS	WAGES	MULTIPLIER	ADDER	INVOICE ID	ApproveByFacility	ApproveByAgency	Pool	Comments
2		Mauk, Sha	07/17/2023		692511	Work	07/17/202 07/17/2023 06:15			10.25								
3		Mauk, Sha	07/18/2023		692511	Work	07/18/202 07/18/2023 06:00			10.00								
4		Mauk, Sha	07/19/2023		692511	Work	07/19/202 07/19/2023 06:00			10.25								
5		Mauk, Sha	07/20/2023		692511	Work	07/20/202 07/20/2023 06:00			10.00								

## Error reporting

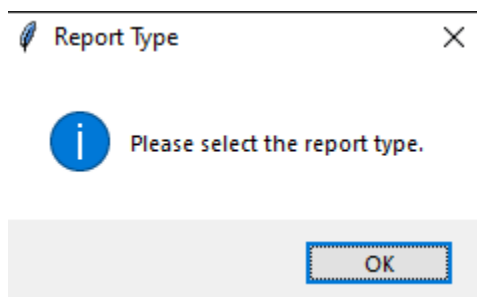
When the PDF TimeSheet Reader tool fails, it will be best if you try to execute it one more time, if the problem persists you need to send an email to [crit@ayahealthcare.com](mailto:crit@ayahealthcare.com).

Same case if the output Excel file is blank, without data. Ensure that you are processing a PDF with the correct format.

Please include a screenshot where the script failed if it is possible.

## Other errors

- **Open File button:** This error appears if you click on the “Open File” button without choosing the report type. You must select a report type on the “Select Report Type” options before select the files to process.



- **Process File button:** This error appears if you click on the “Process File” button without select the PDF files that you want process from your library. You must select the PDF files to process before click on the “Process File” button.

