



Guided Practice 8A

# Importing a Deduction Report in MyTRS

April 9, 2018

This guided practice will walk you through how to import the monthly deduction report text file from your payroll system into MyTRS.

This guided practice assumes you already know how to:

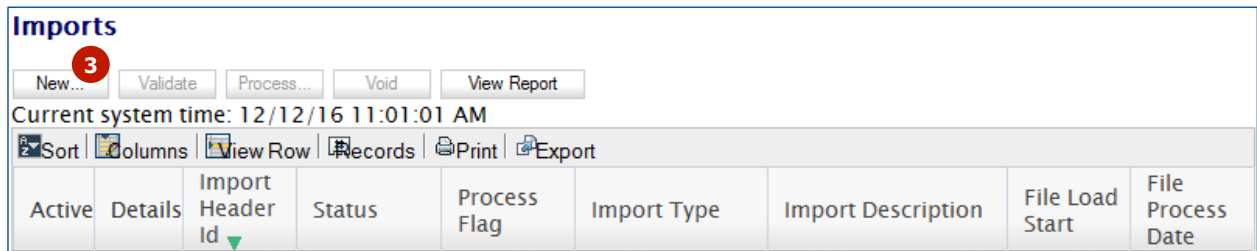
- [Login to MyTRS](#) (pdf)
- Export the monthly deduction text file from your payroll system

For additional information and troubleshooting please contact your district's assigned ESU Rep / [Empsup@trb.state.ma.us](mailto:Empsup@trb.state.ma.us)

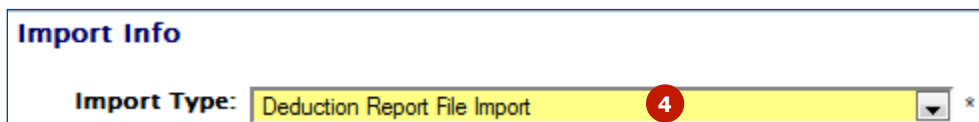
1. Log in to MyTRS.
2. Select “Import Deduction Report Files” from the home page or from the “Go To” drop down list at the top of the page.



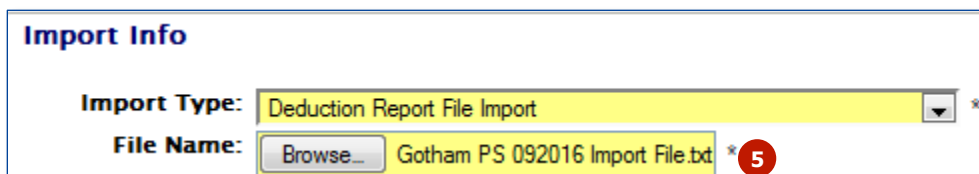
3. Click the **New** button.



4. Import Type: Don't change this field.



5. File Name: Click the **Browse** button and browse for the file that was exported from your payroll system.



6. Import Description: Enter your district number and the month and year of the file that is being imported. This field is a free text field and is not required to be in any set format.

**Import Info**

**Import Type:** Deduction Report File Import \*

**File Name:** Browse... Gotham PS 092016 Import File.txt \*

**Import Description:** 9005 September 2016 \*

A red circle with the number 6 is positioned to the right of the Import Description field.

7. Reporting Period: Enter the month and year of the file being imported

**Arguments**

**Reporting Period:** 09/2016 \*

A red circle with the number 7 is positioned to the right of the Reporting Period field.

8. Click the Save button.

**Import Info**

**Import Type:** Deduction Report File Import \*

**File Name:** Browse... Gotham PS 092016 Import File.txt \*

**Import Description:** 9005 September 2016 \*

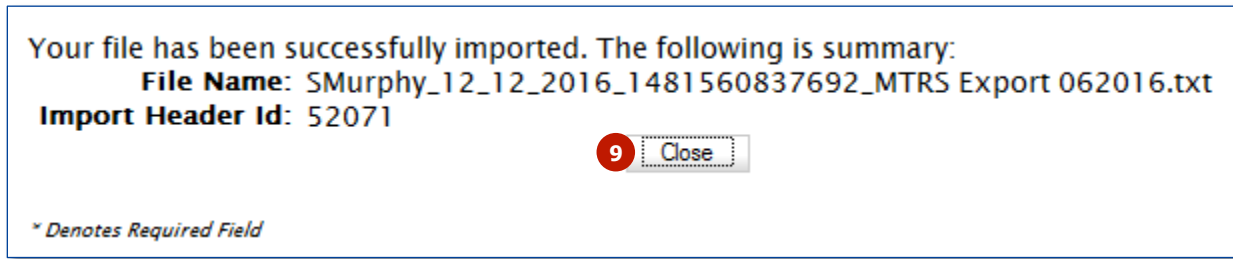
**Arguments**

**Reporting Period:** 09/2016 \*

**8** Save Cancel

\* Denotes Required Field

- When you see the message, “Your file has been successfully imported,” click the **Close** button.



- The file should now be listed on the screen with a Status of “Not Processed.”

**Imports**

Current system time: 12/12/16 11:34:21 AM

Active	Details	Import Header Id	Status	Process Flag	Import Type	Import Description	File Load Start	File Process Date
<input checked="" type="radio"/>	<a href="#">Details</a>	52071	Not Processed	Ready	Deduction Report File Import	9005 June 2016	12/12/16 11:31:16 AM	

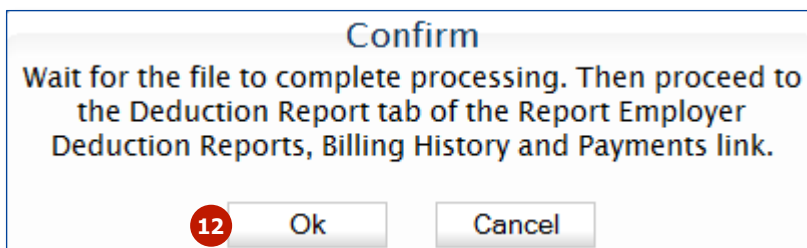
- Click the **Process** button.

**Imports**

Current system time: 12/12/16 11:34:21 AM

Active	Details	Import Header Id	Status	Process Flag	Import Type	Import Description	File Load Start	File Process Date
<input checked="" type="radio"/>	<a href="#">Details</a>	52071	Not Processed	Ready	Deduction Report File Import	9005 June 2016	12/12/16 11:31:16 AM	

- When you see the message “Wait for the file to complete processing,” click the **OK** button.



13. The Process Flag value will change to “Queued for Processing” or “Processing,” letting you know that the system is running the first round of data validations.

*If you have imported more than one file, do not click the **Process** button on the subsequent files until the first file has finished processing (Processed Flag will say “Processed” or “Processed with Errors”).*

Active	Details	Import Header Id	Status	Process Flag	Import Type	Import Description	File Load Start	File Process Date
<input checked="" type="radio"/>	<a href="#">Details</a>	49761	Not Processed	Processing <b>13</b>	Deduction Report File Import	9005 September 2016	8/15/16 8:28:13 AM	8/15/16 8:32:40 AM

14. Once the first round of validations have been completed, the Process Flag will change to “Completed” and the Status Field will change to “Processed Successfully” or “Processed with Errors.”

Active	Details	Import Header Id	Status	Process Flag	Import Type	Import Description	File Load Start	File Process Date
<input checked="" type="radio"/>	<a href="#">Details</a>	52071	Processed with Errors	Completed <b>14</b>	Deduction Report File Import	9005 June 2016	12/12/16 11:31:16 AM	12/12/16 11:40:17 AM

15. If the Status says:

- a. “Processed Successfully,” you are ready to work on the deduction report. Chose “Deduction Reports and Payments” from the “Go to” drop down list at the top of the page.
- b. “Processed with Errors,” you need to determine what is causing the file to fail the first round of data validations during the import process.

16. Click [here](#) to view the Guided Practice on how to correct errors during the import process.