

Excel timesheet import

This facility is provided in all subscription versions of SmoothPay, and enables you to import employees and timesheet data using the *Wizards* menu.

The following steps describe the available options:

Export data from SmoothPay to Excel spreadsheet format for use at your remote branch

Start SmoothPay Payroll, choose *Wizards..Make Timesheet File*, choose the *Excel Timesheets* option then *Make File*.

An Excel file with a list of all your employees (or just a selected department) will be created and saved on disk. You can email this file or post the diskette to your remote branch where it can be completed with employee hours (and optional pay rates).

Importing a timesheet file from an Excel spreadsheet into SmoothPay

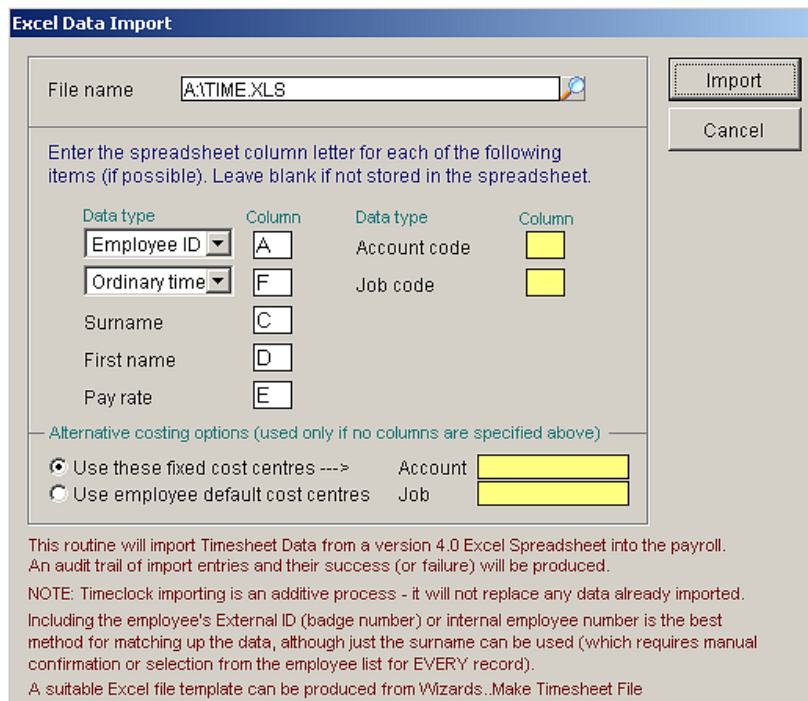
Please note that the spreadsheet you wish to import from MUST be saved in Excel v4 format (or earlier).

Choose *Wizards..Excel File Import..Timesheets*. Fill out the information indicating the columns of the spreadsheet that match the corresponding SmoothPay fields and select import. Unrecognised employee information prompts you to select from a list of similar employee names. An audit trail is then produced for checking, before you are offered the option of importing the new timesheet information.

Note that different time types can be imported from the same spreadsheet by using multiple passes of the import process (choosing different time type and column each time). Also, costing options include spreadsheet columns, or if not used then your choice of fixed account and job codes, or employee default codes.

It is preferable that data be matched on an employee's ID or badge number to avoid import errors.

Timesheet data can include the fields as in the following screen shot:



Excel Data Import

File name: A:\TIME.XLS

Enter the spreadsheet column letter for each of the following items (if possible). Leave blank if not stored in the spreadsheet.

Data type	Column	Data type	Column
Employee ID	A	Account code	
Ordinary time	F	Job code	
Surname	C		
First name	D		
Pay rate	E		

Alternative costing options (used only if no columns are specified above)

Use these fixed cost centres ---> Account:
 Use employee default cost centres Job:

This routine will import Timesheet Data from a version 4.0 Excel Spreadsheet 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. Including the employee's External ID (badge number) or internal employee number is the best method for matching up the data, although just the surname can be used (which requires manual confirmation or selection from the employee list for EVERY record). A suitable Excel file template can be produced from *Wizards..Make Timesheet File*

Importing an employee file from an Excel spreadsheet into SmoothPay

This is a great way to quickly establish employee information from a previous Excel spreadsheet or other payroll system.

Choose *Wizards..Excel File Import..Employees*. Fill out the information indicating the columns of the spreadsheet

that match the corresponding SmoothPay fields and select import. Each employee record is displayed and can be altered onscreen, then Accepted or Rejected. An audit trail is then produced, before you are offered the option of creating the new (accepted) employees.

Employee data can include the fields as in the following screen shot (Note that the fields marked with an asterisk are compulsory):

Excel Employee Import

File name:

NOTE: The file to be imported must have been saved in Excel v4.0 format

Enter the spreadsheet column letter for each of the following items (if possible).
Leave blank if not stored in the spreadsheet. *=Mandatory.

Data type	Column	Data type	Column
*Surname	<input type="text" value="B"/>	Address1	<input type="text" value="D"/>
*First name/s	<input type="text" value="C"/>	Address2	<input type="text" value="E"/>
*IRD number	<input type="text" value="G"/>	Address3	<input type="text" value="F"/>
Tax code	<input type="text" value="J"/>	Bank account	<input type="text" value="H"/>
Badge number	<input type="text" value="A"/>	Bank cust code	<input type="text"/>
Pay cycle	<input type="text"/>	Employment type	<input type="text"/>
<input checked="" type="checkbox"/> Use proper case for names		Pay rate	<input type="text" value="I"/>

Default values for other data

ACC code:
 Employment type:
 Pay cycle:
 Holiday % or hrs:
 Sick days:
 Department:

This routine will import Employee Data from a version 4.0 Excel Spreadsheet into SmoothPay.
 The data imported for each employee will be displayed and allow you to accept or reject each entry.
 An audit trail of the imported data and the accepted or rejected status will be produced.

Data Import Notes:

- ❑ **IRD Number** should be formatted 99-999-999 (spaces instead of dashes are OK). The number can also be 8 digits (no spaces or dashes)
- ❑ **Pay Cycle** can be 2 or F for fortnightly, M for monthly, or 4 for four-weekly. Anything else is considered weekly.
- ❑ **Bank Account** should be formatted 99-9999-9999999-99 plus an optional digit (spaces are OK instead of dashes), making 15 or 16 digits total. The importer will also recognise 8-digit accounts and three-digit suffixes (both must be present if using this format, requiring all 17 digits).
- ❑ **Employment Type** may be P for Part-time, or C for Casual. Anything else is regarded as Full-time.

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