

SmoothPay lets you import *standard CSV (Comma Separated Values)* format files containing *Employee (optional)* and *Timesheet* information, reducing the task of entering timesheet information to a simple "mouse-click process". CSV files can easily be produced by spreadsheets and various contract management and HR systems. Specifications of the file layout and examples of content are published below.

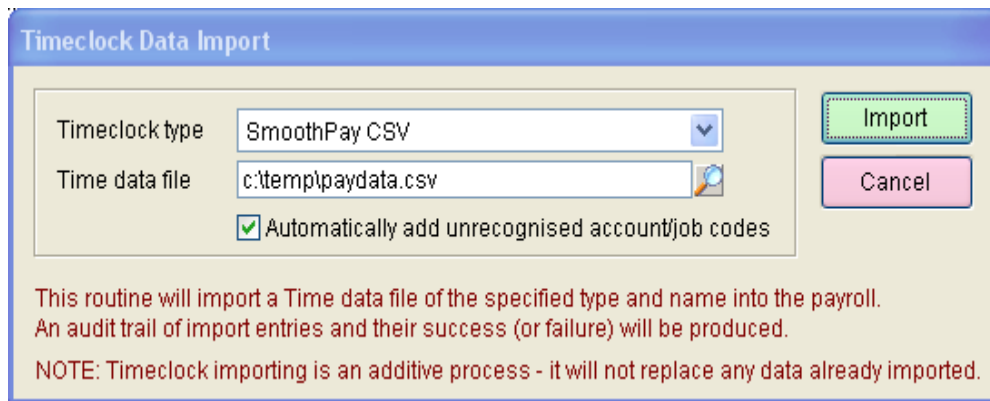
Importing Employee and Timesheet information from CSV files

Two types of CSV files may be processed by SmoothPay:

- EMPLOYEE.CSV containing *Employee* data – this file is not mandatory, and if not found in the same folder as the PAYDATA.CSV file then this import step is skipped
- PAYDATA.CSV containing *Timesheet* data

In SmoothPay, click on *Wizards... Timeclock Import*.

Choose *SmoothPay CSV* as the *Timeclock Type*, and locate the PAYDATA.CSV file you have produced - use the *Lookup* button to browse for the file location.



Choose **Import** to begin the *2-stage import process*.

Stage 1 updates any *Employee* information and adds any new Employees.

Stage 2 imports *Timesheet* entries.

Units

Stage 1 – Employee Updates

If the EMPLOYEE.CSV file exists in the same folder as the nominated *timesheet data file*, then any new Employees will be added automatically.

You just need to check their Leave settings etc are correct and comply with the Holidays Act.

Any changes to Employee fields being imported are automatically applied.

An audit trail is produced showing any changes processed, and any problems encountered in the data import process:

EMPLOYEE DATA IMPORT AUDIT REPORT						File name: C:\TEMP\EMPLOYEE.CSV
Employee ID	IRN #	Tax code	Badge #	Bank account	Fields changed/error messages	
0	surname, forename add1,add2,add3	irid	taxcode	0	bank	X Incomplete record
5	Mr. Susan Cathedral Square, City	99-999-001	ND	1		X NEW EMPLOYEE, Invalid IRN #, Address, Phone, Weekl Bank not on file

Stage 2 – Timesheet Data

This stage imports *Timesheet* entries into **SmoothPay's Pay Input**, and produces an audit trail of the results.

TIMECLOCK DATA IMPORT AUDIT REPORT								File name: C:\TEMP\
Unrecognised account/job codes NOT added								
Employee	Type	Code	Account	Job	Activity	Units	Rate	x
FAILED-error in record content	0	Account	Job	Activity	Units	0.00	0.000000	Date
* Error in record content may indicate:					Valid	0.00		
-Unrecognised employee badge number					Failed	0.00		
-Unrecognised allowance, deduction code								
-Timeclock record format error								
-Unrecognised account/job code					Total	0.00		

File Format Specifications

SmoothPay Standard CSV time import file format

File format is CSV.

There are 3 record types, but otherwise the layout is identical. If a field cannot be provided, a place holder 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 sorted in any particular order).

Record format

Column	Field name or position	Description
A	TYPE N(1)	Types 1 to 3 (mandatory)
B	BADGEID N(10)	Time system internal ID – matched against Employee Badge Number
C	CODE C(20)	These are defined below and are ALWAYS in uppercase (mandatory)
D	ACCOUNT C(20)	Account code, correctly formatted as defined in SmoothPay (Optional, but requires placeholder field)
E	JOB C(20)	Job code, correctly formatted as defined in SmoothPay (Optional, but requires placeholder field)
F	ACTIVITY C(20)	Activity code (Optional, but requires placeholder field)
G	UNITS N(12,2)	Note: for Overtime this is the ACTUAL HOURS WORKED (not converted Overtime hours)
H	RATE N(14,6)	Optional. Note: for Overtime this is the NORMAL pay rate
I	MULTIPLIER N(5,4)	Optional. Specifies multiplier used for Overtime (default = 1.5 if empty), or days or part thereof for ALL leave types (default 1 if empty)
J	COMMENT C(20)	Optional
K	SLTYPE N(1)	Optional. Special Leave Type. SmoothPay supports up to 9 user defined descriptions for Special Leave (Optional)
L	DATE C(10)	Optional. 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 SmoothPay
M	DAYS N(5,2)	Optional. 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).
N	DAYSPAID N(5,2)	Optional. Sets the number of days the employee is being paid for (in total)
O	DEPARTMENT C(30)	Optional, otherwise must match department name or ID (not code) as defined in SmoothPay (case does not matter). If absent, the employee's default department will be used.

File naming Convention

The *Output file* should be named PAYDATA.CSV

The file should be created to *Diskette*, or to a location accessible by **SmoothPay**, any common Drive letter or Folder.

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**

Sample

The following example illustrates typical content and correct layout of the PAYDATA.CSV file:

```
1,4,"ORDINARY",,"764,"Thursday",8.00,"","",,"",13/9/2007,"","6","Barmuda"
1,4,"ORDINARY",,"765,"Tuesday",8.00,"","",,"",11/9/2007,"","38"
1,4,"ORDINARY",,"766,"Monday",8.00,"","",,"",10/9/2007,""
1,4,"ORDINARY",,"768,"Friday",4.00,"","",,"",14/9/2007,""
1,4,"ORDINARY",,"773,"Wednesday",8.00,"","",,"",12/9/2007,""
1,4,"ORDINARY",,"775,"Saturday",4.00,"","",,"",15/9/2007,""
1,4,"OVERTIME",,"775,"Saturday",4.00,"","",,"",15/9/2007,""
1,8,"ORDINARY",,"764,"Thursday",4.00,"","",,"",13/9/2007,""
1,8,"ORDINARY",,"765,"Tuesday",8.00,"","",,"",11/9/2007,""
1,8,"ORDINARY",,"766,"Monday",8.00,"","",,"",10/9/2007,""
1,8,"ORDINARY",,"768,"Friday",4.00,"","",,"",14/9/2007,""
1,8,"ORDINARY",,"773,"Wednesday",8.00,"","",,"",12/9/2007,""
```

The base spreadsheet this comes from looks like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Type	BadgelD	Code	Account	Job	Activity	Units	Rate	Multiplier	Comment	SL type	Date	Days	Days paid	Department
2	1	4	ORDINARY		764	Thursday	8					13/09/07		6	Barmuda
3	1	4	ORDINARY		765	Tuesday	8					11/09/07			38
4	1	4	ORDINARY		766	Monday	8					10/09/07			
5	1	4	ORDINARY		768	Friday	4					14/09/07			
6	1	4	ORDINARY		773	Wednesday	8					12/09/07			
7	1	4	ORDINARY		775	Saturday	4					15/09/07			
8	1	4	OVERTIME		775	Saturday	4					15/09/07			
9	1	8	ORDINARY		764	Thursday	4					13/09/07			
10	1	8	ORDINARY		765	Tuesday	8					11/09/07			
11	1	8	ORDINARY		766	Monday	8					10/09/07			
12	1	8	ORDINARY		768	Friday	4					14/09/07			
13	1	8	ORDINARY		773	Wednesday	8					12/09/07			
14															

Note: We suggest you create a *sample file* from your external system or spreadsheet for pre-production testing. This is to ensure your formatting is correct and imports correctly into **SmoothPay**.

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/Job Management System.

Record format

Column	Field name or position	Description
A	BADGEID N(10)	Time system internal ID – matched against Employee Badge Number
B	SURNAME C(20)	
C	FIRSTNAME C(20)	
D	ADDRESS1 C(30)	Address line
E	ADDRESS2 C(30)	
F	ADDRESS3 C(30)	
G	PHONE C(30)	
H	IRDNUMBER C(11)	Format 999-999-999 (used as basis for matching if not set to invalid value and badgeid not found in SmoothPay)
I	TAXCODE C(10)	M, M SL etc. Invalid codes causes default of ND (No declaration) to be used.
J	ACCOUNT C(19)	Bank Account Number. Format 99-9999-9999999-999. If specified and valid is established as “default” account on <i>Standard Pay</i> for this Employee.
K	STARTDATE	Format YYYYMMDD (eg 20040823 for 23 August 2004). Uses today's date if missing.
L	EMPLOYMENT N(1)	1=Full time, 2=Part-time, 3=Casual
M	CYCLE N(1)	1=Weekly, 2=Fortnightly, 3=Monthly, 4=Four-weekly
N	PAIDBY N(1)	1=Cash, 2=Cheque, 3=Bank
O	GENDER C(1)	M or F
P	DOB	Format YYYYMMDD (eg 20040823 for 23 August 2004), Optional.
Q	EMAIL C(40)	Optional
R	NEXTOFKIN C(200)	Optional. Allows multiple “lines” delimited by “~”, e.g. “Rosemary Floyd~Parent~027-555-555”

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.

Sample

The following example illustrates typical content and correct layout of the EMPLOYEE.CSV file.

```
27,"Wills","Demi","","","091578799","","","1,2,3","","","Jason Wills"
26,"Cruise","Elaine","","","095124878","","","1,2,3","","","Tommy Cruise"
25,"Brown","Celia","","","094145121","","","1,2,3","","","Walter Brown"
24,"Bloggs","Joe","","","093356879","","","1,2,3","","","Jane Bloggs"
23,"Jones","Mark","","","096487787","","","1,2,3","","","Francisca Jones"
22,"Graham","Corrina","","","098641315","","","1,2,3","","","Serena Graham"
20,"Baxter","Graeme","","","094878461","","","1,2,3","","","Helen Baxter"
19,"Glenn","Kevin","","","094889999","","","1,2,3","","","Nancy Glenn"
17,"Armstrong","Ryan","","","092456487","","","1,2,3","","","Louis Armstong"
```

Special Notes

If you want to regularly transfer new Employee information from your *master HR/contracting application*, then Employees should be maintained and created in that application.

Then, produce the EMPLOYEE.CSV file each time you create your *Timesheet (PAYDATA.CSV) file*, and **SmoothPay** will create or update these Employees as required when *timesheet data* is imported.

The Employee ID in your external system or spreadsheet is used as the match against Employee *badge number* in **SmoothPay**, stored in the *Edit Employee* screen).

Piece-workers - Paid Rest Breaks

Piece-workers are entitled to Paid Rest Breaks at their "effective hourly rate", and this is required to be shown as a separately identifiable value (it cannot be incorporated into their contract rate).

To support this, SmoothPay provides a field to capture **Total Hours Worked** (in Pay Input) and a method of calculation option for allowance codes [*units x effective hourly rate*].

If importing from Smoothpay's standard CSV timesheet format, an allowance entry coded THW will be regarded as **Total Hours Worked** (units).

An allowance code (e.g. PRB - Paid Rest Break) should also be established using the new method of calculation and the units will represent the total hours for breaks taken (e.g. *10 minutes is 0.17 hours, 20 minutes is 0.33 hours, 5 days of 2 x 10 minute breaks is 100 minutes or 1.67 hours*).

These entries may also be added manually to an employee's pay input if not being imported from another system.

Leave entries - PLEASE NOTE!

It is recommended that all Leave be entered using **SmoothPay's** normal *Pay Input* facilities so that Holidays Act compliance can be adhered to.

Feel free to contact our **HelpDesk** if you have any questions.

*** END ***