

Lauranka Timesheet Import

This facility is provided in all subscription versions of **SmoothPay**, and enables you to *import timesheet data* (Time, Allowances and Deductions) from a 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 units exported from Lauranka may be imported using RDP rules - or not, by ticking the *Time Clock Imports – do not use RDP rates when importing leave transactions* box in the *Company Setup...Holidays Act* screen.

The following steps describe the configuration and use of both systems and portions of these instructions have been kindly provided by Lauranka:

Setting Up Lauranka Timeclock with Cost Centres for use with SmoothPay (optional)

Lauranka provides an optional *Job Tracking Module* which can be used to identify Cost Centres to **SmoothPay**. There are a number of advantages in using this optional module, and the available facilities can be customised at either the Lauranka or **SmoothPay** ends to provide your exact requirements.

- One example is the ability to pay Employees at different *Rates per Cost Centre*. **SmoothPay** automatically stores the *Pay Rate* applied to any *Employee/Cost Centre* from the interactive *Pay Input* screen in **SmoothPay**, so that future imports can use the last used rate automatically.
- Another example is *custom coding* used in **SmoothPay** to identify certain situations and to alter the Overtime multiplier and specific Allowance units to suit.

The *V-Station Fingerprint Reader* will allow for the selection of up to 250 Cost Centres (displayed as Departments on the LCD display). These are numbered between 1 and 250.

Other *input* options are available, such as swipe-card access which provides for direct input of up to 15 characters. To provide portability, we suggest you restrict these Codes at the "Reader" end to the numbers 1 to 250, even though it might be tempting to use your current Ledger Codes.

The *Cost Centre Setup* screen provides a 'Pay Export Code' that can be a 6 character Alpha/Numeric, and it is this value that is included in the *Pay Export File* to define the Cost Centre.

The *Export Code* should be in the format expected by **SmoothPay** and, in the case of a MYOB ledger, Codes would be formatted/similar to 5-1234, 5-1235 and so on.

Codes for other Ledger Types may vary.

Setting Up Cost Centres (departments) within Lauranka Timeclock

- Within **Lauranka Time Clock**, go to the **Setup - Cost Centres** option.

- To allocate an Employee to a **default Cost Centre (Department)** for when they Clock In, select the Employee via the **Setup - Employees - Defaults** option.
- Select the default **Cost Centre** under the **Job Tracking Allocation (MTX defaults):** option, and turn the **Default Attendance Punch:** to "YES"

- This now means that if an Employee *Clocks In* then they will automatically be allocated to the default Cost Centre set above, unless this is over-riden.

Note: The Cost Centre is defaulted to the above selected value at the time of "Importing Punches", not at the time of Clocking.

Using the V-Station with the optional Job Tracking (Cost Centre) module

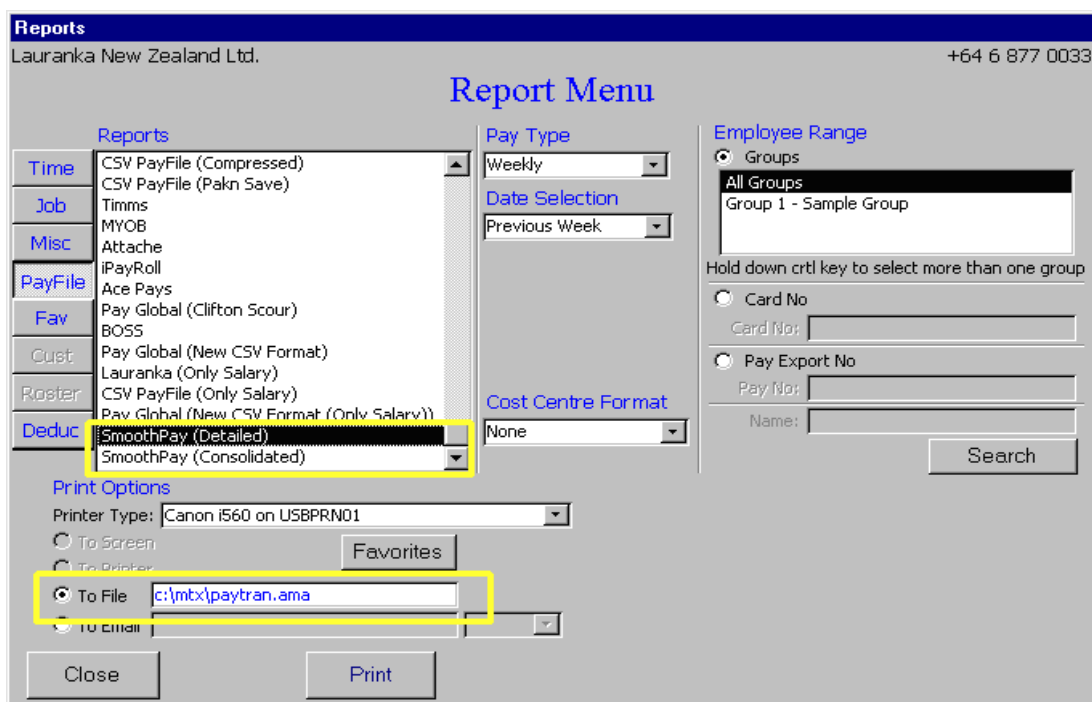
- To **Clock In** on your **Default Cost Centre** (Department)
 - * Enter ID Number - Scan Finger - and at the Department prompt press Enter or let it time out.
- To **Clock In** on a **Cost Centre** (Department) other than your Default
 - * Enter ID Number - Scan Finger - and at the Department prompt enter the desired Cost Centre
- To **Transfer** to your **Default** or a **new Cost Centre** (Department)
 - * Enter ID Number - Scan Finger - and at the Department prompt enter the desired Cost Centre
- To **Clock Out** for the **end of the day or for lunch**
 - * Enter ID Number - Scan Finger - and at the Department prompt press Enter or let it time out.

Creating a Timesheet File from Lauranka Timeclock for SmoothPay

Lauranka provides a number of *export file format* options which **SmoothPay** can recognise and process.

In Lauranka once you have completed any weekly adjustments and you are happy with the hours:

- Select **Reports - Payfile** then select the desired **SmoothPay** routine (Detailed or Consolidated), then select your **Pay Type** and **Date Selection** as well as your **Cost Centre Format** (*if you are using the optional Job Tracking Module*).
- Finally press **Print**. This creates the file to the designation listed in the **To File** option for use by **SmoothPay**.



The screenshot shows the 'Reports' menu for 'Lauranka New Zealand Ltd.' with the phone number '+64 6 877 0033'. The 'Report Menu' is displayed with several sections:

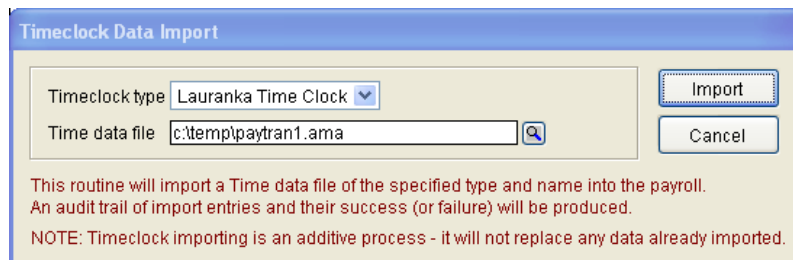
- Reports:** A list of report types including CSV PayFile (Compressed), CSV PayFile (Pakn Save), Timms, MYOB, Attache, iPayRoll, Ace Pays, Pay Global (Clifton Scour), BOSS, Pay Global (New CSV Format), Lauranka (Only Salary), CSV PayFile (Only Salary), Pay Global (New CSV Format (Only Salary)), **SmoothPay (Detailed)**, and SmoothPay (Consolidated).
- Pay Type:** Weekly
- Date Selection:** Previous Week
- Cost Centre Format:** None
- Employee Range:** Groups (selected), All Groups, Group 1 - Sample Group. A note says 'Hold down ctrl key to select more than one group'.
- Print Options:**
 - Printer Type: Canon i560 on USBPRN01
 - To Screen
 - To Printer
 - To File: c:\mtx\paytran.ama
 - To Email

Another option (not displayed) called "Lauranka" generates a standard AMA format file which can also be processed, though it is rather more limited in what can be used to create time entries in **SmoothPay**.

The **SmoothPay Detailed** option provides a complete *Daily/Time Type/Cost Centre* breakdown (essential for RDP calculations etc), whilst the **SmoothPay Consolidated** option simply provides totals by *Time Type* for each Employee for the pay period.

Importing a Timesheet File from a Lauranka Timeclock file into SmoothPay

In **SmoothPay**, choose *Wizards...Time Clock Import*:



Timeclock type: Lauranka Time Clock

Time data file: c:\temp\paytran1.ama

This routine will import a Time data file of the specified type and name into the payroll. An audit trail of import entries and their success (or failure) will be produced.

NOTE: Timeclock importing is an additive process - it will not replace any data already imported.

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). Unmatched Codes will prompt the User to create a new Code and Description, or create new Codes automatically, avoiding the necessity to pre-load Account and Job codes.
- **Standard Allowances and Deductions, including Bank Account entries**, should form part of the Employee's *Standard Pay* entries.
- **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 Rate*.

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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