SmartPayroll Import File Specification

Overview

This feature allows Timesheet/Timeclock data to be uploaded to SmartPayroll. There the data can be decoded and validated, and can then be used to create actual pays (both Normal and Manual pays). Imported timesheets can be retained and used again in subsequent pay periods.

Timesheet Import Filename

The timesheet import filename is not important but the file extension must be csv.

Timesheet Format

There are a number of types of lines (styles) which can be imported. The currently available ones are described below.

Basic Generic Import line style

This format allows amounts for up to 3 different pay rates and an unlimited number of allowances, deductions and benefits all on one line. An employee can only have one Basic Generic Import per uploaded file, and cannot have any other line types. If the employee is set to enter costing at Pay Run time, then this line format cannot be used, as it does not include any costing information (use the #50 and #51 line types instead).

Because of these limitations it is suggested that the basic Generic Import line style be only used by companies that do not wish to cost transactions to different departments and who are not using SmartPayroll to keep track or pay leave. If this functionality is required, the timesheet format should instead contain a combination of #5x, #6/7x line styles.

Each employee's data is on a separate line in a CSV file. Each Line is structured as:

ID, PR1, PR2, PR3, Ref, Units, Ref, Units, Ref, Units, (etc)

ID:

This is the Employee Code from the Employee Details screen:

PR1, PR2, PR3:

These are payment amounts which correspond to the three pay rates which can be set up for an employee on the Employee Payments screen

Validations (Error)

- The line must contain at least 2 comma separated values (ID and PR1)
- The ID must belong to an actual employee (but not necessarily for the specified Pay Group). It is alphanumeric up to 5 characters.
- If the Pay Rate (PR1,2,3) is not empty, then it must be Numeric, not negative, and not greater than 99999999 and up to 4 decimal places.
- The Pay Rates used must be defined for the employee (need to be enabled for the employee's Contract Group)
- The employee must not be set to enter Costing information at Pay Run time
- The imported timesheet must not include #50 or #51 rows for this employee

Validations (Warning)
- The Employee must be in the selected Pay Group

Note: If the employee is not in the selected Pay Group then they will still be imported unless the "Do not import rows with warning messages" option is selected.

Ref, Units:

The Ref is a reference to an Allowance, Deduction or Benefit, and the Units define the amount of that Ref to pay. The "Company Rules" screen has been enhanced to allow a short numeric code to be allocated to Allowances, Deductions and Benefits. The code must be Numeric, and must be unique across Allowances, Deductions and Benefits – eg the same code cannot be used for an Allowance and a Deduction. From the code alone the Timesheet Import screen needs to be able to determine if the code refers to an Allowance, Deduction or Benefit.
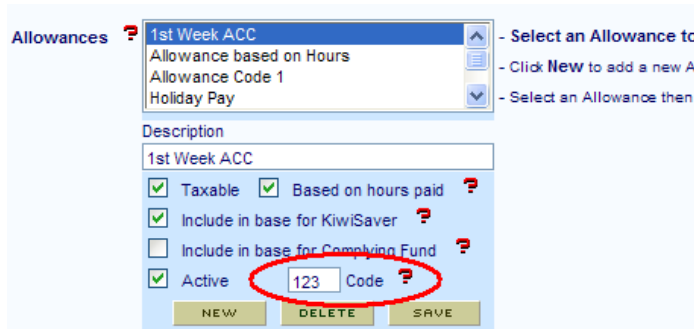
The Code can be added, modified or deleted for Allowances Deductions and Benefits even if the Allowance, Deduction or Benefit is already is use and all of the other fields are greyed out and cannot be edited.

All Allowances, Deductions and Benefits can be defined to either require a specified Quantity and Rate, OR to require a specified Rate only, where the quantity is defined by the employee's Hours (Allowances) or their Gross Pay (Deductions and Benefits).

In the example above, the "1st Week ACC" allowance is "Based on hours paid". This means that you cannot specify a Qty for this allowance (the Qty is specified by the hours paid) but you can specify a Rate.

The same is true for Deductions and Benefits which can be based on "% of Gross Taxable" or "Fixed dollar amount".

All types of Allowances, Deductions and Benefits can be imported into the Timesheet Import screen, but the imported "Amt" field is treated differently for these different types.

If the Allowance is "Based on hours paid" or the Deduction or Benefit use one of the two "Based on % of Gross Taxable" options, then the imported "Amt" is assumed to be a Rate (as the Qty is defined by the Hours or the Gross Pay).

But if the Allowance is NOT "Based on hours paid" or the Deduction or Benefit are defined as "Fixed dollar amount" then the imported "Amt" is treated as a Qty, and the Rate has to be defined either on the Employee Payments screen or the Employee Contract Groups screen.

The screen shot above is from the Employee Payments screen. In this example, the "Allowance based on Hours" has the "Based on Hours Paid" option selected. The Quantity cannot be defined for this allowance, but the rate can. If this allowance is contained in an imported Timesheet, then the Amt is assumed to be the Rate. The allowance will be paid at the Rate (Amt) defined by the Timesheet Import row. Any Rate which is set up at on the Employee Payments screen will be ignored.

The "Allowance Code 1" shown above is not "based on hours paid", so both the Qty and the Rate can be entered. If this allowance appears on a Timesheet Import, then the Amt is assumed to be a Qty, and the Rate needs to be defined on the Employee Payments screen or the Employment Contract Groups screen for this employee's contract group. If the Rate has not been defined in either of these places then a Warning will be generated, and the Ref will be ignored.

Validations (Error)
- (Note that there doesn't have to be any Ref/Unit pairs)
- If Ref/Unit pairs exist, these must start at position 5 (past "ID, PR1, PR2, PR3")
- Each Ref must also have a Unit (no half-pairs). This means that each timesheet line must contain an Even number of elements if Ref/Unit pairs exist.
- Ref's must be numeric, greater than 0, and not greater than 9999
- Units must be numeric, not negative, and not greater than 9999999
- The Ref code must refer to an actual Allowance, Deduction or Benefit

Validations (Warning)
- The Allowance, Deduction or Benefit must be enabled for the employee's Employment Contract Group
- Allowances which are Based on Hours Paid are not valid for Salaried employees

- If the Allowance is NOT Based on Hours Paid, or the Deduction or Benefit is defined as "Fixed dollar amount", then a Rate needs to be defined at the Employee Payments or Employment Contract Group level
- For Deductions which are "Based on % of Gross" (either option) the Timesheet Import Amt (a Rate) must be less than 1 (100%). This is because an employee cannot have more than 100% of their pay deducted.

Note: If the employee has any pre-defined Allowances, Deductions or Benefits (eg KiwiSaver) then these will be automatically created when the pay is created from the Basic Generic Import line. If the Basic Generic Import line contains an Allowance, Deduction or Benefit which is also pre-defined for the employee, then the Units from the Basic Generic Import line will be used rather than the pre-defined units.

Note: Errors mean that the whole line will be ignored. Warnings mean that the Pay Rate data (PR1,2,3) will be imported, but the Allowance/Deduction/Benefit will not – except that if the "Do not import rows with Warning Messages" option is selected, then the whole line will be ignored.

The validations that produce "Error" messages are those which may indicate an incorrectly formatted line. The Warning messages generally refer to a setup error, and therefore the rest of the line is imported.

Example:

CB,40,5,,101,20,201,1

Employee with code CB is paid 40 hours at pay rate 1, 5 hours at pay rate 2, nothing at pay rate 3. Code 101 is set up as their Mileage allowance and so 20 units are paid. Code 201 is set up as their Social Club deduction and so 1 unit is deducted.

#50, #51 line styles

These two line styles can be used together. The #50 style specifies Pay Rates and Departments, while the #51 style specifies Allowances, Deductions and Benefits. An employee can have multiple #50 and #51 lines, but cannot have a combination of #50 or #51 lines and a Basic Generic Import line. If the employee has any #50 or #51 lines (or any other "#" lines), then any Basic Generic Import lines for this employee will be ignored (an Error message will display).

#50, Employee ID, Pay Rate ID, Units (hours), Department Quick Ref

#50, Employee ID, Pay Rate ID, Units (hours), Department Quick Ref, Days Paid
- New format for Employee who do not have Standard Days Per Week

- Days Paid is optional for Employee who have Standard Days Per Weeks

#51, Employee ID, Allowance/Deduction/Benefit Ref, Units

The Pay Rate ID field can be either "1", "2" or "3" to indicate pay rates 1 2 or 3.

The Department Quick Reference does not need to be present, and the rest of the line will still be used to create a pay.

An employee can have multiple #50 rows in one imported timesheet. Unlike the Basic Generic line where one line creates one pay, all #50 lines in an imported timesheet will be combined for each employee, and only one pay created regardless of the number of #50 lines for that employee. The pay will contain the sum hours for each of pay rates 1, 2 and 3 across all of the #50 lines. This is necessary because a #50 row can only contain the hours for one single pay rate.

An employee can have multiple #50 rows for the same department. If this happens, the hours in all of the #50 rows will be summed for each department, and only one department row will be created for that pay, where the hours figure is the sum of all of the employee's #50 rows for that department. Again this is necessary because a #50 row can only contain the hours for one single pay rate . For example an employee can have 10 hours for department X at pay rate 1, and another #50 line with 8 hours for department X at pay rate 2. The pay that is created will show 18 hours for department X, and will correctly show 10 hours at pay rate 1 and 8 hours at pay rate 2.

An employee can have multiple #51 rows for the same Allowance, Deduction or Benefit. Again the sum of the hours amounts is used.

The following validations apply:
- There must be a minimum of 4 elements (All elements except for Department Quick Reference must be present)
- The Employee ID must be valid
- The Pay Rate ID must be "1", "2", "3", "50001", "50002" or "50003"
- If Pay Rate 2 or 3 is specified, this must be set up for the employee, at least at the ECG level
- Hours must be present and valid, not negative or greater than 99999999

The following are Warning validations. If they fail then the rest of the line will still be used, but the Department (costing) will not be used:
- The Department Code (Quick Reference) cannot be longer than 6 characters
- The Department must be valid
- The Department must be active
- The employee must be set to enter Costing at Pay Run time

Note:
if an employee is set up to enter costing at pay run time, but they have one or more #50 row which has an invalid department, then an error message will be displayed and no pay will be created for that employee – all of the other #50 lines will be ignored even if they are valid and have valid departments. The Error message will inform the user about what the problem is with the department. If the employee is not set up to enter pay information at pay run time, then the pay will still be created and the department information will be ignored regardless of whether it is valid or not.

Note:
An employee can have #51 rows without any #50 rows. A pay will still be created.

Note:
The Timesheet is now parsed in two passes. The "#" lines are processed (or validated) in the first pass, and the Basic Generic lines are processed in the second pass. This means that the "View Timesheet Details" section does not show the timesheet lines in the strict order in which they appear in the imported timesheet. Instead the "#" rows are shown first, then the non "#" rows.

Example:

#50,CB,1,40,sales

#50,CB,2,10,sales

#51,CB,101,40

Employee with code CB is paid 40 hours at pay rate 1 which is costed to the sales department. They are also paid an additional 10 hours at pay rate 2 again costed to sales. Finally they are also paid 40 units of allowance code 101.

These styles are used to import Leave. The only difference between these different styles is the Leave Type. These styles can be used together with other # line styles (eg #50 and #51) but cannot be combined with Basic Generic line styles.

#6x, Employee ID, null, Time, Rate, Amount, null, null, Date From, Date To

#60 is for Sick and Special Leave Taken
#61 is for Alt. Public Holidays Taken
#62 is for Statutory Holiday Taken
#63 is for Bereavement leave
#64 is for Lieu Taken
#65 is for Long Service Taken
#66 is for LWOP Taken
#70 is for Holiday Pay (Annual Leave)
#81 is for Alt. Public Holidays Earned
#84 is for Lieu Earned

Special leave type Example:
#71, Employee ID, null, Time, Rate, Amount, null, null, Date From, Date To, Special Leave Code

#71 is for all Special Leave types. The type of special leave will be identified using a unique code entered in the Company Rules screen (the same with Allowances, Deduction and Benefits).

As a minimum, these line styles must contain #6/7/8x, Employee, null and Time (4 columns) No errors or warnings will be generated if the rest of the columns are missing.

If Time is missing, it will be calculated from Amount for all leave types except LWOP.
If Rate is missing, the SmartPayroll calculated Rate will be used.
If Amount is missing, it will be calculated from Time x Rate.
If Date From is missing the PPE date will be used.
If Date To is missing, the PPE date will be used.

The following validations apply:
- There must be at least 4 elements (#6/7x, Employee ID, null and Time)
- The Employee ID must be valid
- If Time is present then it must be a valid number, must not be negative and must not be greater than 99999999
- If Time is not present then Amount must be present
- Time must be present for LWOP (#66) line styles
- If Amount is present then it must be a valid number, must not be negative and must not be greater than 99999999 (NB. only a Warning will be given if Amount is not valid but Time is present and valid)
- Dates should be in the format dd/mm/yyyy

The following Warning validations apply:

- If Time is present and Valid, then warning if Amount is invalid (if present)
- If Rate is invalid (NetPay calculated rate will be used)
- If Amount is present but invalid or not equal to a valid Rate x a valid Time
- Date From is present but invalid (Period Start Date will be used)
- Date To is present but invalid (PPE Date will be used)

Notes:

There are no errors or warnings if Date From or Date To are missing (Period End date will be used).
Any additional elements after Date From and Date To will be ignored (no Errors or Warnings will be generated).
Similar Leave rows will be combined into a single row if enough of the fields match up.
No leave row will be created if the Time is 0 of if Time is missing, if the calculated Time is 0 – except for LWOP.

Example:

#60,CB,,7.5,,,,,01/10/2013,01/10/2013

#61,CB,,7.5,,,,,02/10/2013,02/10/2013

#71,CB,,7.5,,,,,03/10/2013,03/10/2013,2013

Employee with code CB is paid sick leave of 7.5 hours for the dates 01/10/2013 to 01/10/2013 and paid for 7.5 hours of annual leave for the dates 02/10/2013 to 02/10/2013. Employee is also paid for 7.5 hours of special leave for the dates 03/10/2013 to 03/10/2013. The type of Special leave code in this example is 203, it could be for Jury Service, Study Leave, Sick Leave Without Pay e.t.c.