



IMPORT CHARGE OBJECTS FROM A WORKLIST

FIO-27 | BUSINESS PROCESS PROCEDURE

FIO

The purpose of this Business Process Procedure is to explain how to import Charge Objects from a worklist within Fiori.

How to Import Charge Objects

The Charge Objects Maintainer role allows HR access to upload Charge Objects using the Charge Object Upload Source File template. The following steps describe how to import uploaded Charge Objects.

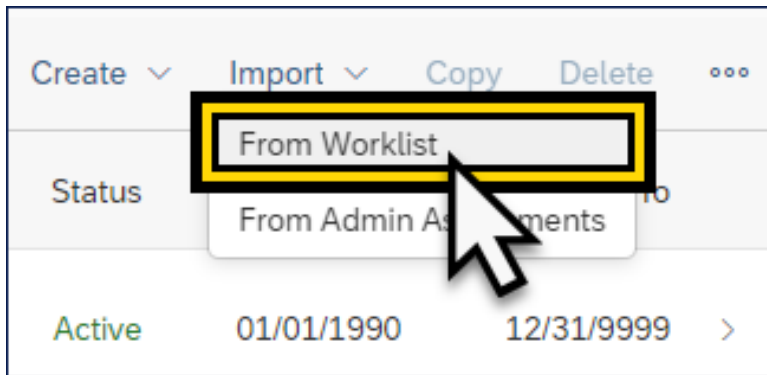
1. After navigating to the My Timesheet Application, click the **Assignments** action tab.

The screenshot shows the Fiori My Timesheet application interface. At the top, there is a navigation bar with a back arrow, a North Carolina map icon, and the text 'My Timesheet'. Below this, the user's name 'Training User' and role '(Administrative Assistant / 01111111)' are displayed. A horizontal menu contains tabs for 'Overview', 'To Do List (6)', 'Assignments', and 'Assignment Groups'. The 'Assignments' tab is highlighted with a yellow box and a mouse cursor. Below the menu, there is an information icon and the text 'Create or import assignments so that you can enter records. Click Here'. A calendar for August 2022 is visible on the left, and a 'Weekly Recorded/Target' section on the right shows '0 / 40'.

2. Click the drop-down arrow next to **Import** from the edit tab options (Create, Import, Copy, Delete).

This screenshot shows the same Fiori My Timesheet application interface, but with the 'Assignments' tab selected. Below the information icon, there is a search bar and a list of filters: 'All (0)', 'Active (0)', and 'Inactive (0)'. To the right of the search bar are buttons for 'Create', 'Import', 'Copy', and 'Delete'. The 'Import' button is highlighted with a yellow box and a mouse cursor. Below the buttons is a table header with columns: 'Name', 'Att./Absence type', 'Premium number', 'Charge Object Abbreviation', 'Activity Abbreviation', 'Status', 'Valid From', and 'Valid To'. Below the table header, there is a text prompt: 'Create or import assignments so that you can enter records.'

3. From the Import drop-down menu, select **From Worklist**.



4. The Import Assignments menu displays a user’s available uploaded Charge Objects.

Import Assignment						
[i] Rename and select date range if needed. Then, select assignments in the list for import. [x]						
<input type="checkbox"/>	Name	Validity Period	Charge Object Abbreviation	Charge Object Description	Activity Abbreviation	Activity Description
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Admin & Mtgs	Administration Mtgs Planning & Support		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Archiving	SAP data archiving		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Break Fix	Break Fix		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Data Migratn	Data Migration project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	End User Sup	End User Production Support		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Enhancements	Config/Dev of Enhancements		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Fed Portal	Federated Portal project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Financial Pl	Financial Planning		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	New Func Req	New Functionality Requirement		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Non-BEACON	Non-BEACON activities		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Open Enroll	Open Enrollment project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Org Plus	Org Plus project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	PMIS Sunset	PMIS sunseting activities		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	PRPMIS Close	Central PR / PMIS Sunsetting		>

Import Cancel

NOTE: The Import Assignments Worklist will look unique to each user based on the uploaded Charge Objects for their position.

5. Choose the uploaded Charge Objects by clicking the selection box next to the Enter a name field.

Import Assignment						
<input type="checkbox"/> Rename and select date range if needed. Then, select assignments in the list for import.						
<input type="checkbox"/>	Name	Validity Period	Charge Object Abbreviation	Charge Object Description	Activity Abbreviation	Activity Description
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	Admin & Mtgs	Administration Mtgs Planning & Support		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	Archiving	SAP data archiving		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	Break Fix	Break Fix		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	Data Migratn	Data Migration project		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	End User Sup	End User Production Support		>
<input checked="" type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	Enhancements	Config/Dev of Enhancements		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	Fed Portal	Federated Portal project		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	Financial Pl	Financial Planning		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	New Func Req	New Functionality Requirement		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	Non-BEACON	Non-BEACON activities		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	Open Enroll	Open Enrollment project		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	Org Plus	Org Plus project		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	PMIS Sunset	PMIS sunseting activities		>
<input type="checkbox"/>	Enter a name...	01/01/2022 - 12/...	PRPMIS Close	Central PR / PMIS Sunseting		>

Import Cancel

6. Enter a name in the Enter a name field.

Import Assignment

i Rename and select date range if needed. Then, select assignments in the list for import. x

	Name	Validity Period	Charge Object Abbreviation	Charge Object Description	Activity Abbreviation	Activity Description
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Admin & Mtgs	Administration Mtgs Planning & Support		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Archiving	SAP data archiving		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Break Fix	Break Fix		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Data Migratn	Data Migration project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	End User Sup	End User Production Support		>
<input checked="" type="checkbox"/>	<input style="border: 2px solid yellow;" type="text" value="Enhancements"/>	01/01/2022 - 12/...	Enhancements	Config/Dev of Enhancements		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Fed Portal	Federated Portal project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Financial Pl	Financial Planning		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	New Func Req	New Functionality Requirement		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Non-BEACON	Non-BEACON activities		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Open Enroll	Open Enrollment project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Org Plus	Org Plus project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	PMIS Sunset	PMIS sunsetting activities		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	PRPMIS Close	Central PR / PMIS Sunsetting		>

Import Cancel

NOTE: The provided example displays one charge object field assigned however there can be any combination of the four charge objects fields.

7. Click **Import** from the bottom right of the menu.

Import Assignment

i Rename and select date range if needed. Then, select assignments in the list for import. x

<input type="checkbox"/>	Name	Validity Period	Charge Object Abbreviation	Charge Object Description	Activity Abbreviation	Activity Description
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Admin & Mtgs	Administration Mtgs Planning & Support		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Archiving	SAP data archiving		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Break Fix	Break Fix		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Data Migratn	Data Migration project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	End User Sup	End User Production Support		>
<input checked="" type="checkbox"/>	Enhancements	01/01/2022 - 12/...	Enhancements	Config/Dev of Enhancements		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Fed Portal	Federated Portal project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Financial Pl	Financial Planning		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	New Func Req	New Functionality Requirement		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Non-BEACON	Non-BEACON activities		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Open Enroll	Open Enrollment project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	Org Plus	Org Plus project		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	PMIS Sunset	PMIS sunseting activities		>
<input type="checkbox"/>	<input type="text" value="Enter a name..."/>	01/01/2022 - 12/...	PRPMIS Close	Central PR / PMIS Sunseting		>

Import Cancel



8. The Charge Object selected from the Import Assignment list, can be used from the Select Assignment field list within the Overview action tab.
9. Time can be recorded by selecting the Charge Object assignment from the imported list.

Additional References

- [My Timesheet](#)
 - <https://www.osc.nc.gov/documents/fio-06-my-timesheet>

Change Record

- 10/04/22 – Initial creation – L. Lee