

*Time Target* is a system that makes staff management easy, combining all the tools a business needs to make the most of their Employee's time and wages spent. *Time Target* specialise in making complex Employee rosters easy, staff time clocking accurate and processing time sheets to payroll fast and efficient.

**SmoothPay** provides comprehensive built-in integration for *Time Target* Users, by providing a simple staff export file to create and update *Time Target* staff records, and an easy to use *timesheet import* from *Time Target*.

For more information about *Time Target*, please visit [www.timetarget.co.nz](http://www.timetarget.co.nz)

## Time Target Staff File Updates

In **SmoothPay**, choose *File...Export...Time Target Staff File*.

A File called TTSTAFF.CSV will be created in your *Company Data folder*. Click the *About* icon in the Toolbar to view the program and data locations for **SmoothPay**.

Then, simply *import* the File into *Time Target* to create and/or update Employee records from the latest **SmoothPay** data.

## Time Target Timesheet Import

This facility is provided at no extra cost in all versions of **SmoothPay**, and enables you to import timesheet data (Time and Allowances) from a File generated by *Time Target's Timeclock software*.

**Note:** Imported data will be matched against an Employee's *Badge Number (or Employee Code)*. This *Badge Number* is the same as the *Time Target Employee Code*. *Badge numbers* are established in **SmoothPay's Edit Employee** screen.

Leave units exported from *Time Target* may be imported using RDP rules (or not, by ticking the *Timeclock Imports - Do not use RDP rates when importing transactions* in *Company Setup...Holidays Act* settings). Capturing leave in timeclock systems is not recommended due to the complexities introduced by the Holidays Act - all Leave should be entered directly into **SmoothPay** from Employee's *Leave Application Forms*.

The following steps describe the configuration and use of both systems :

## Setting Up Time Target for use with SmoothPay Payroll

*Time Target* has a number of timefile export options, and the one typically used with **SmoothPay** is the "SYBIZ 01" format - this is also used by numerous payroll systems in NZ and Australia.

To change *Time Target* to the Sybiz format, go to the *Setup menu...Payroll Setup...Payroll Companies*.

Edit the existing Company or Companies, and change the *Payroll Export Identifier field* to SYBIZ01.

This is how it should look:

**Note:** The *Time and Allowance Export Codes* **MUST MATCH** those specified in the *file specification* contained in this Factsheet under "*Field Notes*" below.

## File Format Specifications

The *File* to be imported into **SmoothPay** is *comma delimited* and has the following format:

Field	Format	Description	Value in Example
Employee ID or Employee Code	Integer	Unique Employee Identifier	100
Data Entry Code	Alpha	The Pay Partner Data Entry Code	T1
Transaction Units	Number	A Quantity	40
Cost Code	Alpha	A Pay Partner Cost Code	1001
Unit Rate	Number	A Dollar Amount	23.5
Date 1	dd/mm/yyyy	Transaction Reference Date 1	"03/08/2009"
Date 2	dd/mm/yyyy	Transaction Reference Date 2	"04/08/2009"
Comment	Alpha	Transaction Comment	Weekend Callout

## Example Files

```

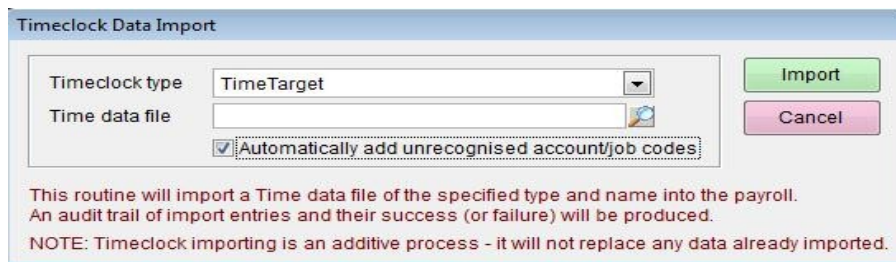
100,T1,40,1001,23.50
101,T1,37.5,1001,
101,T2,5,1020,
105,MEAL,1,1001,8.50
100,T2,25,1001,23.50,03/08/2009,04/08/2009,Weekend Callout
100,Days,5,,6
    
```

## Field Notes

Field	Description
Employee ID / Code	<p>During import processing the system will attempt to locate the value provided in this field from the available Employee Badge Numbers.</p> <p>If a valid match can be made, the system then checks that the Employee is not terminated.</p>
Data Entry Code	<p>The data entry code for the <i>Payment</i> or <i>Allowance</i>. <b>SmoothPay</b> understands the following standard Codes:</p> <ul style="list-style-type: none"> <li>• T1 for Ordinary time worked</li> <li>• T2 for Overtime worked</li> <li>• T3 for Double time worked</li> <li>• T4 (or AL) for Annual Leave taken</li> <li>• T5 (or SL) for Sick Leave taken</li> <li>• T6 (or 99) for Public Holiday taken</li> <li>• T7 for Special Leave (equivalent to T71, see following)                             <ul style="list-style-type: none"> <li>• T71 Special Leave type 1 (usually Bereavement - refer <b>SmoothPay...</b> Payroll Codes...Special Leave Codes)</li> <li>• T72 Special Leave type 2</li> <li>• and so on up to T79</li> </ul> </li> <li>• T8 for Alternative Leave taken</li> <li>• T9 for 1st Week ACC for work accident (should not exceed 80% of standard week time - this is NOT checked by <b>SmoothPay</b>)</li> <li>• 98 for time worked on a Public Holiday</li> <li>• 99 (or T6) for Public Holiday leave taken</li> </ul> <p>Allowance Codes (if used) must match those in <b>SmoothPay</b>.</p>
Transaction Units	<p>The quantity or number of units. This is the actual number of units to be paid and relates to the Payment or Allowance Code. The field has a maximum of 2 decimal places.</p> <p>If the quantity relates to a 'Days Paid' type leave entry then the quantity will be used to override the number of 'Days Paid' field in Pay Input.</p>
Cost Code	The Cost Code for this payment. If this is blank the system will use the default Cost Centre.
Unit Rate	This field has a maximum of 4 decimal places and represents the amount payable per unit. This field can be blank however if it is, a default rate must be available within the Payroll System.
Date 1	The first Transaction reference date - optional
Date 2	The second Transaction reference date - optional
Comment	Comment relating to the transaction - optional

## Importing a Timesheet file from a Time Target 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 *Time Target* software. You can navigate to the correct location using the *Lookup icon* and **SmoothPay** will automatically remember this location for future imports.

**Note:** Imported data will be matched against an Employee's *Badge Number*. This *Badge Number* is the same as the *Time Target Employee Number or Code*. *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).

An *Import Audit Report* will be produced - you should print this and check it for errors.

### Data Import Notes

- *Cost Centre* should be formatted in *Time Target* to match the *Cost Centres* defined in **SmoothPay** and your accounting system. Unmatched Codes (if present) will 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 Employee's *Standard Pay* input.
- *Pay Rates* may be passed from *Time Target* to **SmoothPay**. If not specified, then the Employee's most recent pay rate will be applied automatically.
- **Import from timesheet files is an additive process!** This means if you run the *Import* twice, you'll get double entries. If you spot an error after importing and wish to correct the *Time Target* file and re-import, simply choose *Wizards...Quick Pays* and deselect everyone from the payment list. This will clear their *pay input* ready for your re-import.

### Special Provisions

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

- Serial 899: if an Employee has the 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 an Employee works 4 or more Ordinary Time hours per day on at least 5 consecutive days and has the 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 an Employee works more than 45 Ordinary Time hours and has the 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.

Please contact our **HelpDesk** if you have any questions.

\* END \*