

What are Excel-to-CIs?

PeopleSoft’s Excel to Component Interface (CI) functionality provides a simplified method to upload data into the target PeopleSoft database from a Microsoft Excel spreadsheet. The CI is basically a computer program developed by the Technical Team for processing the data uploaded from the Excel spreadsheet.

Excel-to-CI Type	Heat Ticket <ul style="list-style-type: none"> The district requests an Excel-to-CI spreadsheet by submitting a Heat Self-Service Ticket. Education Business Systems (EBS) sends the spreadsheet, with instructions, to the district who fills out the spreadsheet and sends it back to EBS for processing. EBS notifies the district when processing has completed so they can review the results. 	District Managed <ul style="list-style-type: none"> The district downloads the Excel-to-CI files from the CRC website, enters the required information, submits the data for upload and processing, and verifies the results. Detailed instructional guides are on the CRC website’s Resources > PeopleSoft Resources > Guides and Job Aids page.
1. Job Data > Employment Data	●	
2. Position Data	●	
3. Salary Schedule/Administration Plan	●	
4. Payline Adjustments	●	
5. Payline Vacation Payouts Only	●	
6. Retroactive Pay Form	●	
7. Time Reporter Data	●	
8. Assign Work Schedule	●	
9. Rapid Time		●
10. Absence Balance Adjustment		●