

## Lauranka Timesheet Import

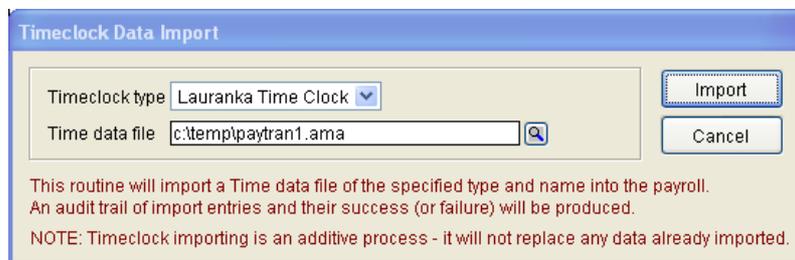
This facility is provided in all editions of SmoothPay, and enables you to *import timesheet data* (Time, Allowances and Deductions) from a **CSV file** generated by Lauranka TimeClock software.

**Please note:**

- Imported data will be matched against an Employee's *Badge Number*. This *Badge Number* is the same as the Lauranka Timeclock system *Employee Number*. *Badge Numbers* are established in SmoothPay's *Edit Employee* screen.
- Pay Rates and Overtime multipliers are **NOT** passed from Lauranka TimeClock to SmoothPay. SmoothPay will however automatically store *Employee/Cost Centre/Pay Rate combinations* when *Pay Input* entries are viewed or edited so that future imports from Lauranka TimeClock use the most recently used rate.
- **Leave entries** : units are hours unless otherwise modified by the *line code*.
- For **annual leave**, NZ law requires accrual, value and consumption to be in weeks. Codes that map to hours will produce a proportion of a week used based on best weekly value, daily codes will produce a proportion of a week based on the employee's Days Per Week setting.
- For **sick leave** (and other daily leave types) NZ law requires accrual, value and consumption in days. If the line code maps to a non-compliant setting (e.g. in hours) the entry will be divided by 8 to produce days consumed. If the line code maps to days then the payment will be based on Average Daily Pay for that employee (it is critical that days paid has been correctly recorded in all history for the last 12 months).

## Importing a Timesheet File from a Lauranka Timeclock file into SmoothPay

In SmoothPay, choose Wizards...Time Clock Import (use the Lauranka v2 option):



Make sure you select the correct *Timeclock Type* (as shown above) and the correct *Time Data File* created by Lauranka Timeclock software (you can navigate to the correct location using the *Lookup icon*).

**Note:** Imported data will be matched against an Employee's *Badge Number*. This *Badge Number* is the same as the Lauranka TimeClock system *Employee Number*. *Badge Numbers* are established in SmoothPay's *Edit Employee Setup* screen.

Choose **Import** to import the Timesheet Data and create Time Input entries (where the entries are valid).

Data Import Notes:

- **Cost Centre** (Export Code) should be formatted in Lauranka TimeClock software to match the Cost Centres defined in SmoothPay and your Accounting System (if required). If you elected to create new Codes automatically these will be created for you if they don't already exist in SmoothPay.
- **Standard Allowances and Deductions, including Bank Account entries**, should form part of the Employee's *Standard Pay* entries rather than entries imported each time from Lauranka (*this is especially important for deductions payable to other agencies, as SmoothPay may be monitoring the balance due*).
- **Pay Rates** are NOT passed from Lauranka TimeClock to SmoothPay. SmoothPay will however automatically store *Employee/Cost Centre/Pay Rate combinations* when *Pay Input* entries are viewed or

edited so that future imports from Lauranka TimeClock use the *most recently used Pay Rate*.

## Example file layout

Each row of the CSV file contains 8 fields. The header row is optional:

Badge#	Type	Units	GL(6)+Job(6)	Days paid	Date	unused	Comment
123	T1	8	1-1234 SMITH		15/05/16		8 hours ordinary
123	AL	8					8 hours annual
123	SL	8					8 hours sick
123	DAYS			3			3 days paid
124	ALW	1					1 week annual
124	DAYS			5			5 days paid
125	SLD	0.5					1/2 day @ ADP
126	T1	40					40 hours ordinary
126	A1	1					An allowance
...							

## Rules used when parsing the CSV data:

Badge		Must match an employee's badge number
Type	T1=Ordinary time T2=Overtime T3=Double time AL or ALH=Annual leave (hours) ALD=Annual leave in days ALW=Annual leave in weeks BL or BLH=Bereavement Leave (hours) BLD=Bereavement Leave (days) PTH or 99=Public taken (hours) PTD=Public taken in days PWH=Public worked (hours) SL or SLH=Sick Leave (hours) SLD=Sick leave in days ALT=Alternative day accrued  A*=Allowance code R*=Allowance code D*=Deduction code (sundry)	Uses employee's ordinary pay rate for account/job combination (if set) Uses 1.5 multiplier automatically - units should be actual hours worked Uses 2x multiplier automatically - units should be actual hours worked Portion of week determined from \$value Portion of week and value determined from employee's days per week Pays best weekly rate Will divide units by 8 to determine days (format does not provide days used) Pays units @ average daily pay Will divide units by 8 to determine days (format does not provide days used) Pays units @ average daily pay Pays hours at penal rate Will divide units by 8 to determine days (format does not provide days used) Pays units @ average daily pay Matched to PWH entry to cause alternative day accrual  Allowances and deductions (UOC field provides rate)
Units		Hours for all time types and hours or days or weeks for leave types
GL code + job code	Optional	Lauranka provides 6 characters for the GL code, and a further 6 characters for a Job code
Days paid		Overrides employee default
Date		dd/mm/yyyy format
Comment		Any additional comment (must not contain commas or quotes, otherwise record may be rejected)

## Special Provisions

The following special provisions have been made at Customers' request:

- Serial 899: if Employee has Allowance code "OT" in their *Standard Pay*, the *stored Rate* is used as the Overtime multiplier. If zero, uses standard 1.5 multiplier.

- Serial 899: if Employee works 4 or more Ordinary Time hours per day on at least 5 consecutive days and has Allowance code "ATT", the Allowance units are set to the total number of Ordinary Time hours worked in the *Pay Period*. This Allowance must be set up as Units x Rate with zero units and specified rate (eg. \$1 per unit), and should be pro-rated to work correctly.
- Serial 899: If Employee works more than 45 Ordinary Time hours and has Allowance code "45OVR", the Allowance units are set to the total number of Ordinary Time hours worked in excess of 45 hours. This Allowance must be set up as Units x Rate with zero units and specified rate (eg. \$3 per unit), and should be pro-rated to work correctly.

If you need assistance at any time, please call our **HelpDesk** on (06) 353 6462.

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