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## Calculation of 8% on Annual Leave Taken

### Also why is 8% calculated on Holiday Pay?

This is the correct method of dealing with accrued Annual Leave, to the best of our knowledge, which is always open to question and re-examination.

In any one year an Employee is entitled to 4 weeks paid leave (this example assumes Employee has reached their entitlement, 1 years employment, and that they are full time). A year's employment therefore comprises 49 working weeks, including paid leave for Sick, ACC, Bereavement and Public Holidays, plus 4 weeks paid leave. 8% is derived from the 4 weeks statutory leave granted by the Holidays Act (in fact it ought to be 124.8 hours, as  $52 * 40 * .08 = 124.8$ , but never mind...) and as you can see the 4 weeks is effectively 8% of the entire years work including paid leave.

Final pay calculations are automatic, providing you use **SmoothPay's** built-in *Final Pay Assistant*. It operates as follows: time worked this period + accrued leave remaining from their last anniversary + 8% on the total. The Employee will be automatically terminated at the end of the pay process.

**Note:** The 8% should not be calculated on the portion of leave accrued since their last anniversary date as they have not yet become entitled to that leave, according to the provisions of the Annual Holidays Act. However, if you do grant leave in advance of their entitlement, and it is not their final pay, then the 8% should be calculated and accrued, as otherwise they would be disadvantaged and the Act would not be complied with as all earnings must taken into account when calculating leave entitlements.

The figures produced on the *Leave Liability Report* should be adequate as a representation of your liability for accrued leave entitlements.

## Pitfalls of showing Leave Balances calculated to date on Payslips

We don't recommend showing leave values that are calculated "to date", because the Holidays Act does not recognise leave as being available until the pre-requisite period of service has been completed (ie Annual Leave becomes available after 12 months service, Sick Leave becomes available after 6 months of service and every 12 months thereafter).

An example of the problems this can cause are: If an Employee takes the leave shown (which then forms part of the "ordinary" earnings as per the Holidays Act), then leaves your employment, the leave entitlement accrued on the leave taken in advance of their next anniversary (the bit between their last anniversary and now) is reversed and the Employee will have the "unearned" leave deducted from their final pay (and may cause all sorts of ruckus).

The maths follows:

1. Employee has worked 6 months, and has accrued 1040 hours of time worked @ 8% = 83.2 hours
2. The Employee requests that they have the 83.2 hours off, and because this then forms part of their "ordinary earnings", their accrued units now equals 1123.2 hours. Bear in mind that this is considered to be leave taken in advance of entitlement, because until they have performed 12 months service (or their anniversary is changed to suit annual business close-down) they are not considered to have accumulated their leave entitlement.
3. The Employee's next Payslip shows the extra 8% leave entitlement based on the leave they were permitted to take in advance (the calculation is performed on the premise that the Employee will fact remain in your employment until their next anniversary, and not leave before then - which is where the problem occurs). They work a week of 40 hours, and their leave balance available now shows as  $83.2 + 40 = 123.2 @ 8% = 9.856$  hours
4. The Employee hands in their notice and works their final 40 hours. The *Final Pay leave* is calculated as  $1163.2 + 40$  hours, less the 83.2 hours paid in advance = 1120 hours @ 8% = 89.6 hours, less leave taken in advance (pre-paid) 83.2 = 6.4 hours. **Note:** their previous payslip stated 9.856 hours as being available.

Your Employee is bound to ask why the difference...now you know.

Unfortunately, the Holidays Act does not provide for all situations and relies heavily on rulings by people who interpret the Act in their own way. It would be much easier if New Zealand adopted a simpler method of holiday pay, eg a Leave Loading like Australia (current rate + percentage), however the same problem would occur if leave was permitted to betaken in advance - the "claw-back" would upset the "to-date" calculation shown on previous Payslips.

A solution would be to show leave available excluding earnings on leave taken in advance of entitlement, however this causes a similar problem on the Employee's anniversary with a bigger jump in their leave balance when their anniversary comes around.

I'm afraid there is no simple solution, so **we recommend that you show leave remaining from last anniversary** in preference to showing leave balances calculated to date.

## Do I receive a manual?

### Also, OnlineHelp

A manual is provided on the **SmoothPay** menu (*Start...Programs...SmoothPay Payroll...User Guide*), as well as from our website.

**SmoothPay** also provides OnlineHelp which can be accessed any time by pressing *F1* or choosing *Help* at the top of the screen menu.

OnlineHelp is easy to use with hot links to topics and search facilities available for key words, such as Holiday, etc and contains hundreds of pages of information relating to every aspect of the payroll. Factsheet information is also available from the website using the Hyperlinks.

**Note:** Many of the topics include screen shots which you can click on to find out more about the selected area of the screen being displayed.

Any page of information can be printed from the OnlineHelp system. Especially useful are the *Payroll Process* and *Getting Started* topics, although these are reproduced in the Getting Started Guides that printed automatically when you installed **SmoothPay**, and are also available from the *Reports* list.

## How do I set up holiday pay in regard to payment and roll over?

Holiday methods and entitlements are setup in the Edit Employee...Holiday Setup screen.

Refer to OnlineHelp (press F1) and the program screens for the latest information.

A number of *Factsheets* and *Forms* are available on our website to help you set up your leave entitlements correctly.

Briefly, the Employees start date determines when the next rollover (anniversary) is due. Rollover date is the employees anniversary, and is the date at which the employees next annual leave accrual will occur. You may leave this date empty for new employees.

In this screen you can set whether the employee receives their annual leave allocation annually (usually 160 hours), or per pay period (usually 8%, entered as .08). Note that casual employees will be paid their holiday entitlement each time they are paid. Part-time employees should be setup to receive a percentage each pay period. Full time employees normally receive an annual entitlement.

None of the following applies to casual employees.

You can also enter the number of hours leave remaining and the rate at which holiday pay is to be paid. The rate entered should not be less than their current hourly rate (requirement of the Holidays Act). This is your responsibility, though SmoothPay will try to determine the appropriate rate to pay based on employee's historical pay information.

SmoothPay will automatically accumulate the necessary totals for you as each pay is processed.

You may pay an employee as much holiday pay as you wish to allow, including in advance of their entitlement.

You must pay an employee at the higher of their annual average or current rate.

## Why do the previous pay details get transferred to the next pay?

### Also, Default Pays

It is recommended that Employee's have a *Standard Pay* stored for them so that their standard rate of pay, allowances and deductions, and *Net Pay* bank account entries are brought up automatically.

If you wish to set standard pay information for an Employee (eg hours, pay rate, allowances, deductions and net pay allocations), set the Employee's *Pay Input* up as you would like it to appear at the start of each pay period, then click on *Save Input as Standard Pay* button.

If you wish to see an Employee's standard pay entries, these are visible immediately upon entering an Employee's *Pay Input* screen for the first time in a pay period, or by selecting "*Standard Pay*" from the views available in the *Pay Input* screen.

**Note:** If an Employee's KiwiSaver, pay rate, bank account, child support, allowances or deductions changes, make sure you update the Employee's record by saving a new *Standard Pay*.

## Timeclock Import File Specifications

### Standard SmoothPay Time Import File Format (preferred format one, uses internal Employee's ID)

File format is CSV

There are 3 record types, but otherwise the layout is identical. If a field cannot be provided, a placeholder field MUST occur, even if it is empty.

- Type 1: Time entries
- Type 2: Allowance entries
- Type 3: Deduction entries

All records are optional (there need not be any type 1 or 2 or 3 records, and they do not need to be in any particular order).

#### Record format:

Field name or position	Description
TYPE N(1)	Types 1 to 3 (Mandatory)
EMPID N(10)	Derived from Employee Summary List in <b>SmoothPay</b> (Mandatory)
CODE C(20)	These are defined below and are ALWAYS in uppercase (Mandatory)
ACCOUNT C(20)	Account Code, correctly formatted as defined in <b>SmoothPay</b> ( <i>optional</i> , but requires placeholder field)
JOB C(20)	Job Code, correctly formatted as defined in <b>SmoothPay</b> ( <i>optional</i> , but requires placeholder field)
ACTIVITY C(20)	Activity Code ( <i>optional</i> , but requires placeholder field)
UNITS N(12,2)	<b>Note:</b> for overtime this is the ACTUAL HOURS WORKED (not converted overtime hours)
RATE N(14,6)	<i>Optional. Note:</i> for overtime this is the NORMAL pay rate
MULTIPLIER N(5,4)	<i>Optional.</i> Specifies multiplier used for overtime (default = 1.5 if empty), or days or part thereof for ALL leave types (default = 1 if empty)
COMMENT C(20)	<i>Optional</i>
SLTYPE N(1)	<i>Optional.</i> Special leave type. <b>SmoothPay</b> supports up to 9 user defined descriptions for Special Leave ( <i>optional</i> )

DATE C(10)	<i>Optional.</i> Format is DD/MM/YYYY and is the date of the transaction of work if applicable, otherwise if blank the current period ending date will be used as a default value by <b>SmoothPay</b> )
DAYS N(5,2)	<i>Optional.</i> Number of days (usually for time entries for Sick, Special, Public, Alternative or ACC) and for Overtime/Penal where work done on a Public Holiday so that an Alternative Day/s can be accrued. If used for Annual Leave, and the Employee accrues leave in weeks (as per the Holidays Act), then the number of days appearing here will be translated into a proportional week (based on the Employee's contracted days setting in their Employee record).

## File naming Convention:

The output file should be named PAYDATA.CSV

The file should be created to diskette, or to a location accessible by the **SmoothPay** program (any common drive letter).

## CODE definitions:

- Type 1 records: ORDINARY, OVERTIME, DOUBLE, HOLIDAY, SICK, STATUTORY, SPECIAL, TIMEINLIEU, ACC (or digit 1 thru 9)
- Type 2 records: Allowance code as specified in SmoothPay
- Type 3 Records: Deduction code as specified in SmoothPay

**NOTE:** A sample file must be produced from your external system for pre-production testing by **SmoothPay Ltd** before certification will be issued.

## Resman SmoothPay Time Import File Format (alternate preferred format, uses Time Clock IDs)

File format is CSV

There are 3 record types, but otherwise the layout is identical. If a field cannot be provided, a placeholder field **MUST** occur, even if it is empty.

- Type 1: Time entries
- Type 2: Allowance entries
- Type 3: Deduction entries

All records are optional (there need not be any type 1 or 2 or 3 records, and they do not need to be in any particular order).

## Record format:

Field name or position	Description
TYPE N(1)	Types 1 to 3 (mandatory)
BADGEID N(10)	Time system internal ID - matched against Employee badge number
CODE C(20)	These are defined below and are ALWAYS in Uppercase (mandatory)
ACCOUNT C(20)	Account Code, correctly formatted as defined in <b>SmoothPay</b> ( <i>optional</i> , but requires placeholder field)
JOB C(20)	Job Code, correctly formatted as defined in <b>SmoothPay</b> ( <i>optional</i> , but requires placeholder field)
ACTIVITY C(20)	Activity Code ( <i>optional</i> , but requires placeholder field)

UNITS N(12,2)	<b>Note:</b> for overtime this is the ACTUAL HOURS WORKED (not converted overtime hours)
RATE N(14,6)	<i>Optional.</i> <b>Note:</b> for overtime this is the NORMAL pay rate
MULTIPLIER N(5,4)	<i>Optional.</i> Specifies multiplier used for overtime (default = 1.5 if empty), or days or part thereof for ALL leave types (default = 1 if empty)
COMMENT C(20)	<i>Optional</i>
SLTYPE N(1)	<i>Optional.</i> Special Leave type. <b>SmoothPay</b> supports up to 9 user defined descriptions for Special Leave ( <i>optional</i> )
DATE C(10)	<i>Optional.</i> Format is DD/MM/YYYY and is the date of the transaction of work if applicable, otherwise if blank the current period ending date will be used as a default value by <b>SmoothPay</b> )
DAYS N(5,2)	<i>Optional.</i> Number of days (usually for time entries for Sick, Special, Public, Alternative or ACC) and for Overtime/Penal where work done on a Public Holiday so that an Alternative Day/s can be accrued. If used for Annual Leave, and the Employee accrues leave in weeks (as per the Holidays Act), then the number of days appearing here will be translated into a proportional week (based on the Employee's contracted days setting in their Employee record).

### File naming Convention:

The output file should be named PAYDATA.CSV

The file should be created to diskette, or to a location accessible by the **SmoothPay** program (any common drive letter).

### CODE definitions:

- Type 1 records: ORDINARY, OVERTIME, DOUBLE, HOLIDAY, SICK, STATUTORY, SPECIAL, TIMEINLIEU, ACC (or digit 1 thru 9)
- Type 2 records: Allowance code as specified in SmoothPay
- Type 3 Records: Deduction code as specified in SmoothPay

**NOTE:** A sample file must be produced from your external system for pre-production testing by SmoothPay Systems Ltd before certification will be issued.

### Resman SmoothPay Employee Import Synchronisation File Format

File format is CSV, and the file named EMPLOYEE.CSV must be created in the same folder as the PAYDATA.CSV file as indicated above.

**The presence of this file is entirely optional.** If present, it will be processed before the timesheet entries are processed from PAYDATA.CSV (as some Employee data may be new or changed).

This file format provides for *automatic synchronisation of employee data* from an external HR or Employee Management System (such as ResMan).



## Record format:

Field name or position	Description
BADGEID N(10)	Time system internal ID - matched against Employee Badge Number
SURNAME C(20)	
FIRSTNAME C(20)	
ADDRESS1 C(30)	Address line
ADDRESS2 C(30)	
ADDRESS3 C(30)	
PHONE C(30)	
IRDNUMBER C(11)	Format 99-999-999 (used as basis for matching if not set to invalid value and badgeid not found in <b>SmoothPay</b> )
TAXCODE C(10)	M, M SL etc. Invalid codes causes default of ND (No declaration) to be used.
ACCOUNT C(19)	Bank account number. Format 99-9999-99999999-999. If specified and valid is established as "default" account on <i>Standard Pay</i> for this Employee.
STARTDATE	Format YYYYMMDD (eg 20040823 for 23 August 2004). Uses today's date if missing.
EMPLOYMENT N(1)	1=Full time, 2=Part-time, 3=Casual
CYCLE N(1)	1=Weekly, 2=Fortnightly, 3=Monthly, 4=Four-weekly
PAIDBY N(1)	1=Cash, 2=Cheque, 3=Bank
GENDER C(1)	M or F
DOB	Format YYYYMMDD (eg 20040823 for 23 August 2004), <i>optional</i> .
EMAIL C(40)	<i>Optional</i>
NEXTOFKIN C(200)	<i>Optional</i> . Allows multiple "lines" delimited by "~"

## File naming Convention:

The output file should be named EMPLOYEE.CSV

The file should be created to the same folder as the PAYDATA.CSV file (see ResMan time clock import file format specification).

## DDNC time import file format specification

1	empid N(10), ;	&& employee unique ID (must be same as <b>SmoothPay</b> )
2	ordtime N(6,2), ;	&& total ordinary time
3	ovvertime N(6,2), ;	&& total time+half (actual hours worked)
4	dbltime N(6,2), ;	&& total double time (actual hours)
5	siktime N(6,2), ;	&& dick hours
6	statime N(6,2), ;	&& statutory hours
7	filler1 N(6), ;	&& not used
8	filler2 N(6), ;	&& not used
9	filler3 N(6), ;	&& not used

## Sample

The following illustrates a sample of the contents from a DDNC format file:

```
001050,32.00, 0.00, 0.00, 0.00, 8.00, 0 , 0 , 0
001100,30.42, 0.00, 0.00, 0.00, 8.00, 0 , 0 , 0
001150,32.00, 0.00, 0.00, 0.00, 8.00, 0 , 0 , 0
001200,32.75, 0.00, 0.00, 0.00, 8.00, 0 , 0 , 0
001250,31.50, 0.00, 0.00, 0.00, 8.00, 0 , 0 , 0
001300,31.75, 0.00, 0.00, 0.00, 8.00, 0 , 0 , 0
001350,31.00, 0.00, 3.00, 0.00, 8.00, 0 , 0 , 1
001400,31.75, 0.00, 0.00, 2.50, 8.00, 0 , 0 , 1
```

## File Naming

DDNC file names are normally in the format DDddmmyy.TXT eg. DD120497.TXT

### "ACE Pays" time import file format specification

1	empid N(10), ;	&& employee unique ID (must be same as SmoothPay
2	name C(30), ;	&& employee name
3	ordtime N(6,2), ;	&& total ordinary time
4	overtime N(6,2), ;	&& total time+half (actual hours worked)
5	dbltime N(6,2), ;	&& total double time (actual hours)
6	siktime N(6,2), ;	&& sick hours
7	statime N(6,2), ;	&& statutory hours
8	filler1 N(6), ;	&& not used
9	filler2 N(6), ;	
10	filler3 N(6), ;	
11	filler4 N(6), ;	
12	filler5 N(6), ;	

## Sample

The following illustrates a sample of the contents from an "AcePays" format file:

```
133,AITCHISON RUVE , 4000, 700, 0, 0, 0, 0, 0, 0,0,0,0
30,BENNIE BARBARA , 0, 0, 0, 0, 0, 0, 0, 0,0,0,0
106,BRIGHT GWEN , 4000, 1000, 500, 0, 0, 0, 0, 0,0,0,0
11,CAMPBELL CRAIG , 3950, 600, 0, 0, 0, 0, 0, 0,0,0,0
105,CAMPBELL DIANA , 2725, 600, 0, 0, 0, 0, 0, 0,0,0,0
18,DICK KRISTINE , 4000, 1000, 500, 0, 0, 0, 0, 0,0,0,0
140,EASTON JILLIAN , 4000, 500, 0, 0, 0, 0, 0, 0,0,0,0
134,ENGERT VAL , 2100, 0, 0, 0, 0, 0, 0, 525,0,0,0
114,FURJES ELIZABET, 4000, 0, 0, 0, 0, 0, 0, 0,0,0,0
```

Note that decimal points are not present in the hours fields.

## File Naming

ACEPays format file name is normally PAYDATA.FIL

## Adjusting Employee's tax rate to zero

There are two ways to adjust the tax for an Employee to set it to zero (or some other sum).

### ● Permanent

Select the Employee, modify their Employee record to Tax Code WITHHOLDING and leave the Special Tax Rate at zero or the percentage required.

### ● Temporary on Payslip

Select the Employee, select *Pay Input*. Choose *Tax, Salary, Child Support* button and *override the PAYE Tax* - set the amount to zero. You can make this a permanent adjustment by saving the *Current Pay* as the *Standard Pay*.

**WARNING:** PAYE tax is payable on all earnings and there is no specific exemption for school children, although the IRD advise that if earnings are not more than \$20 per week then PAYE tax need not be deducted as the end of year rebate would permit the amount to be refunded in any case. However, this advice does not mean the earnings are exempt from earner premium (1.2%).

Our suggestion is that if the Employee does not earn more than \$20 each week, then do not pay them via payroll, but treat them as a creditor (effectively they earn "pocket-money").

You should contact IRD directly for further advice.



## Why does the Employee's net pay change by 10 cents?

This applies only to Employee's that have been set up to receive their *net pay as cash* (refer Employee Setup record). **SmoothPay** recognises that the net pay is cash, and applies automatic ten cent rounding. It does so by calculating the PAYE, checking to see if the net pay requires rounding (always upwards to the next ten cent value), and reduces the PAYE total accordingly. The adjustment (never more than a few cents) is stored until the next pay period, when it is added to the calculated PAYE total before the next rounding is applied. From this it can be seen that the rounding will cycle between ten cents less and ten cents more over a two or three pay cycle.

## Why does the Employee's net pay change by \$1?

This applies only to Employee's that have been set up to receive their *net pay with whole dollar rounding* (refer Employee Setup record). When **SmoothPay** calculates the PAYE during *Pay Input*, it checks to see if the net pay requires rounding (always upwards to the next whole dollar value), and reduces the PAYE total accordingly. The adjustment (never more than 99 cents) is stored until the next pay period, when it is added to the calculated PAYE total before the next rounding is applied.

## Retirement and Redundancy, do I need to create another Employee Record?

No. A standard **RETIRE** Allowance Code has been supplied with your system which has *Retire/Redundancy* specified as the taxation type. When paid to an Employee, the system will automatically separate the payment (and the tax applicable to the Allowance) into a separate IRD Certificate when they are produced.

A retirement/redundancy payment should not be paid to an Employee set up with a WITHHOLDING tax code as this is an invalid situation.

## GL Costing Analysis and Transfer Output Format

**SmoothPay** provides for costing analysis export to numerous accounting and financial systems, including MYOB, Concept CASHmanager, NZHO Pro, Pastel, CBA, MoneyWorks, QuickBooks and others.

In addition, a standard **SmoothPay** file format is supported.

### File format

SmoothPay's generic GL costing analysis output file format is a standard Comma Separated Values file as follows:

Field	Type	Description
PeriodEnd	D	Period end date "dd/mm/yyyy"
AccountCode	C(20)	Account code as entered by User
JobCode	C(20)	Job code as entered by User ( <i>optional</i> )
Amount	N(12,2)	Amount (incl GST content if any)
GST	N(12,2)	Included in Amount field (if any - this is used for payments to Contractors from which Withholding Tax has been deducted etc)

The file produced is a "fully-balanced" journal of summarised transactions (summarised by Account Code for costing analysis debits, then credit transactions for control account postings. The sum of the file amount column will always be zero.

The file can be generated during *Standard Reports...Account Costing Analysis* or by *Account Costing Analysis Reports* produced from the *Reports* menu.

The file is in standard Comma Separated Value (CSV) format and contains a single header line describing each field, followed by detail transaction lines for each Account and Job Code combination.

## Example file:

```
Date,Account,Job,Amount,GST
"30/04/2001", "", "", 400.00,0.00
"30/04/2001", "1650", "", 220.00,0.00
"30/04/2001", "ACCOUNT", "BIGJO", 56.00,0.00
"30/04/2001", "ACCOUNT", "JOB", 174.50,0.00
"30/04/2001", "WAGES", "NOJOB", 326.92,0.00
"30/04/2001", "CHILDSUP", "", -15.00,0.00
"30/04/2001", "CONTROL", "", -768.07,0.00
"30/04/2001", "OTHERDED", "", -185.85,0.00
"30/04/2001", "PAYE", "", -208.50,0.00
```

**Note:** Account number missing in first line and the optional entry of Job Codes.

## Job Costing Analysis and Transfer Output Format

**SmoothPay** provides for costing analysis export by job code to a standard SmoothPay file format.

### File format

**SmoothPay's** generic Job Costing Analysis output file format is a standard Comma Separated Values(CSV) file as follows:

Field	Type	Description
type	N(1)	1=ledger costing for Earnings, 2=ledger costing for Reductions, net etc
acctcode	C(20)	Human readable Account Code
jobcode	C(20)	Human readable Job Code
acctid	N(10)	Internal ( <b>SmoothPay</b> ) ID identifying this account
jobid	N(10)	Internal Job ID
alpha	C(10)	Employee alpha code
empid	N(10)	Internal Employee ID
batch	N(10)	Pay batch
lunits	N(12,2)	Leave units
lvalue	N(12,2)	
wunits	N(12,2)	Work units
wvalue	N(12,2)	<b>NOTE:</b> Value (lvalue+wvalue+allowance+alloc) is GROSS (incl GST if any)
allowance	N(12,2)	Total Allowances
ntax	N(12,2)	'ntax' is non-taxable content of 'alloc', so PAYE tax allocations can work on taxable values (because some still insist that tax is a cost!?!)
alloc	N(12,2)	Pro-rated allocations
GST	N(12,2)	GST is GSTCONTENT (if any, and may be placed by pro-rated allce)
PAYE	N(12,2)	
HOLUNITS	N(12,2)	Holiday Leave
HOLVALUE	N(12,2)	
SIKUNITS	N(12,2)	Sick Leave
SIKVALUE	N(12,2)	
STAUNITS	N(12,2)	Statutory Leave
STAValue	N(12,2)	
BERUNITS	N(12,2)	Special Leave
BERVALUE	N(12,2)	
TILUNITS	N(12,2)	Time in Lieu
TILVALUE	N(12,2)	
ACCUNITS	N(12,2)	ACC Leave
ACCVALUE	N(12,2)	
DATE	D	Work date
DEPTID	N(2,0)	Internal Department ID

**Note:** While the GL account analysis export (defined earlier in this Factsheet) provides a fully balanced Journal, the above export format does not. It merely breaks down costs by Job and Account Codes and various attributes for each Job (you should process only type = 1 records.)

## New Formats

If a specific file format import routine already exists for the financial system being used or considered, we will endeavour to provide you with the data in the same format. All that we require is a file specification and sample so that we can produce the data in the format required.

We can also add Account and Job Code "picture" strings and an output file name to be applied as default settings to help minimise invalid data entry in **SmoothPay** - you just need to tell us the standard format of each.

**\* END \***