

**SmoothPay** provides for Employee addition and updates, eliminating re-keying of data between systems, as well as import of Timesheet Entries from CSV (Comma Separated Values) files produced by *ResMan*.

*ResMan* is a personnel and time management system produced by:

Resourceware  
PO Box 129  
Paraparaumu  
Wellington 6450  
New Zealand  
ph +64 4 902 5655  
email [info@resourceware.co.nz](mailto:info@resourceware.co.nz)  
web [www.resourceware.co.nz](http://www.resourceware.co.nz)

Please refer to the instructions provided by **ResourceWare** for the production of the appropriately formatted CSV File for use with **SmoothPay**.

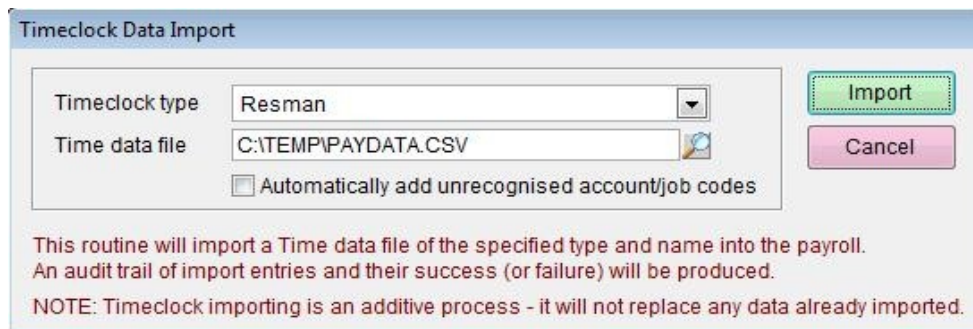
Specifications of the *File format* are published in this Factsheet.

## Importing Employee and Timesheet information from ResMan CSV File

- Choose *Wizards...Timeclock Import*.
- Choose *ResMan* as the *Timeclock Type*.
- Set the *Time Data File* to the file produced by *ResMan* (use the *Lookup* to browse for the File location).

Two Files are normally produced by *ResMan*:

- 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 step is skipped
- PAYDATA.CSV containing the Timesheet Data from *ResMan* and as pointed to in the example below



Choose **Run** to begin the 2 stage import process.

- 1st Stage: updates any Employee information and adds any new Employees.
- 2nd Stage: imports their relevant 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 monitored Employee Fields 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	IRD #	Tax code	Badge #	Bank account	Fields changed/error messages		
0	surname, fore name add1, add2, add3	ird	×	taxcode	0	bank	×
5	Mr. Susan Cathedral Square, City	99-999-001	×	ND	1		×
							NEW EMPLOYEE, Invalid IRD #, Address, Phone, Weekl Bank not on file

## Stage 2 – Timesheet Data

Stage 2 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\
File type: Resman										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

These File formats are produced by *ResMan* and are current as at December 2011.

### ResMan/SmoothPay 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 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).

## File Naming Convention

The Output File should be named PAYDATA.CSV

The File should be created to a location accessible by the **SmoothPay** program - 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: DeductionCode as specified in **SmoothPay**

**NOTE:** A sample File must be produced from your external system (if not using *ResMan*) for pre-production testing by **SmoothPay** before certification will be issued. This is to ensure your formatting is correct and imports correctly into **SmoothPay**.

## ResMan/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 Management System (such as *ResMan*).

## 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 99-999-999. Used as basis for matching, if not set to invalid value and <i>badgeid</i> not found in <b>SmoothPay</b>
TAXCODE C(10)	M, M SL etc. An invalid Code causes the default of ND (No Declaration) to be used
ACCOUNT C(19)	Bank Account Number. Format 99-9999-99999999-999. If specified and valid, it is established as the <i>default</i> Account in <i>Standard Pay</i> for the Employee
STARTDATE	Format YYYYMMDD (eg 20110923 for 23 September 2011). 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 20110923 for 23 September 2011) - 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 - see *ResMan* Time Clock Import File Format specification.

## Special Notes

Employees should be maintained and created in *ResMan*, as the *Master application*, and **SmoothPay** will update or create these Employees as required when *Timesheet Data* is imported.

**SmoothPay** has been modified for *ResMan* Users to implement rounding of Overtime calculations on *Input* and *import* to match their methods (ie to only 2 decimal places). This produces a rounded result that is not always accurate in mathematical terms. *ResourceWare* are investigating correcting the precision of their calculations.

The *ResMan* Employee ID is used as the match against Employee Badge Number, stored in the *Edit Employee* screen, instead of **SmoothPay's** Employee ID. A utility is available, for use under **HelpDesk** guidance, to update existing **SmoothPay** Employee Badge Numbers with *ResMan* internal ID's by matching IRD numbers (SetBadge) which imports a CSV file containing 3 fields: resmanid, ird1, ird2 (properly formatted) – it is the ird2 field which is used to match.

The hours/rate values provided by *ResMan* for Leave are unlikely to comply with the Holidays Act. For example, Sick, Public Holiday etc Leave Types are subject to Relevant Daily Pay rules, where the value of the day off is determined from the best of the daily value for that day as per contract, or an agreed amount per day, or the average of that day over that day worked in the last 4 weeks. It is recommended that all leave be entered using **SmoothPay's** normal *Pay Input* facilities.

### Adding Allowance and Deduction Codes to the Export File

In *ResMan*, choose *Timesheeting...Inv Admin...Rates*, then set the Export Code to a matching Code used in **SmoothPay**. For example TRAVEL for the standard TRAVEL Allowance Code used in **SmoothPay**. When used in future in *ResMan*, that Code and Transaction will be exported along with the other transactions into the *ResMan* Integration PAYDATA.CSV file.

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

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