

**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.

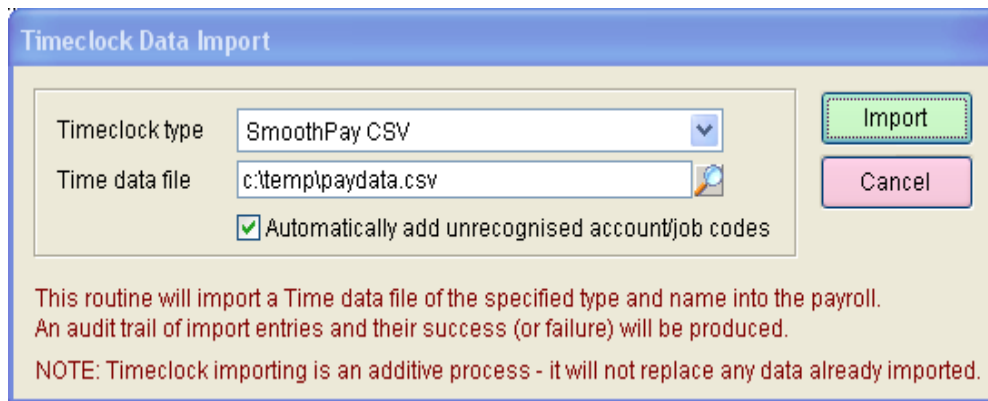
## Importing Employee and Timesheet information from CSV files

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.

## 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	IR #	Tax code	Badge #	Bank account	Fields changed/error messages	
0	surname, fore name add1, add2, add3	ird	taxcode	0	bank	X Incomplete record
5	Mic Susan Cathedral Square, City	99-999-001	ND	1		X NEW EMPLOYEE, Invalid IRD #, 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

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> (Optional, but requires placeholder field)
JOB C(20)	Job code, correctly formatted as defined in <b>SmoothPay</b> (Optional, but requires placeholder field)
ACTIVITY C(20)	Activity code (Optional, 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)	Optional. <b>Note:</b> for Overtime this is the NORMAL pay rate
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)
COMMENT C(20)	Optional
SLTYPE N(1)	Optional. Special Leave Type. <b>SmoothPay</b> supports up to 9 user defined descriptions for Special Leave (Optional)
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 <b>SmoothPay</b> )
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).
DAYSPAID N(5,2)	Optional. Sets the number of days the employee is being <b>paid</b> for (in total)

## 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,""  
1,4,"ORDINARY",,"",765,"Tuesday",8.00,"","",,"",11/9/2007,""  
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,""
```

**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

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 999-999-999 (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 99-9999-9999999-999. 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), Optional.
EMAIL C(40)	Optional
NEXTOFKIN C(200)	Optional. 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.

## 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).

**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 \***