

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

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

For more information about TimeTarget, 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 TimeTarget 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* that imported data will be matched against an employees *badge number (or employee code)*. This Badge Number is the same as the Time Target employee code. Badge numbers are established in SmoothPays employee setup screen.

Leave units exported from Time Target may be imported using RDP rules (or not by ticking the Ignore RDP rules for timesheet imports 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

TimeTarget 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, then Payroll Setup, then Payroll Companies. Edit the existing company or companies, and change the Payroll Export Identifier field to SYBIZ01.

Screen shot:

**NOTE: The time and allowance export codes must match those specified in the file specification contained in this document (refer "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 file

```

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

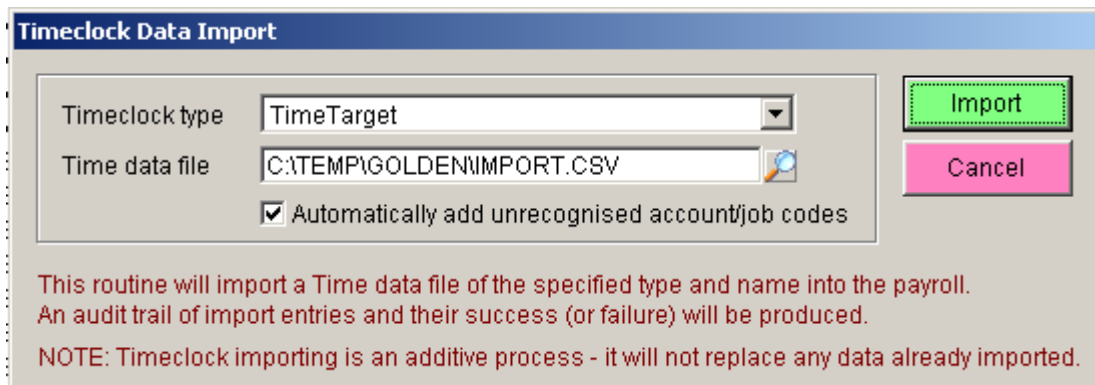
```

## 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>. SmoothPay 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 SmoothPay 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 SmoothPay)</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 SmoothPay.</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*:



**Timeclock Data Import**

Timeclock type: TimeTarget

Time data file: C:\TEMP\GOLDEN\IMPORT.CSV

Automatically add unrecognised account/job codes

Import

Cancel

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 Time Target software (you can navigate to the correct location using the lookup icon) - SmoothPay will automatically remember this location for future imports.

*Note that imported data will be matched against an employees badge number. This Badge Number is the same as the Time Target employee number or code. 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).

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 employees Standard Pay entries.
- ❑ **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 deselct everyone from the payment list. This will clear their pay entries ready for your re-import.

#### 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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