How to Import Origin Employees to i21 Payroll

- From System Manager, click Imports and Conversions
 Click Payroll

| Imports and Conversions | | |
|---------------------------|-----------------------|---|
| Close | | |
| Details | | |
| System Manager | Import Origin | |
| General Ledger | Import Employees | Import All Employees. Exclude Employees terminated before : 01/01/2018 |
| Financial Report Designer | | |
| Cash Management | Import Tax Types | Import Basic Taxes (FIT, FICA, MED, FUI and SUI). State and Local Taxes must be configured manually after successful import. |
| Inventory | | Import Taxes designated for each Employee. Only taxes that already exist in i21 |
| Purchasing | Import Employee Taxes | would be included. |
| Sales | | |
| Payroll | | |
| Ticket Management | | |
| Contract Management | | |
| Manufacturing | | |
| Tank Management | | |
| Card Fueling | | |
| Transports | | |
| Patronage | | |
| ? 🗘 🖓 Ready | | |

- 3. Enter Year to exclude terminated employees before the date entered
- 4. Click Import Employees button

| Imports and Conversions | | ^ X |
|---------------------------|-----------------------|---|
| | | |
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5. Click OK