



State of Wisconsin Department of Administration

POTT File Upload Job Aid

Version 1.2

Version History

Version	Date	Editor	Description
1.0	12/09/15	Ashley Price	Initial release
1.1	11/18/19	Matt Olsen	Fluid and content update
1.2	08/14/25	Matt Olsen	New Overview/Add'l Resources sections and earnings upload revisions

Role: Agency Payroll Specialist

OVERVIEW

The POTT file upload feature allows Agency Payroll to load earnings or deduction data for many employees at once instead of keying each row manually.

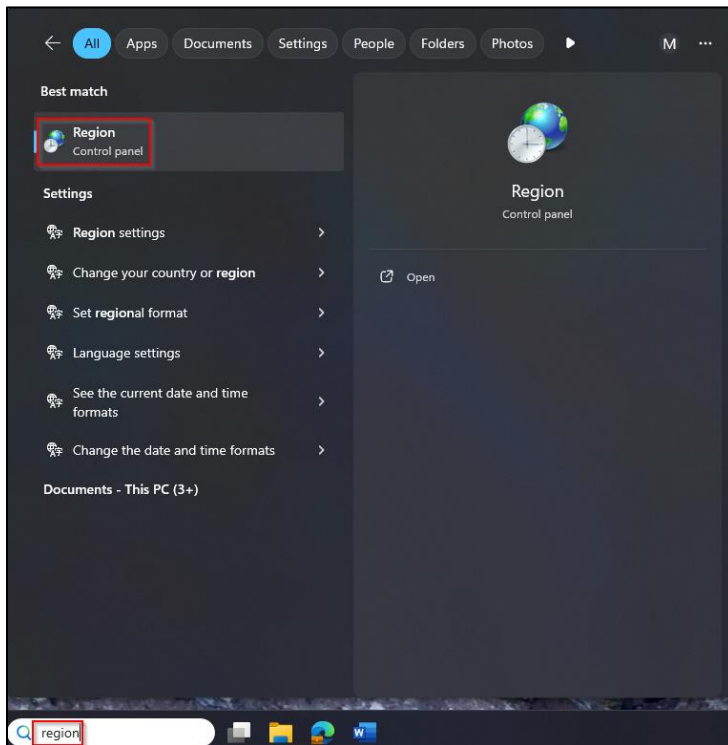
Batch validation of row data uses the same logic as manual entries. If the same Empl ID, Empl Record and Earnings/Deduction data is used in multiple rows, then only one of the rows will load to the batch. To prevent this from occurring, sum the total hours or total amount into one row per combination.

Follow the steps outlined in the next sections to set up your computer for using the correct CSV formatting and uploading the file into STAR HCM.

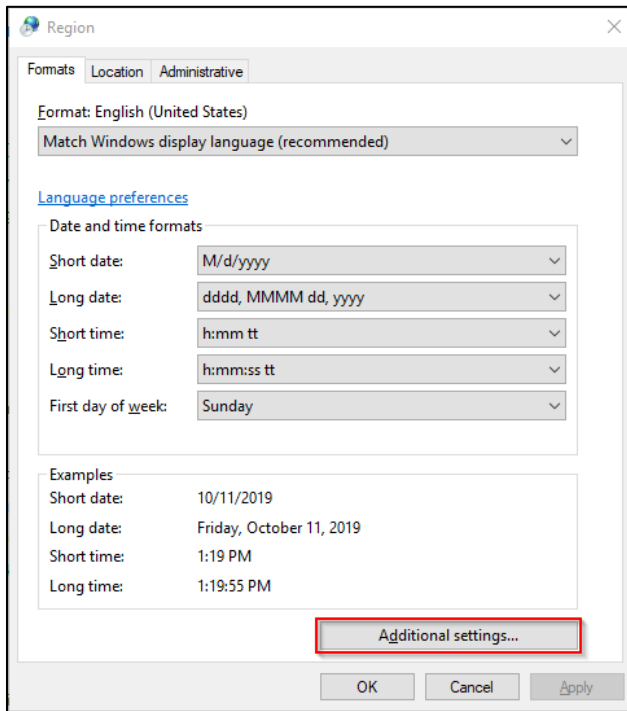
ADJUST COMPUTER SETTINGS

The instructions below are for Windows 10 users. If you are using a different operating system, locate the comparable settings page that controls list separators.

1. Navigate to the Region settings on your computer by typing Region into the search bar and clicking on the Region > Control Bar option.

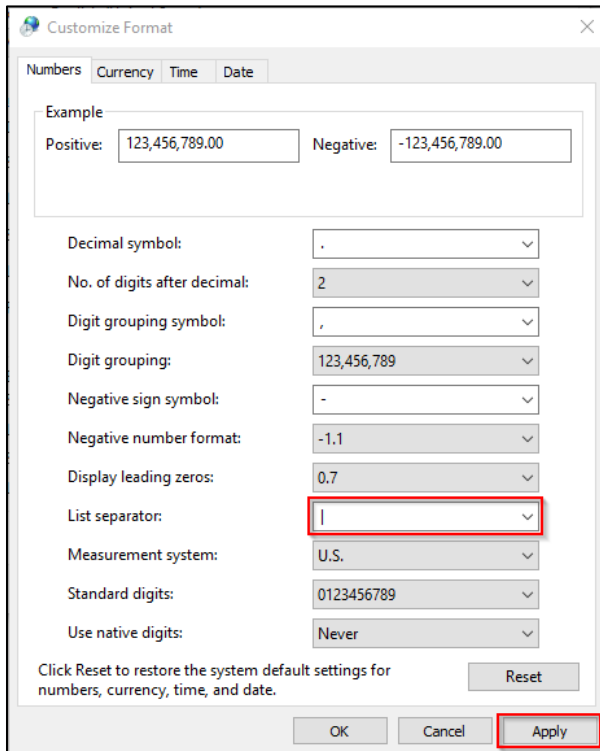


a. Click on Additional Settings.



b. Highlight the List Separator field in Customize Format window.

c. Type a Pipe in the keyboard by using Shift + Backslash.



d. Click Apply to save the changes.

FORMAT UPLOAD FILE

Deduction POTT

1. Open a **new** Excel spreadsheet.
2. Enter data values in the following column order and format with no headers or footers:

Column Code	Column Name	Additional Instructions
EMPLID	Employee ID	
EMPL_RCD	Employee Record Number	Should match primary job
PLAN_TYPE	Deduction Plan Type	
BENEFIT_PLAN	Benefit Plan	
DEDCD	Deduction Code	
DED_CLASS	Deduction Class	A, B, N, or T
DED_CALC	Deduction Calculation	Always is A
PU_AMT	Amount	XXX.XX (positive value only)
ONE_TIME_CD	One Time Code	A, O, or R
SEPCK	Separate Check Number	Always is 0

NOTE: If copying data from an existing spreadsheet, make sure to use Paste Values in the new spreadsheet.

3. Enter all rows of data to be included in POTT.

	A	B	C	D	E	F	G	H	I	J
1	100000011	0	10	DEAN	MEDIC	B	A	108.5	A	0
2	100000011	0	10	DEAN	MEDIC	N	A	673.9	A	0
3	100000011	0	20	BASSUP	BASLIF	B	A	1.75	A	0
4	100000011	0	20	BASSUP	BASLIF	N	A	0.82	A	0
5	100000011	0	25	SDL1U	DEPLIF	A	A	1.25	A	0
6	100000012	0	10	HUMANE	MEDIC	B	A	108.5	A	0
7	100000012	0	10	HUMANE	MEDIC	N	A	895.9	A	0
8	100000012	0	12	EPIC	EPIC	B	A	19.77	A	0
9	100000012	0	14	VISION	VISION	B	A	3.27	A	0
10	100000012	0	30	ICIB1A	ICI	A	A	30.28	A	0

4. Click File on the menu bar.
5. Click Save As option to display in new window.
6. Select location where file will be saved.

7. Enter name for file in the File Name Field.
8. Select CSV (Comma delimited) in the Save As Type list.
9. Click Save.

Earnings POTT

1. Open a **new** Excel spreadsheet.
2. Enter data values in the following column order and format with no headers or footers:

Column Code	Column Name	Additional Instructions
EMPLID	Employee ID	
EMPL_RCD	Employee Record Number	
ERNCD	Earnings Code	
OTH_HRS	Hours	XX.XX (negatives allowed; decimals optional)
PU_AMT	Earnings Amount	XXX.XX (negatives allowed; decimals optional)
ONE_TIME_CD	One Time Code	Always is A
SEPCK	Separate Check Number	Always is 0
EARNs_BEGIN_DT	Earnings Begin Date	Optional – use mm/dd/yyyy format
EARNs_END_DT	Earnings End Date	Optional – use mm/dd/yyyy format

NOTE: If copying data from an existing spreadsheet, make sure to use Paste Values in the new spreadsheet.

3. Enter all rows of data to be included in POTT. It is recommended to exclude the optional earnings dates unless they need to be different than the current pay period begin and end date (e.g. referral bonuses).

	A	B	C	D	E	F	G	H	I
1	100000001	0	DMC	0	2500	A	0	07/27/2025	08/09/2025
2	100000002	0	DMC	0	2500	A	0	07/27/2025	08/09/2025
3	100000003	0	DMC	0	2500	A	0	07/27/2025	08/09/2025
4	100000004	0	DMC	0	2500	A	0	07/27/2025	08/09/2025
5	100000005	0	DMC	0	2500	A	0	07/27/2025	08/09/2025
6	100000006	0	DMC	0	2500	A	0	07/27/2025	08/09/2025
7	100000007	1	DMC	0	1500	A	0	07/27/2025	08/09/2025
8	100000008	1	DMC	0	1500	A	0	07/27/2025	08/09/2025
9	100000009	0	DMC	0	2500	A	0	07/27/2025	08/09/2025
10	100000010	0	DMC	0	2500	A	0	07/27/2025	08/09/2025

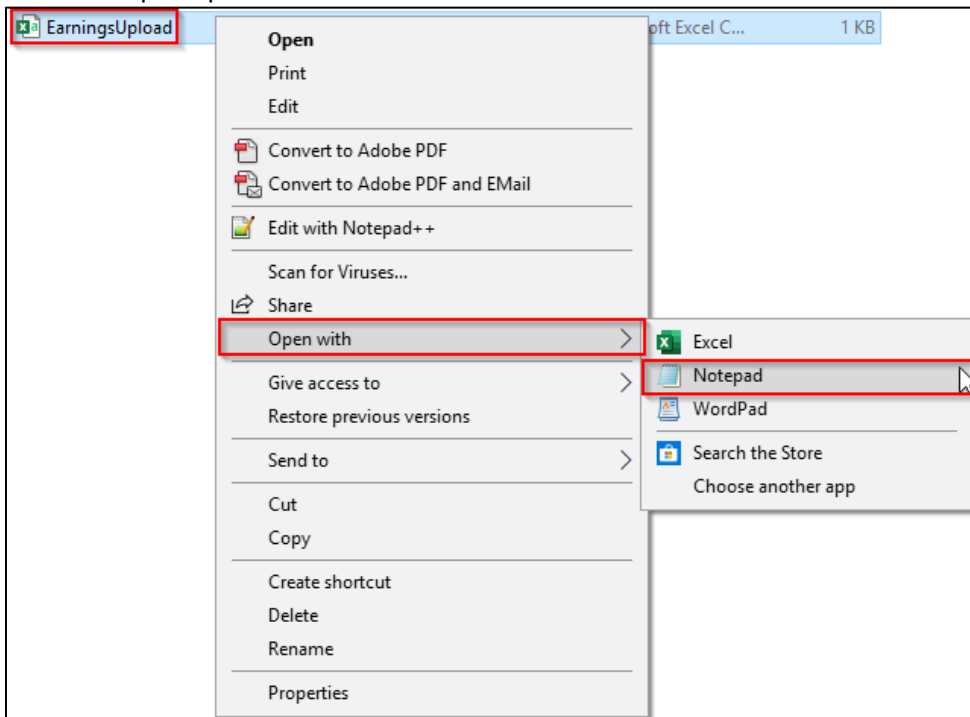
Red = Required fields

Blue = Optional fields

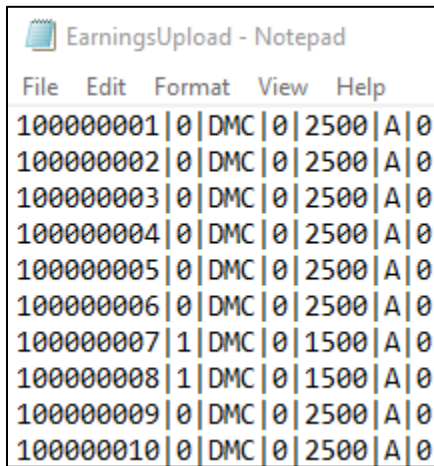
4. Click File on the menu bar.
5. Click Save As option to display in new window.
6. Select location where file will be saved.
7. Enter name for file in the File Name field.
8. Select CSV (Comma delimited) in the Save As Type list.
9. Click Save.

VERIFY FILE FORMAT

1. Locate file to be verified on your PC.
2. Right click on file.
3. Select Open With menu option.
4. Select Notepad option.



5. Verify values are displayed with pipes (|) in between each field and no values are missing

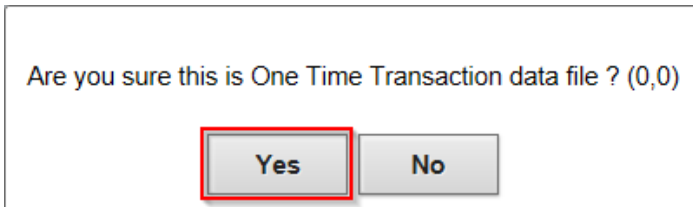


File	Edit	Format	View	Help								
100000001		0		DMC		0		2500		A		0
100000002		0		DMC		0		2500		A		0
100000003		0		DMC		0		2500		A		0
100000004		0		DMC		0		2500		A		0
100000005		0		DMC		0		2500		A		0
100000006		0		DMC		0		2500		A		0
100000007		1		DMC		0		1500		A		0
100000008		1		DMC		0		1500		A		0
100000009		0		DMC		0		2500		A		0
100000010		0		DMC		0		2500		A		0

6. Save if any changes are made and close file.

ENTER POTT

1. Navigate to Enter POTT – By Batch page.
 - a. Navigation: Workforce Administrator Homepage > Payroll Dashboard > Payroll Processing Tile > POTT Folder > Enter POTT – By Batch.
 - b. Click Add a New Value.
 - c. Enter Company, Pay Group, Pay Period End Date.
 - d. Select Transaction Type.
 - e. Click Add.
2. Click Attach or View Supporting Documents.
3. Click Add.
4. Select file to be uploaded and click Upload.
5. Check the Process File checkbox.
6. Click Yes in the popup box to confirm this file.



7. Click Save.

8. Click Run – WI_PY_1TIME (AE).

The screenshot shows a software interface for running a batch process. At the top, there is a search bar with the text "Run - WI_PY_1TIME (AE)" entered. Below the search bar, there are tabs for "Detail Data", "Validation", and "Audit Log". The main area contains a table with the following columns: Comments, Seq#, *Empl ID, Empl Red, Name, Pay Status, Emcd, Description, Oth Hrs, Amount, *One Time Cd, and Sepchk#. The table has one row with the following values: 1, 1, [empty], 0, [empty], [empty], [empty], [empty], 0.00, 0.00, [empty], and 0. Below the table, there are buttons for "Validate" and "Submit". A "Totals" box shows the following information: Rows Validated: 0, Rows Error: 0, and Total Rows: 0. At the bottom of the interface, there are buttons for "Save", "Notify", "Add", and "Update/Display".

9. This process may take several minutes to run depending on the file size and number of rows. When finished, review the rows and data match your CSV file. If the majority or all data did not load correctly, do not Save or Validate the batch. Review and correct any errors on CSV file and return to Step 1 in a new batch.

10. After all rows load successfully to the batch, click Validate.

11. Fix any rows with validation errors.

12. Click Submit.

ADDITIONAL RESOURCES

- [Pay One Time Transactions Job Aid](#)
- [POTTs - Earnings & Deduction Codes Guide](#)