

Import Payroll Hours

Last Modified on 06/10/2026 2:02 pm PDT

Pathway: Database > Import > Import Payroll Charges

The Import Payroll Hours feature provides a method for quickly uploading payroll data into Navusoft. Once imported, the payroll data will be visible in Dispatch and provide not only times when drivers clock in and out of Navusoft but also the hours clocked in and out with respect to payroll.

ROUTE	DRIVER	PAYROLL CLOCK IN	LOG IN	PRE TRIP	FIRST SERVICE TIME	LUNCH START	LUNCH END	LAST SERVICE TIME	TRUCK (DISTANCE)	FUEL	POST TRIP	LOG OUT	PAYROLL CLOCK OUT	DOWNTIME	ENGINE HOURS	LABOR HOURS
HOUSTON > YARD: HOMEBASEYARD > Residential > Thursday Mar 5, 2026																
HOJ 103	Alice Homers - Admin-NS (Sales)	8:07 am	?							0		?	2:50 pm		0	0
HOUSTON > YARD: PearlandYard > Roll Off > Thursday Mar 5, 2026																
HOJ 301	Tammy Cathey - Driver (Operations)	?	?						4002 (.7 mi)	0		?	?	0 (0)	0	0
HOJ 303	Bob Smith (Admin) [NOT AVAILABLE]	8:06 am	10:37 am	10:37 am	10:40 am	10:54 am			4000, 4005 (1 mi)	0		11:58 am	8:25 am	0 (0)	6	1.22
HOUSTON > Residential > Thursday Mar 5, 2026																
HOJ 101	Alice Homers - Admin-NS (Sales)	8:07 am	8:40 am						3002 (.7 mi)	0		4:00 pm	2:50 pm	0 (0)	0	7.33

Setup

There are two types of Import files that can be processed using Import Payroll: Navusoft and Knomatic. The system must be configured to know what type of file is being imported.

This configuration is setup at the System level on the *Setup > System > System Options > System* tab via the **Default Payroll Import Format** selection. This selection dictates the format expected.

SYSTEM OPTIONS SETUP

System | Sales | Integration | Account | Operations | Customer Portal | Intercompany / Broker | Online Order

ENVIRONMENT:

DIVISION LABEL:

EXTERNAL ID LABEL:

SITE CLASS LABEL:

AUTO REFRESH TIME:

FAST AUTO REFRESH TIME:

TIME ZONE:

CURRENCY:

LOCALE:

DEFAULT DISTANCE UOM:

DEFAULT SPEED UOM:

DEFAULT WEIGHT UOM:

DEFAULT FUEL UOM:

DEFAULT PAYROLL IMPORT FORMAT:

LOGIN LOGO:

LOGIN LOGO URL: [View](#)

APPLICATION LOGO:

APPLICATION LOGO URL: [View](#)

ATTACHMENT EMAIL:

EXTERNAL NOTES LIMIT:

Import File Requirements

The following requirements must be met to successfully import payroll data.

The Import file:

- Must be a Comma-Separated Values (CSV) text file
- Must have a Header Row
- Must have the Required fields in the header row - as long as the header fields are spelled correctly, they can be in any order.
- Expects that each following row after the Header row is a Payroll record.

Import Processing Logic

The following logic is used when processing the Payroll Import file.

- If the header row is missing from the CSV, the import will fail right away and a message is displayed to the user.
- If there are additional columns that are not required, those columns will be disregarded.
- If a payroll record **does not already exist** for the provided user and date, a new record will be created in the system.
- If a payroll record **exists** for the provided user and calculated date, that record will be overwritten.
 - Route Date will be calculated using Clock In Time from file and the MAX(route_cutoff_time) from the LOB table. If the Clock In Time is after the MAX cutoff, the route_date should be set to the next day (Clock In Time's date value + 1).
- If a row causes an error:
 - The error will be added to an `Error` column in an output results file (CSV) alongside that row.
 - The import will continue on to the next row.

Import File Formats

As stated earlier in Setup, there are 2 different allowed payroll import types: **Navusoft** and **Knomatic**. Even though the logic and processing is similar, each one has a little different format and file requirements.

Navusoft Import File

Column Headers

Field	Description	Format
Date <i>Required</i>	The day that the payroll record is for.	yyyy-MM-dd
User ID <i>Required*</i>	Unique employee code <i>*If External User Id is not provided.</i>	Number
External User ID <i>Required *</i>	Unique employee code <i>*If User Id is not provided</i>	Number
Clock In <i>Required</i>	The payroll clock-in day/time.	yyyy-MM-dd hh:mm AM
Clock Out <i>Required</i>	The payroll clock-out day/time. Can not be before the Clock In day/time.	yyyy-MM-dd hh:mm AM
Note	Optional field provided to add any additional informat about this record. It will be displayed in the Payroll record.	Text

- A row must have either the `User ID` or `External User ID` populated.
- If a row has both the `User ID` and `External User ID` populated, only use the `User ID` value

Example File

	A	B	C	D	E	F
1	Date	User ID	External Use	Clock In	Clock Out	Note
2	2026-04-18	5		2026-04-18 08:18:00	2026-04-18 17:18:00	Alice Smith
3	2026-04-18	19556		2026-04-18 07:18:00	2026-04-18 16:18:00	Bill Gates
4	2026-04-18	36		2026-04-18 06:18:00	2026-04-18 15:18:00	George Strait
5	2026-04-18	31		2026-04-18 05:18:00	2026-04-18 17:18:00	Bob Dylan
6	2026-04-19	31	31	2026-04-19 05:19:00	2026-04-19 17:19:00	Bob Dylan
7	2026-04-19	523	523	2026-04-19 09:19:00	2026-04-19 18:19:00	Taylor Song
8	2026-04-19	28	28	2026-04-19 08:19:00	2026-04-19 20:19:00	Juan Ortiz
9	2026-04-20		5	2026-04-20 08:20:00	2026-04-20 17:20:00	Alice Smith
10	2026-04-20		19556	2026-04-20 07:20:00	2026-04-20 16:20:00	Bill Gates

Note: Required fields are highlighted in **Yellow**.

```
Date,User ID,External User ID,Clock In,Clock Out>Note
2026-04-18,5,,2026-04-18 08:18:00,2026-04-18 17:18:00,Alice Smith
2026-04-18,19556,,2026-04-18 07:18:00,2026-04-18 16:18:00,Bill Gates
2026-04-18,36,,2026-04-18 06:18:00,2026-04-18 15:18:00,George Strait
2026-04-18,31,,2026-04-18 05:18:00,2026-04-18 17:18:00,Bob Dylan
2026-04-19,31,31,2026-04-19 05:19:00,2026-04-19 17:19:00,Bob Dylan
2026-04-19,523,523,2026-04-19 09:19:00,2026-04-19 18:19:00,Taylor Song
2026-04-19,28,28,2026-04-19 08:19:00,2026-04-19 20:19:00,Juan Ortiz
2026-04-20,,5,2026-04-20 08:20:00,2026-04-20 17:20:00,Alice Smith
2026-04-20,,19556,2026-04-20 07:20:00,2026-04-20 16:20:00,Bill Gates
```

Knomatic Import File

Column Headers

Field	Description	Format
ID <i>Required</i>	Record ID	Number
Employee Code <i>Required</i>	Unique employee code	Number
Clock In Time <i>Required</i>	The payroll clock-in day/time.	Accepted Date Formats <ul style="list-style-type: none"> • yyyy-MM-dd hh:mm AM • yyy-MM-dd HH:mm:ss • MM:dd:yyyy hh:mm AM • MM-dd-yyyy HH:mm:ss
Clock Out Time <i>Required</i>	The payroll clock-out day/time.	

Example File (csv)

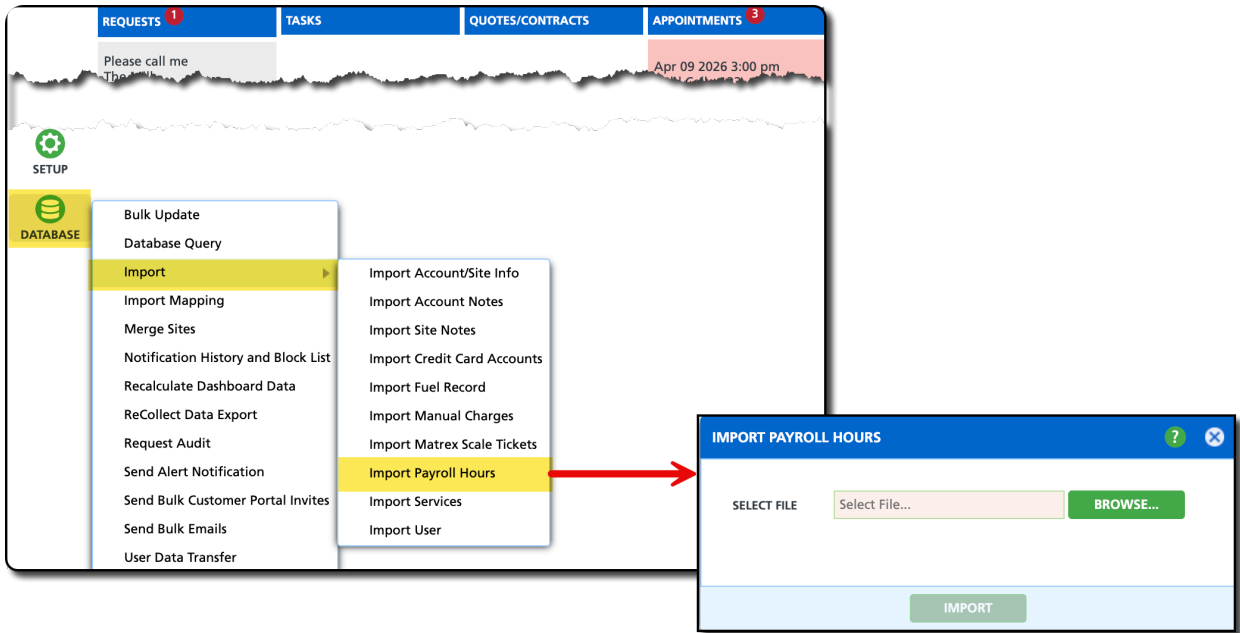
ID	Start Date	Employee Code	Employee	Real Time	Clock In Time	Clock Out Time	Payroll Clock Out Time	Role	Department
199	3/5/26	5	Aliena Joness	6:43:17	2026-03-05 08:07 AM	2026-03-05 02:50 PM	2026-03-05 02:50 PM	Driver	02DRIV
198	3/5/26	19556	Ed Driver	7:58:11	2026-03-05 08:06 AM	2026-03-05 04:05 PM	2026-03-05 04:05 PM	Driver	02DRIV
197	3/5/26	36	Sam Sulek	24:19:35	2026-03-05 08:06 AM	2026-03-05 08:25 AM	2026-03-05 08:25 AM	Driver	02DRIV

Note: Required Fields are highlighted in yellow. Any other field is disregarded.

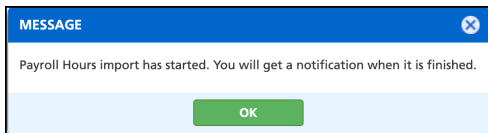
ID	Start Date	Employee Code	Employee	Real Time	Clock In Time	Clock Out Time	Payroll Clock Out Time	Role	D	epartment
1	3/5/26	5	Aliena Jones	6:43:17	2026-06-09 08:07 AM	2026-06-09 02:50 PM	2026-06-09 02:50 PM	Driver	02DRI	V
2	3/5/26	19556	Ed Driver	7:58:11	2026-06-09 08:06 AM	2026-06-09 04:05 PM	2026-06-09 04:05 PM	Driver	02DRI	V
3	3/5/26	36	Sam Sulek	24:19:35	2026-06-09 08:06 AM	2026-06-09 08:25 AM	2026-06-09 08:25 AM	Driver	02DRIV	

Import Process

After setting up the import file, the process of importing payroll data is a simple process.



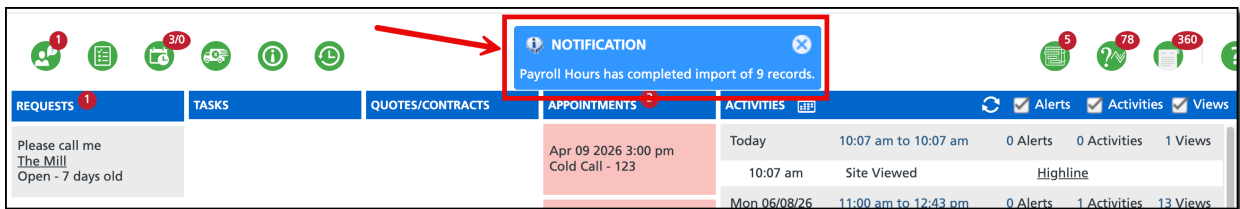
1. Select **Import Payroll Hours** from the Database > Import menu.
2. Use the provided file browser to select the import file.
3. Select **Import**.
4. If the import file is formatted correctly, the following message will be displayed. Select **OK**.



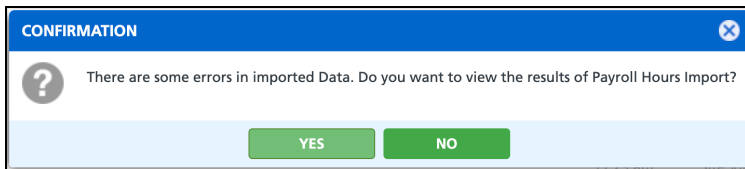
Note: If the import file is **not** formatted correctly, the processing will be discontinued and an error message will be displayed.

Import Results

After a payroll import process is successfully run, a blue Notification note will be displayed and will indicate the number of records imported.



If the import contained any errors on one or more rows, a confirmation popup will appear indicating that there were some errors. Select **Yes** to view a results file generated that includes the required and options fields from the import file and two extra fields: Rejection Reason and Status.



Note: If there are no errors, a CSV file is not generated for review.

Results File with Errors Detected

The results file is provided to help trouble shoot why a payroll record did not get imported. Each row is flagged with a Status of Success or Failure. If it is flagged as a fail, then there will be a Message. These stem from the import file requirements.

The following errors possible at the row level:

- Unable to Parse date in column [date column]
- Unable to parse number in column [number column]
- Clock Out cannot be before Clock In
- Employee Code must be provided.
- Clock In / Clock Out time must be provided.

User ID	External User ID	Date	Clock In	Clock Out	Note	Status	Message
5		2026-04-18	2026-04-18 08:18:00	2026-04-18 17:18:00	user ID	Success	
19556		2026-04-18	2026-04-18 07:18:00	2026-04-18 16:18:00		Success	
36		2026-04-18	2026-04-18 06:18:00	2026-04-18 15:18:00		Success	
31		2026-04-18	2026-04-18 05:18:00	2026-04-18 17:18:00		Success	
523		2026-04-18	2026-04-18 09:18:00		No Clock Out	Failure	Clock Out must be provided
28		2026-04-18	04-18-2026 08:18:00	2026-04-18 20:18:00		Success	
5	5	2026-04-19	2026-04-19 08:19:00	2026-04-19 17:19:00		Success	
19556	19557	2026-04-19	2026-04-19 07:19:00	2026-04-19 16:19:00		Success	
gh	36	2026-04-19	2026-04-19 06:19:00	2026-04-19 15:19:00	Bad User Id and Good external ID	Failure	Unable to parse number in column User ID

View Results on Dispatch

The imported payroll records that were successfully imported (without error) will be displayed On the *Operations > Dispatch* screen.

The data is displayed under the Payroll Clock In and Payroll Clock Out columns on the Route Data Entry view and the Labor Hours view. If edits are needed, click on the charge to open the Add/Edit Manual Charge popup editor.

DISPATCH OPERATIONS > DISPATCH

FROM: 03/05/26 TO: 03/05/26 DIVISION: HOUSTON YARD: No Yard Assigned, Home Yard - Corpus ROUTE PRIMARY LINE OF BUSINESS: Commercial, Residential, Roll Off

1 Route Data Entry Select Route Sheet

ROUTE ↑	DRIVER	PAYROLL CLOCK IN	LOG IN	PRE TRIP	FIRST SERVICE TIME	LUNCH START	LUNCH END	LAST SERVICE TIME	TRUCK (DISTANCE)	FUEL	POST TRIP	LOG OUT	PAYROLL CLOCK OUT	DOWNTIME	ENGINE HOURS	LABOR HOURS
HOUSTON > YARD: HOMEBASEYARD > Residential > Thursday Mar 5, 2026																
<input type="checkbox"/> HOU 103	Alice Homers - Admin-NS (Sales)	8:07 am	?							0		?	2:50 pm		0	0
HOUSTON > YARD: PearlandYard > Roll Off > Thursday Mar 5, 2026																
<input type="checkbox"/> HOU 301	Tammy Cathey - Driver (Operations)	?	?						4002 (2 mi)	0		?	?	0 (0)	0	0
<input type="checkbox"/> HOU 303	Bob Smith (Admin) [NOT AVAILABLE]	8:06 am	10:37 am	10:37 am	10:40 am	10:54 am			4000, 4005 (1 mi)	0		11:58 am	8:25 am	0 (0)	6	1.22
HOUSTON > Residential > Thursday Mar 5, 2026																
<input checked="" type="checkbox"/> HOU 101	Alice Homers - Admin-NS (Sales)	8:07 am	8:40 am						3002 (2 mi)	0		4:00 pm	2:50 pm	9 (0)	0	7.33

DISPATCH OPERATIONS > DISPATCH

FROM: 03/03/26 TO: 03/03/26 DIVISION: HOUSTON YARD: No Yard Assigned, Hk ROUTE PRIMARY LINE OF BUSINESS: Commercial, Residential, Roll Off

2 Labor Hours Select Route Sheet

ROUTE ↑	NAME	PAYROLL CLOCK IN	LOG IN	LUNCH START	LUNCH END	LOG OUT	PAYROLL CLOCK OUT
HOUSTON > YARD: HOMEBASEYARD > Commercial > Tuesday Mar 3, 2026							
<input type="checkbox"/> HOU 206	Bob Smith (Admin) [NOT AVAILABLE]	8:46 am	9:57 am			?	3:00 pm

PAYROLL HOURS FOR BOB SMITH ON 03/03/2026

WORKER: Bob Smith (Admin) [NOT AVAILABLE]

CLOCK IN: 03/03/2026 08:46:00 AM

CLOCK OUT: 03/03/2026 03:00:00 PM

NOTE:

SAVE

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