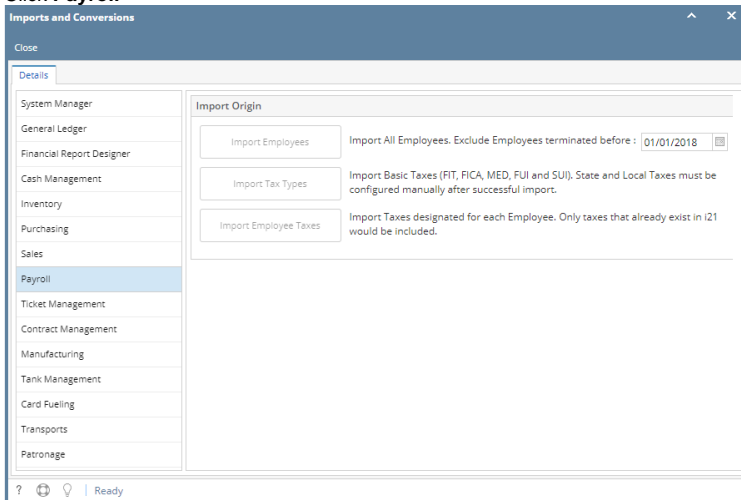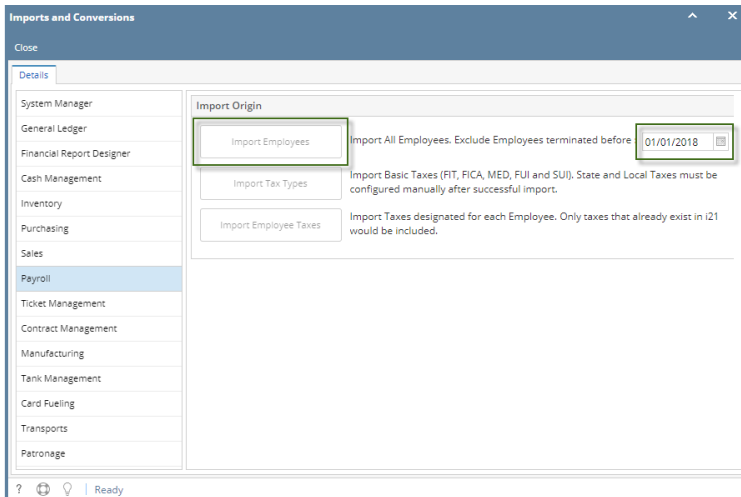# How to Import Origin Employees to i21 Payroll

1. From System Manager, click **Imports and Conversions**
2. Click **Payroll**

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

5. Click OK