

**SmoothPay** Payroll provides a number of different *time import facilities* that allow you to save money and time because they let you gather Employee time information automatically and import it directly into **SmoothPay** for processing.

**Summary of SmoothPay's Time Import facilities:**

- Remote Timesheets LITE
- Excel timesheet import
- Excel employee import
- Resman CSV time and Employee import
- SmoothPay PC Timeclock
- Remote Timesheets Plus
- SmoothPay also supports time import from various timeclock systems, including JAYPED and Lauranka (Amano) timeclocks.

Please call our **HelpDesk** to discuss your requirements.

## Features

	E m p l o y e e  P u n c h  I n / O u t	R e m o t e  ( o f f i c e  r e c o r d i n g )	A d d e d E m p l o y e e	A d d J o b	E a r n i n g s  c a t e g o r i e s  ( t i m e  t y p e )	I m p o r t  a u d i t  t r a i l	C o s t  c e n t r e  c a p t u r e
Remote timesheets LITE		✓			✓	✓	
Excel (Timesheets)		✓			✓	✓	✓
Excel (Employees)		✓	✓			✓	
SmoothPay PC Timeclock	✓	✓				✓	
Resman CSV employees and timesheets		✓	✓		✓	✓	✓

Remote Timesheets Plus (under dev)		✓		✓	✓	✓	✓
Other Timeclock Imports (features vary)	✓	✓	✓	✓	✓	✓	✓

## Remote Time Sheets LITE

This application allows a Company Branch to enter summarised timesheet details for all Employees at it's office and then email, fax or post the timesheet data to the Head Office for use with **SmoothPay** payroll. The emailed or diskette copy of the timesheet data can be imported directly into **SmoothPay**.

## Excel Timesheet and New Employee Import

This is available from the **SmoothPay** Payroll Wizards Menu (subscription versions of **SmoothPay** only).

This facility allows you to import Time or Employee information saved in Excel spreadsheet format.

Excel timesheets provide a rudimentary means of capturing Employee time, including Account and Job Cost Centres if used.

## SmoothPay PC Time Clock

This application allows Employees to punch in and out, utilising any computer running Windows 95 or later. A time file is automatically created for use with **SmoothPay** payroll, and this can be easily transferred to diskette for use on the payroll workstation, emailed etc.

**SmoothPay's** import routines will apply "meal breaks" if required, minimising the number of times an employee needs to log on/off.

## Resman CSV Employee and Timesheet File Import

You can use Resman, or you can create a CSV file using a spreadsheet that matches the specifications provided in the "Payroll Technical Notes" Factsheet available from our website.

## Remote Timesheets Plus \*currently under development)

This application allows input of time information by a User at another location (similar to Remote Timesheets LITE, but providing multiple entries per Employee).

## Other Time Clock systems

**SmoothPay** provides for the importing of time data files produced by PEDCO and Amano (Lauranka) timeclock systems.

If you have a different type of timeclock, or have a preferred method of time capture, say an existing time management or billing system, please call our **HelpDesk** to discuss your requirements, as new options are quite easy to add to **SmoothPay**.

Further *Factsheets* are available from our website providing further information about the various products discussed above.

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

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