



HCM SPREADSHEET LOADER(HSDL)

Create HSDL

Abstract

HCM Spreadsheet Data Loader is also use to load data into HCM cloud application like HCM Data loader (HDL) and it supports most of objects that HDL supports except some objects that use to load image and PDF file.

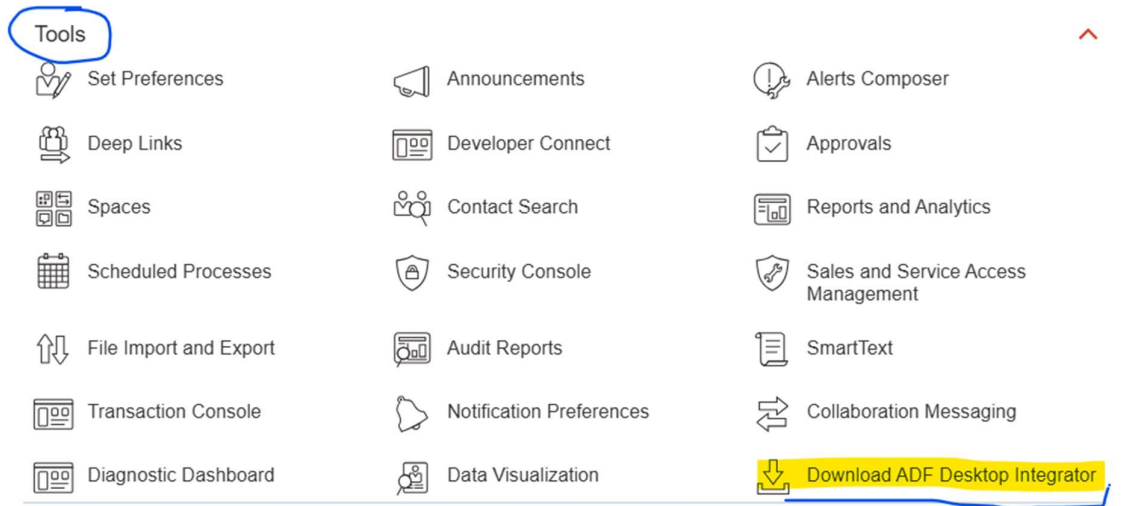
Ganesh Mahto

Create New HCM Spreadsheet Data Loader (HSDL)

Note: Below steps are given for demonstration purpose and configuration can be vary as per business object and requirement.

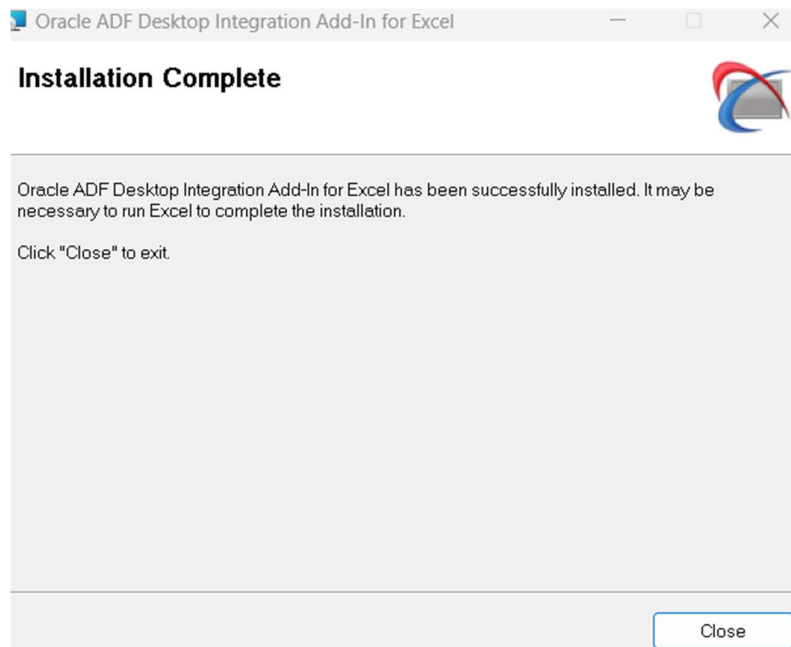
Prerequisite: ADF Desktop Integrator for Excel

To use this tool, first need to install ADF Desktop Integrator for Excel.

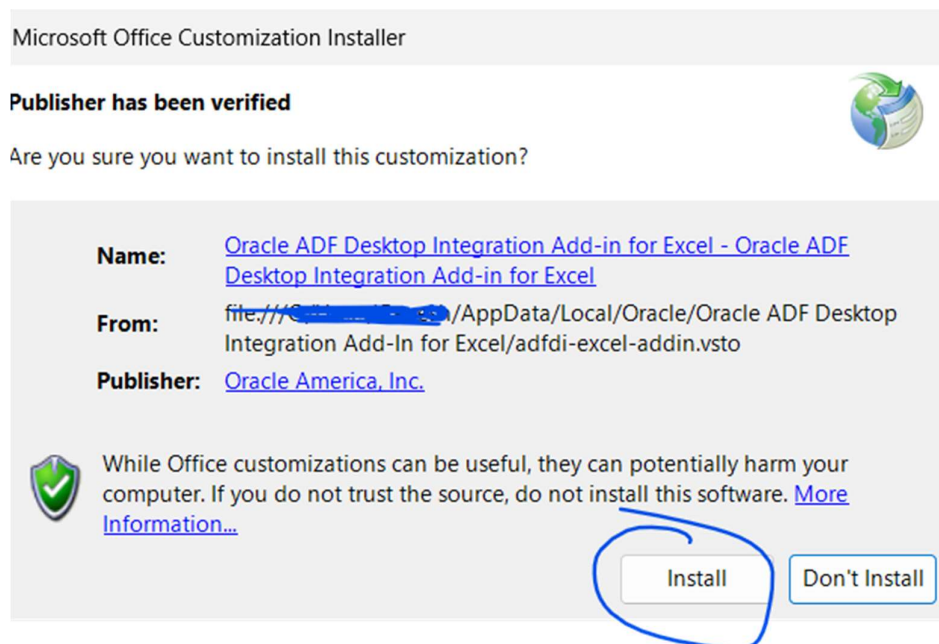


After Download, Run installer

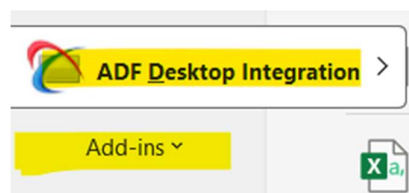
 adfdi-excel-addin-installer-current-user



Once Installation complete, Open Excel, below screen will popup, Click Install



Now it is available in Add-ins

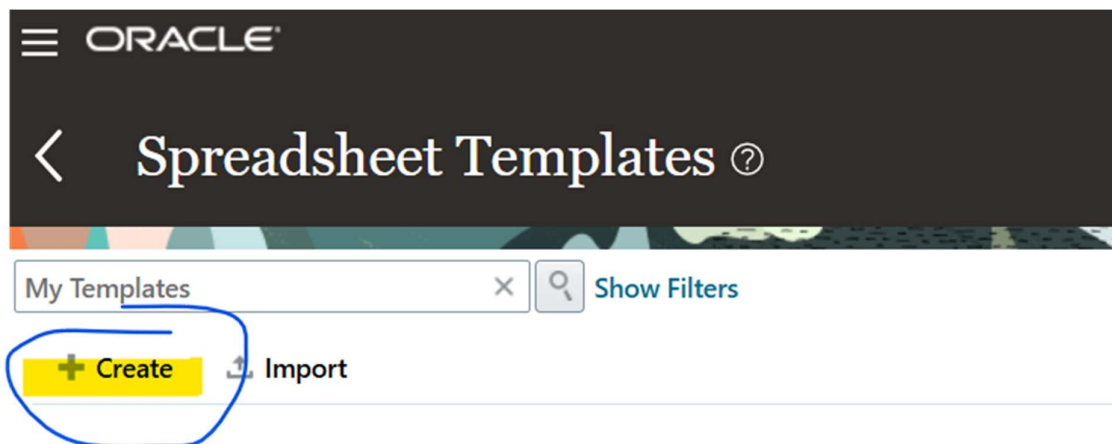
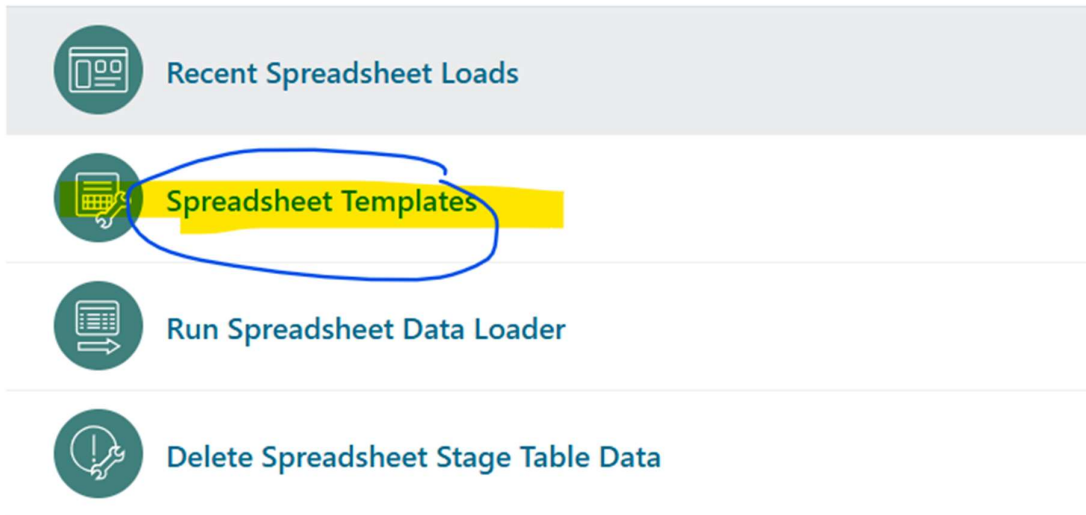


Create new Spreadsheet Loader

Navigate to

Data exchange -> HCM Spreadsheet Data Loader->Spreadsheet Templates

HCM Spreadsheet Data Loader



Create Template

Type Spreadsheet

* Name XX Project Allowance Element Entry

* Code XX_PROJECT_A_ELEMENT_ENTRY

* Business Object Element Entry ▼

Legislative Data Group GB Legislative Data Group ▼

Supported Action Create and update ▼

Description Load Project Allowance Element Entry data

Category ▼

OK Cancel

Search and Select: Business Object

Search Advanced

Match ☐ All ☒ Any

Product Area Global Payroll - Person Infor ▼

Business Object Name %Element%

Search Reset

Product Area	Business Object Name
Global Payroll - Person Information	Assigned Payroll
Global Payroll - Person Information	Element Duration Date
Global Payroll - Person Information	Element Entry
Global Payroll - Person Information	Element Entry with Costing
Global Payroll - Person Information	Payroll Absence Record
Global Payroll - Person Information	Payroll Assignment Details
Global Payroll - Elements	Payroll Element Definition
Global Payroll - Elements	Payroll Element Definition Translation
Global Payroll - Elements	Payroll Element Details
Global Payroll - Elements	Payroll Element Input Value Translation

OK Cancel

Define: XX Project Allowance Element Entry

Preview Validate and Save Cancel

Define Design Add Instructions Role Access Review

Name: XX Project Allowance Element Entry Code: XX_PROJECT_A_ELEMENT_ENTRY

Status: Draft Business Object: Element Entry

Category: GB Legislative Data Group Supported Action: Create and update

Legislative Data Group: GB Legislative Data Group Last Updated Date: 12/12/24 7:14 AM

Type: Spreadsheet Last Updated By: HCM_IMPL1

Description: Load Project Allowance Element Entry data

Template Security

Upload Data As: Session User Assign Roles to Template: Enabled

Template Parameters

View + -

Parameter	Value	Description
No data to display.		

Click on Design

Available Attributes: Element Entry

Show: All

Selected Attributes: All

No data to display.

Select Key : Element Entry

Select the key to uniquely identify the records in the spreadsheet. The surrogate ID attribute should only be used to identify existing records for update and delete.

☒ User Key

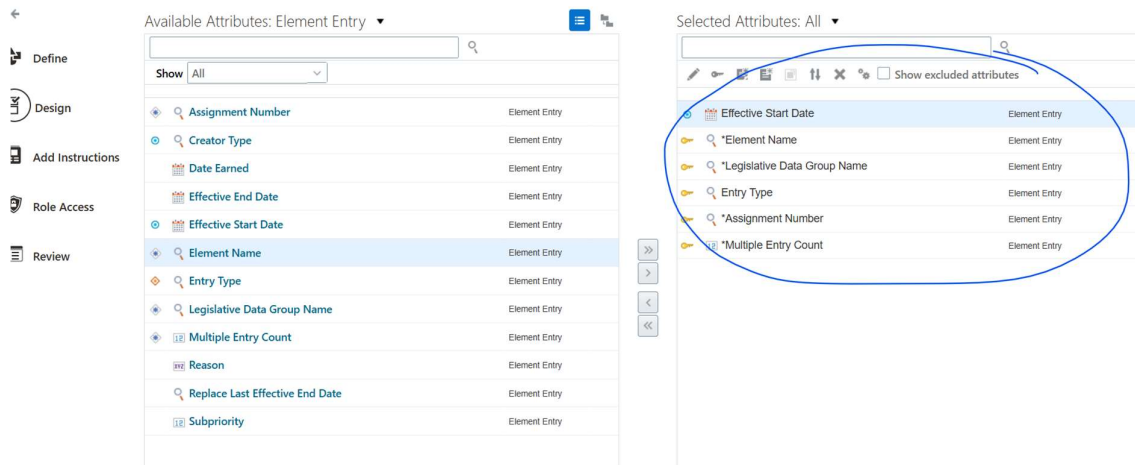
☐ Surrogate ID

Element Name, Legislative C

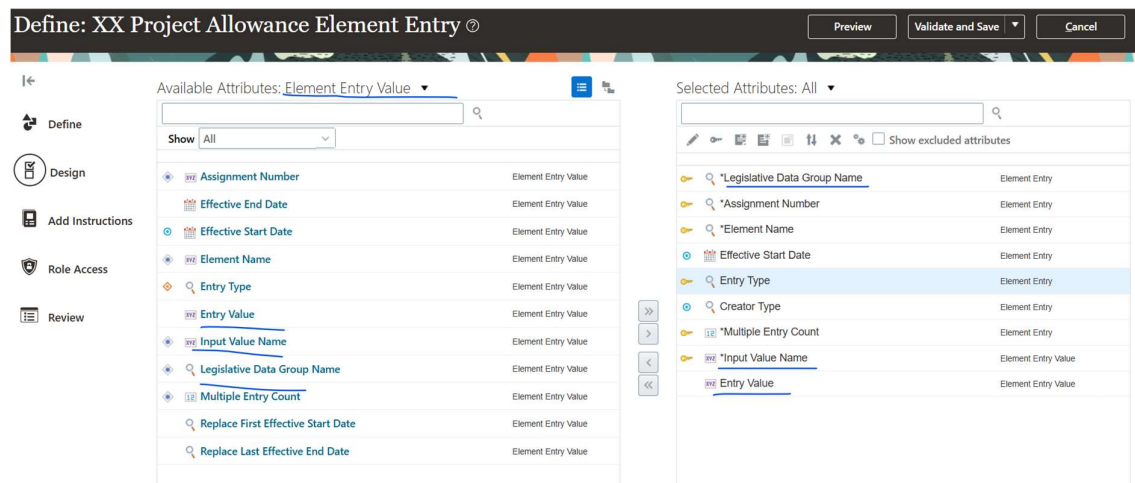
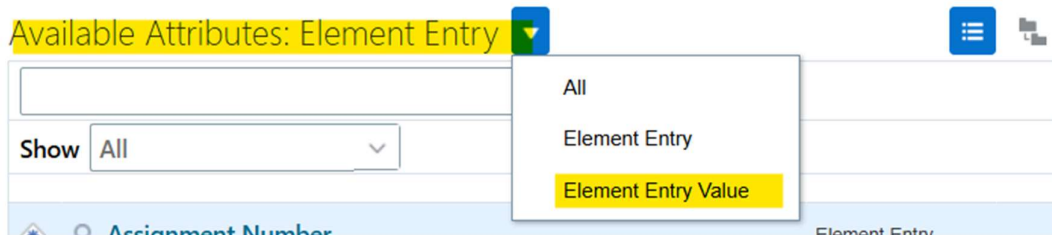
OK Cancel

Select **Element Name** from Available Attributes, Select “User Key “.

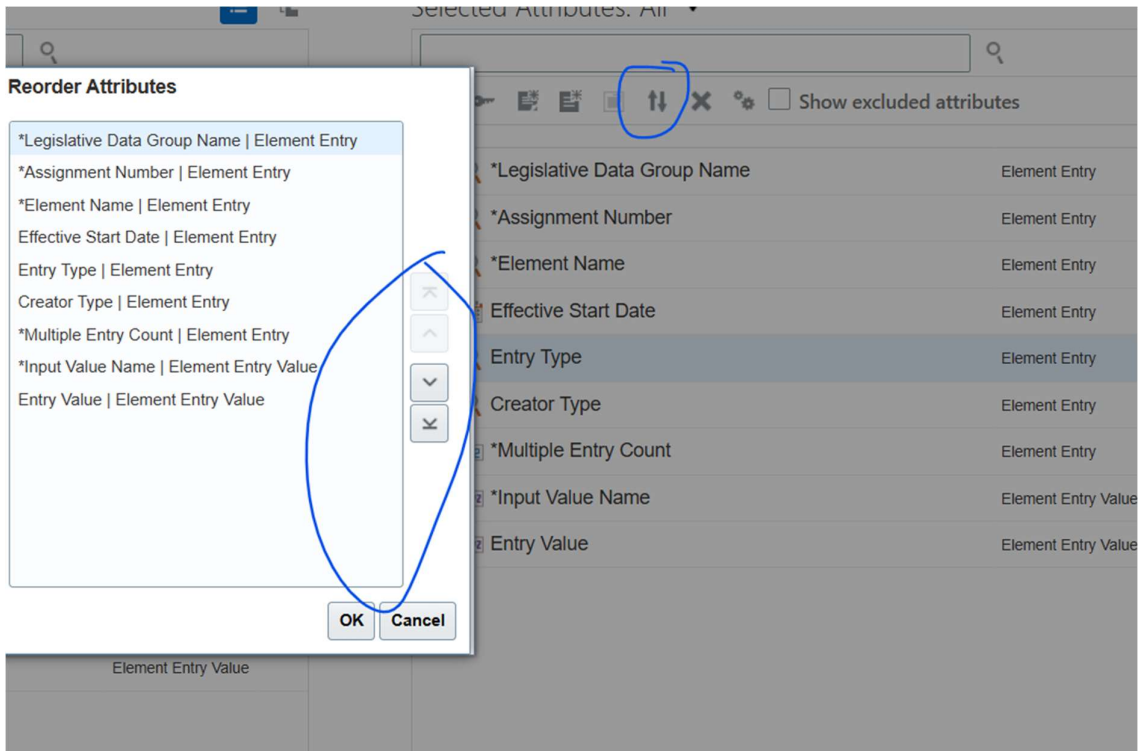
Other Mandatory attributes are automatically move to Selected Attributes.



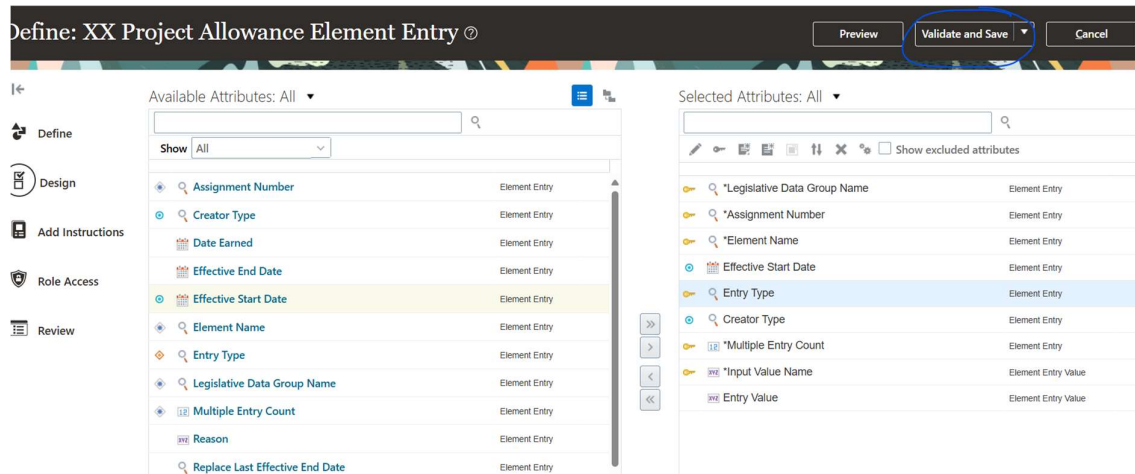
Note : These attributes are element entry attributes, to get Element Entry Value ,
Click on Available Attributes, select Element Entry Value

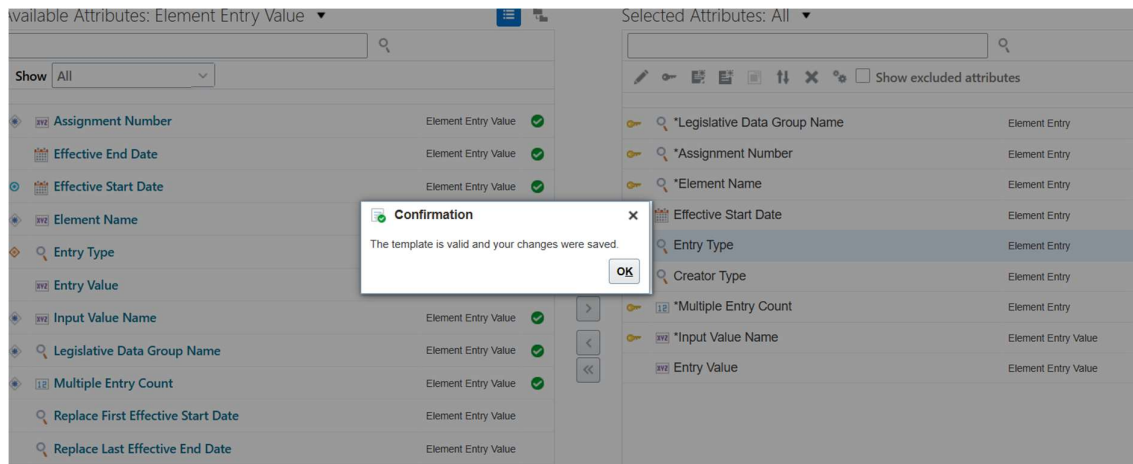


Attributes can be arranged

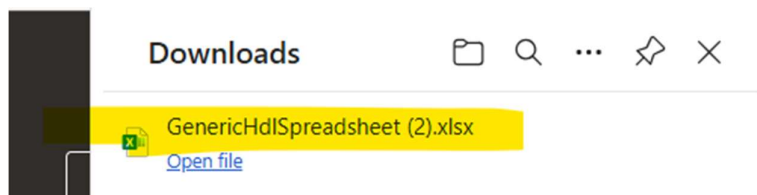
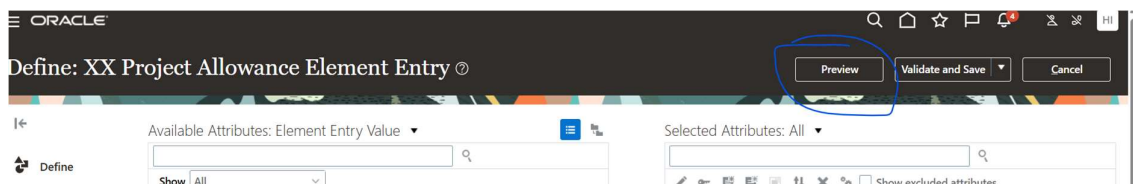


Now Validate and Save spreadsheet



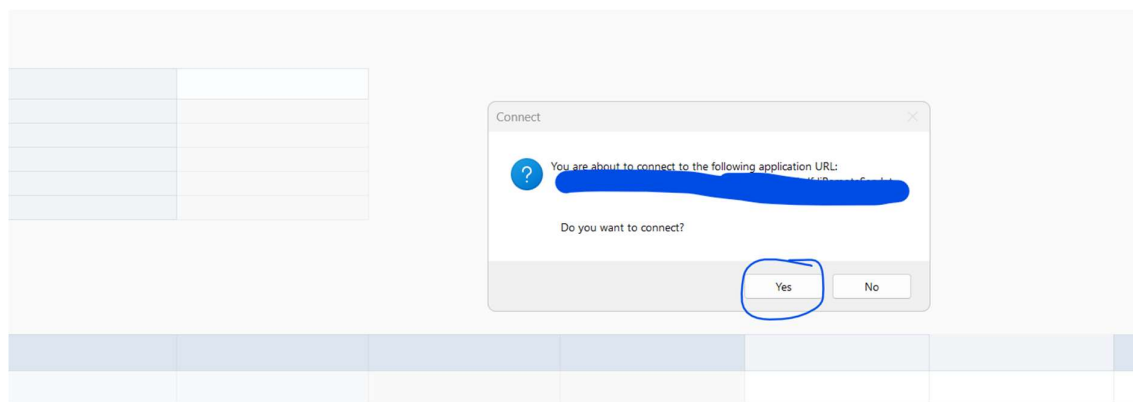


Click on Preview and download spreadsheet template.



Open Excel file

It will ask to connect HCM Cloud application



HCM Cloud Application Login Page will appear

Login to application

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Data Set and Template Details

When you create a new data set, a data set name is generated. You can change the generated data set name to a unique name for this spreadsheet template.

* Data Set Name	
Template Name	XX Project Allowance Element Entry
Supported Action	Create and update
Business Object	Element Entry
Business Object Messages	
Execution Status	

Uploading Changes

To create multiple new rows, select an existing data row, drag the mouse down to include the number of rows you want to create, right click, and select Insert.
After uploading your spreadsheet lines, refresh the spreadsheet to review the current status of each line.

Spreadsheet Line Status		Application Line Status		Element Entry		
Changed	Status	Upload Progress	Message	* Legislative Data Group Name [.]	* Assignment Number [.]	* Element Name [.]
						Effective Start Date

Configure the attributes and set default value.

Go back to spreadsheet template, Select attribute to set default value, and click edit

Selected Attributes: All ▼

Element Entry

*Legislative Data Group Name

Edit: Legislative Data Group Name

Edit List of Values Configure Custom Filter Criteria

Sequence Number 1

* Column Heading Legislative Data Group Name

Description The name of the legislative data group.

Required ✓

List Display Type Free Form Text ▼

Default ☒ Value ☐ None

Constant value ▼

GB Legislative Data Group

Visible ☒

Enabled ☒

Edit: Element Name

Edit List of Values Configure Custom Filter Criteria

Sequence Number 3

* Column Heading

Description

Required ☒

List Display Type

Default ☒ Value ☐ None

Visible ☒

Enabled ☒

Read Only ☐

OK Cancel

Edit: Effective Start Date

Edit List of Values Configure Custom Filter Criteria

Sequence Number 4

* Column Heading

Description

Required ☒

List Display Type

Default ☐ Value ☒ None

Visible ☒

Enabled ☒

Read Only ☐

Edit: Entry Type

Edit List of Values Configure Custom Filter Criteria

Sequence Number 5

* Column Heading

Entry Type

Description

The type of record, such as element entry, or override.

Required

—

List Display Type

Free Form Text

Default

☒ Value ☐ None

Constant value

E

Visible

☒

Enabled

☒

Read Only

☐

Edit: Creator Type

Edit List of Values Configure Custom Filter Criteria

Sequence Number 6

* Column Heading

Creator Type

Description

The name for the type of user or process that created the record,

Required

☒

List Display Type

Free Form Text

Default

☒ Value ☐ None

Constant value

H

Visible

☒

Enabled

☒

Read Only

☐

Edit: Multiple Entry Count

Edit

List of Values

Configure Custom Filter Criteria

Sequence Number7

* Column Heading

Multiple Entry Count

Description

A number to uniquely identify the element entry when multiple ent

Required

✓

List Display Type

Free Form Text

Default

☒ Value

☐ None

Constant value

1

Visible

☒

Enabled

☒

Read Only

☒

There are 2 input values require for this element, so need to create one more input value using “Duplicate” button, highlighted in blue circle.

Element Entry Value ✓

Element Entry Value ✓

Element Entry Value ✓

Element Entry Value ✓

Show excluded attributes

*Legislative Data Group Name

Element Entry

*Assignment Number

Element Entry

*Element Name

Element Entry

*Effective Start Date

Element Entry

Entry Type

Element Entry

*Creator Type

Element Entry

*Multiple Entry Count

Element Entry

*Input Value Name

Element Entry Value

Entry Value

Element Entry Value

Duplicate Component : Element Entry Value

* Number of Instances

1

OK

Cancel

Edit: Input Value Name (Hours Worked)

Edit List of Values Configure Custom Filter Criteria

Sequence Number 13

* Column Heading Input Value Name (Hours Worked)

Description The name of the input value this element entry value is for.

Required ☒

List Display Type Free Form Text

Default ☒ Value ☐ None

Constant value

Hours Worked

Visible ☒

Enabled ☒

Read Only ☐

Edit: Entry Value

Edit List of Values Configure Custom Filter Criteria

Sequence Number 19

* Column Heading Hours Worked

Description The entry for input values available for each entry of the element.

Required ☒

List Display Type Free Form Text

Default ☐ Value ☒ None

Visible ☒

Enabled ☒

Read Only ☐

OK Cancel

Edit: Input Value Name (Rate)

Edit

List of Values

Configure Custom Filter Criteria

Sequence Number

22

* Column Heading

Input Value Name (Rate)

Description

The name of the input value this element entry value is for.

Required

✓

List Display Type

Free Form Text

▼

Default

☒ Value

☐ None

Constant value

▼

Rate

Visible

☒

Enabled

✓

Read Only

☐

Edit: Entry Value

Edit

List of Values

Configure Custom Filter Criteria

Sequence Number

28

* Column Heading

Rate

Description

The entry for input values available for each entry of the element.

Required

☒

List Display Type

Free Form Text

Default

☐ Value

☒ None

Visible

☒

Enabled

☒

Read Only

☐

Click on Preview to Generate Spreadsheet template

Click on “Create Date Set”, It will create Data Set name automatically that can be modify.

Double click on cell that not defaulted

Login

Logout

Clear

Edit

About

Search

Create

Import

Refresh

More

Status

Workbook

Worksheet

Data Set and Template Details

When you create a new data set, a data set name is generated. You can change the generated data set name to a unique name for this spreadsheet template.

* Data Set Name

XX Project Allowance Element Entry#Test1

Template Name

XX Project Allowance Element Entry

Supported Action

Create and update

Business Object

Element Entry

Business Object Messages

Execution Status

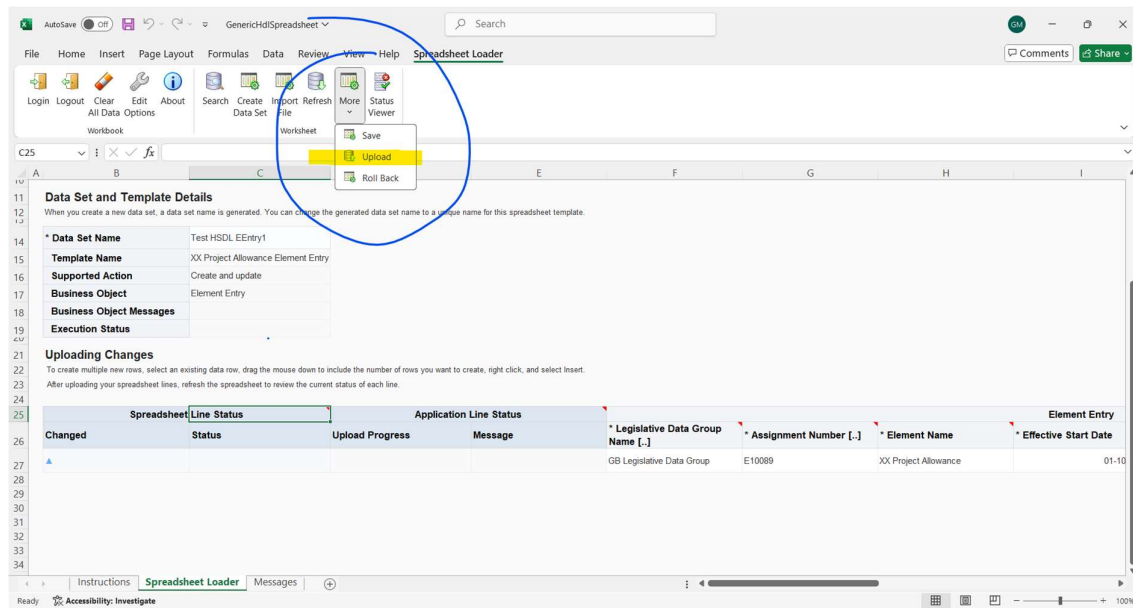
Uploading Changes

To create multiple new rows, select an existing data row, drag the mouse down to include the number of rows you want to create, right click, and select Insert.

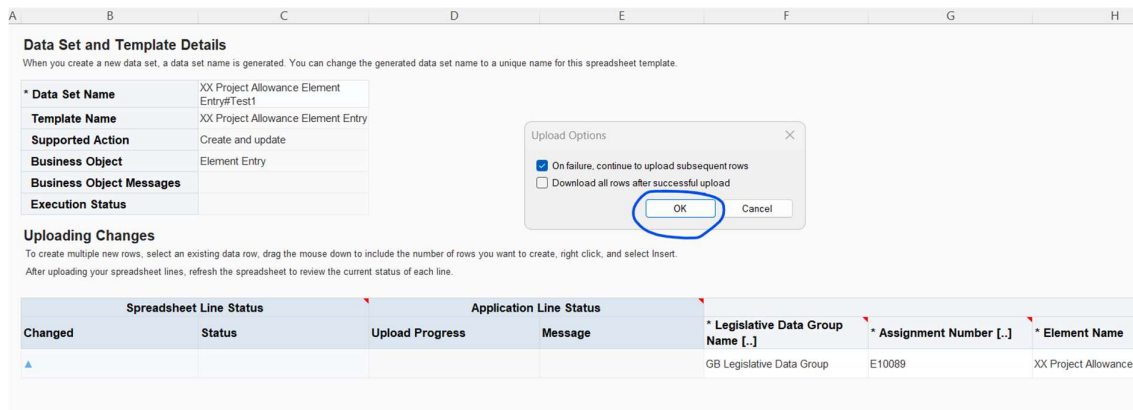
After uploading your spreadsheet lines, refresh the spreadsheet to review the current status of each line.

Spreadsheet Line Status		Application Line Status		Element Entry			
Changed	Status	Upload Progress	Message	* Legislative Data Group Name [.]	* Assignment Number [.]	* Element Name	* Effective Start Date
A				GB Legislative Data Group	E10089	XX Project Allowance	01-10

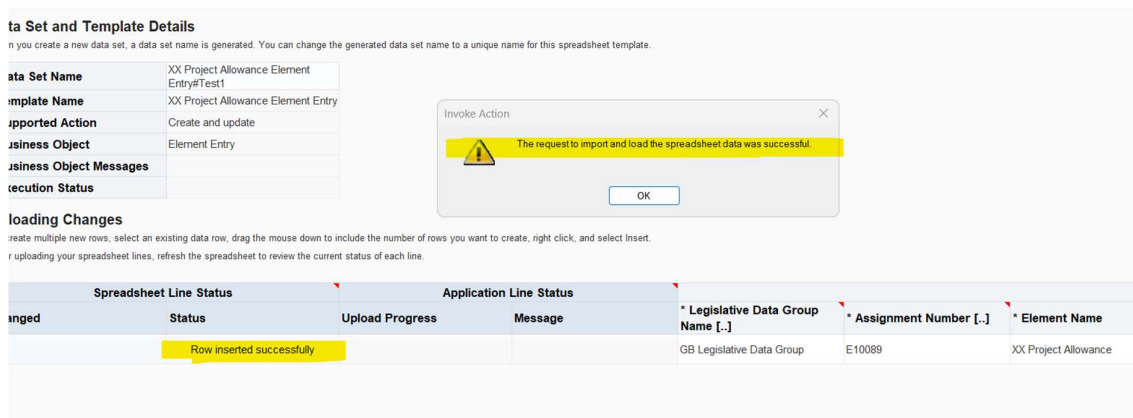
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Click on More Drop down and select “Upload”



Leave the defaulted checked box and click OK



Now verify loaded Element Entry data on Employee Assignment Screen.

Element Name	Primary Entry Value	Value Name	Source	Empl Level	Sequence Number	Effective Start Date	Effective End Date	Edit
Basic Salary UK	5,000.00	Amount	Element Entry Page	Pa...	1	10/1/24		
Pensions Automatic Enrolment			Deduction Card	Pa...	1	10/1/24		
Tax and NI			Deduction Card	Pa...	1	10/1/24		
Occupational Sick Pay Adjustment			Element Entry Page	Pa...	1	10/1/24		
XX Project Allowance		Batch Element Entry		Pa...	1	10/1/24		

Columns Hidden 10

Entry Details

Element XX Project Allowance

Element Classification Name Regular Earnings

Entry Type Element Entry

Subpriority

Assignment Number E10089

Element Processing Type Recurring

Done

General Information

Costing

General Information

Effective Start Date 10/1/24

Effective End Date

Creator Type Batch Element Entry

Processed

Retroactive

Entry Automatic entry No

Sequence Number 1

Reason

History Edit

Entry Values

Hours Worked 40.000

Rate 3

Pay Value

Extra Details

Context Segment