

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:

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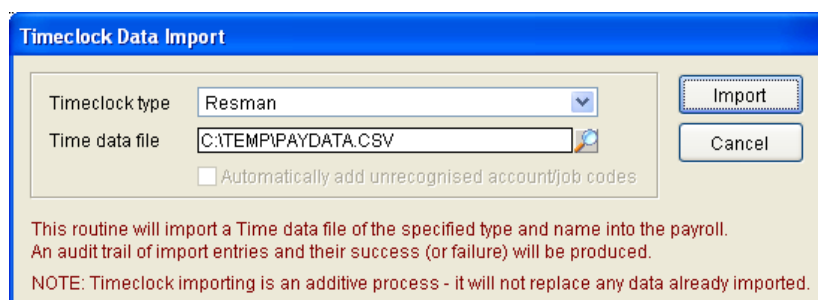
Please refer to the instructions provided by **ResourceWare** for the production of the appropriately formatted CSV file for use with SmoothPay Payroll. Specifications of the file format are published in this document.

## Importing Employee and Timesheet information from Resman CSV file

Choose *Wizards..Timeclock Import*. Choose *Resman* as the Timeclock type, and 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



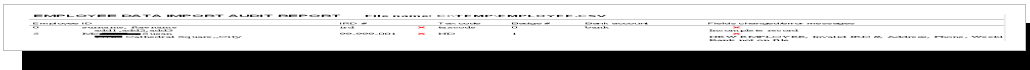
Choose **Run** to begin the 2-stage import process.

The first stage updates any employee information and adds any new employees. The second 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:



## Stage 2 – Timesheet Data

This stage imports timesheet entries into SmoothPay’s Pay Input, and produces an audit trail of the results.



## File format specifications

These file formats are produced by Resman, and are current as at 8 Feb 2006.

### 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 SmoothPay (optional, but requires placeholder field)
JOB C(20)	job code, correctly formatted as defined in SmoothPay (optional, but requires placeholder field)
ACTIVITY C(20)	Activity code (optional, but requires placeholder field)
UNITS N(12,2)	Note: for overtime this is the ACTUAL HOURS WORKED (not converted overtime hours)
RATE N(14,6)	Optional. note: 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. SmoothPay 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 SmoothPay)
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 diskette, or 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: Deduction code 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 Ltd 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 badgeid not found in SmoothPay)
TAXCODE C(10)	M, M SL etc. Invalid codes causes default of ND (No declaration) to be used.
ACCOUNT C(19)	Bank account number. Format 99-9999-9999999-999. If specified and valid is established as "default" account on standard pay for this employee.
STARTDATE	Format YYYYMMDD (eg 20040823 for 23 August 2004). 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 20040823 for 23 August 2004), 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 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 ird2 field which is used to match).

PLEASE NOTE: The hours/rate values provided by Resman for leave are unlikely to comply with the Holidays Act. For example, sick, public etc types of leave 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

PAYDATA.CSV file.

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

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