

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

Note that imported data will be matched against an employees *badge number*. This Badge Number is the same as the Lauranka TimeClock system employee number. Badge numbers are established in SmoothPays employee setup screen.

Note too that 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 Ignore RDP rules for timesheet imports in Company Setup..Holidays Act settings).

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

Setting up Lauranka TimeClock with Cost Centres for use with SmoothPay Payroll (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 staff 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 etc which provide 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 (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.

1. To set-up **Cost Centres** (*Departments*) within **Lauranka Time Clock** go to the **Setup - Cost Centres** option.

2. 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"

3. 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. Please not that 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

1. 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.

2. 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

3. 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

4. To Clock Out for the end of the day or for lunch

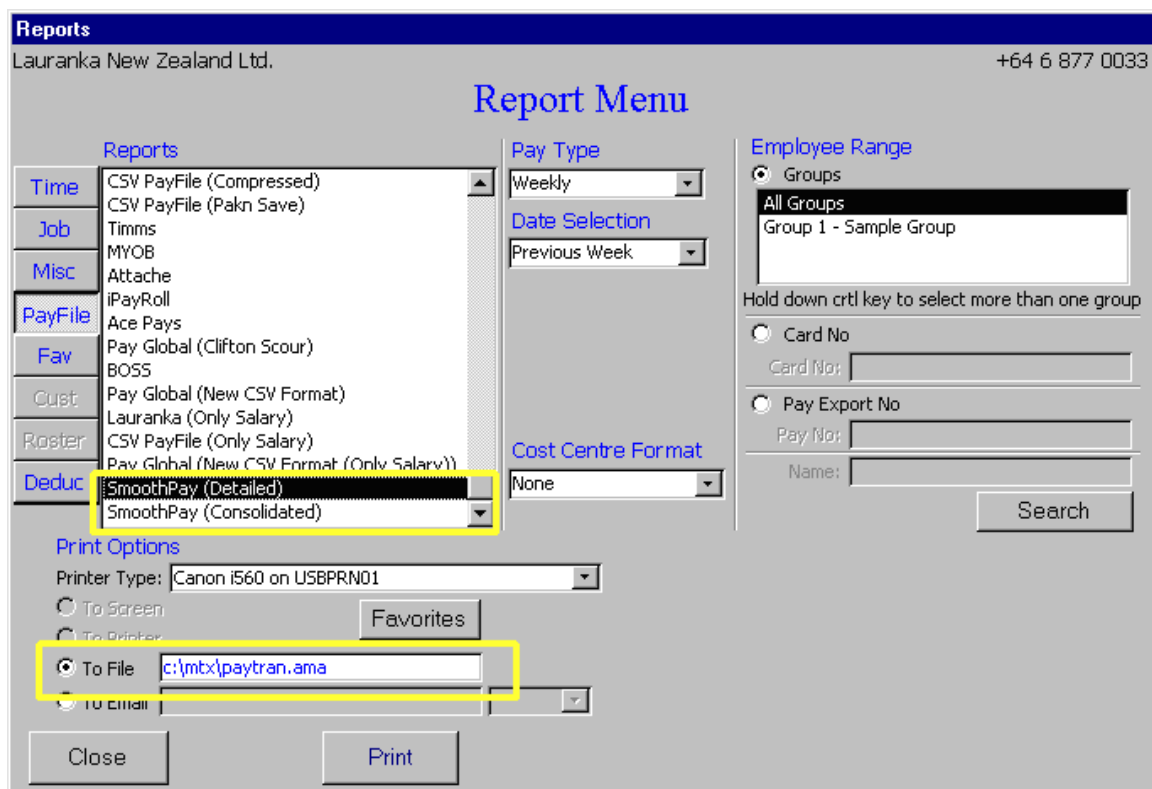
* Enter ID Number - Scan Finger - and at the Department prompt press Enter or let it time out.

Creating a timesheet file for SmoothPay from Lauranka TimeClock

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**.

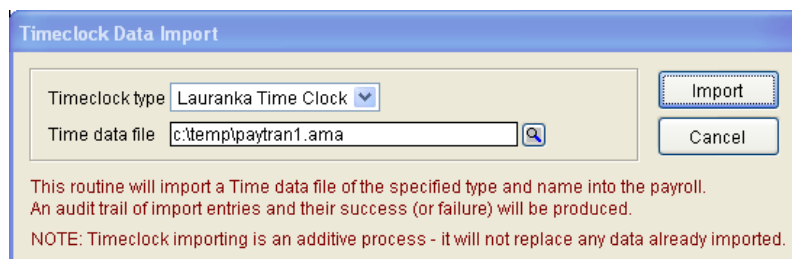


Another option (not displayed) called "Lauranka" generates a standard AMA format file which can also be processed, though it is rather more limited in what can be used to create time entries in SmoothPay.

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

Choose *Wizards..Time Clock Import*:



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 that imported data will be matched against an employees badge number. This Badge Number is the same as the Lauranka TimeClock system employee number. Badge numbers are established in SmoothPays 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 (and Bank Account entries)** should form part of the employees 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 then 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.

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