

How to Import a CSV. Contribution File

1. From the Dashboard in the top right, click **Import Data**.
2. Select the **File Type** from the drop-down list.
3. Click in the **Select File** region, click **Browse**.
4. Select the **CSV. file** or drag and drop the file into the **Select File** region.
5. Click **Upload**.
6. Once the file is uploaded, the **File Header** will be displayed.
7. Fill in the required fields.
8. Click **Save**.
9. Select the newly created file from the **File List** on the Dashboard highlighted in green and the **File Details** window is displayed.
10. Click **Stage** to upload the data into PLANet.
11. Click **Validate**.
12. If any file transactions are invalid, edit by clicking on **Transaction ID** of the invalid record(s) and update the fields. When corrected, click **Validate**.
13. Once validated, review the approved salary and confirm by clicking **Approved Salary**.
14. Once validated, send the completed contribution file to MEPP by clicking **Process**.