



Flexible CSV import

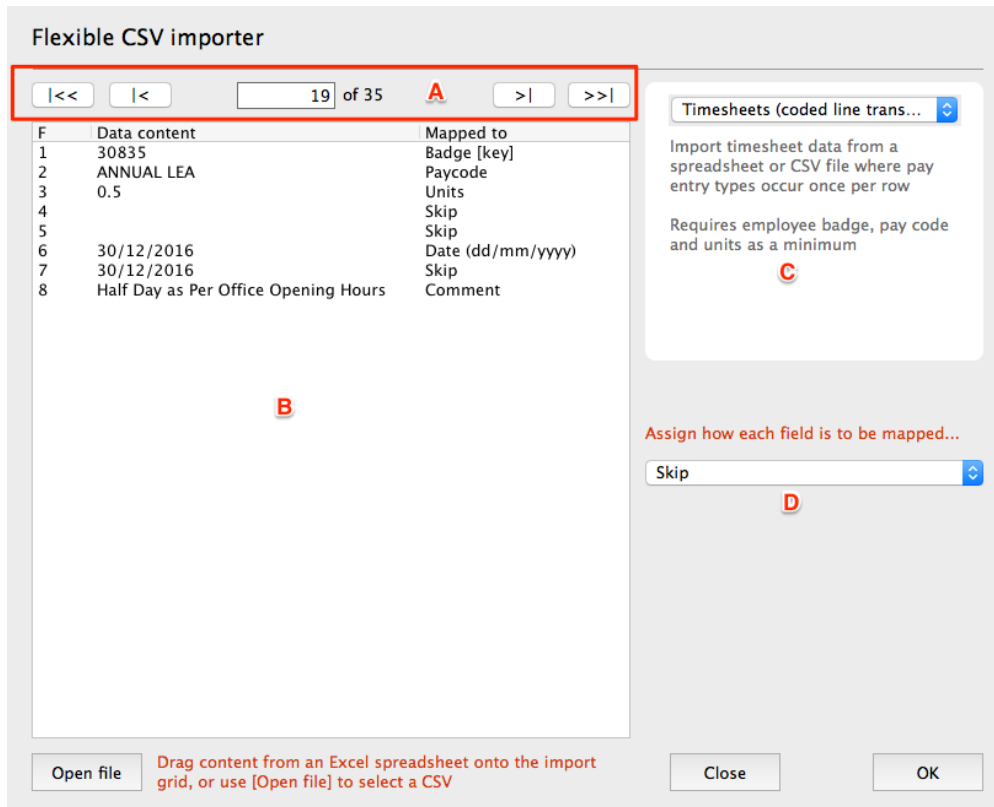
There are thousands of different time and attendance systems available and most of them are, or can easily be converted, to CSV or Excel format

SmoothPay's Flexi-CSV importer lets you identify the layout of the data (we call it a map) and import not only attendance data but basic employee data as well.

In some cases we may need to create a specific importer (some timeclock formats, special rules etc.), however in most cases the Flexi-CSV importer will help you get data into SmoothPay far faster than manual keying.

Starting the Flexi-CSV importer

Choose File..Import..CSV..Flexible CSV



Example timesheet CSV file ready for import

Key points	
A	Navigation controls to navigate through records in the CSV data
B	This area displays the record content and lets you select how each item is to be mapped (or skipped) using D (see below). You can drag a selected area from a spreadsheet and drop it here, or you can load a CSV file using Open file.

Key points	
C	<p>Selects the type of data being imported:</p> <ul style="list-style-type: none"> • Timesheet data in columns (e.g. a column for ordinary time, another for overtime, etc.) • Timesheet data in rows (each line will identify the employee's badge, a pay code and units and possibly a date, department, cost centre, activity etc) • Employee basic data (each column will contain specific information about the employee)
D	<p>This lets you choose how the selected field of the record will be used in processing. See below for options available for each type of CSV content.</p>
Open file	<p>Lets you select a CSV file for processing (alternatively you can drag a selected area from a spreadsheet into area B)</p>
OK	<p>Begins processing</p>

Field mapping

Each field in your CSV data can be mapped as “Skip” (*in which case it is ignored*), or to one of the available options for the type of CSV being imported.

One field in the CSV **must** be mapped to the employee’s Badge.

Employee data

Imports basic employee data from a spreadsheet or CSV file. Bank accounts must be formatted per country payroll guide.

Dates must be in DD/MM/YYYY format.

Mapping option (employee)	Comment
Skip	Ignores field
Badge	Mandatory - record ignored if same badge already exists
First name	
Surname	
Address	
Town	
State	
Postcode	
Country	
DOB	dd/mm/yyyy
Tax#	will auto-correct 11223456 to 011-223-456 etc.
Start date	dd/mm/yyyy
Finish date	dd/mm/yyyy
Phone	
Email	
Bank (code or abbrev)	e.g. ANZ
Bank account#	correctly formatted per country guide, otherwise will store what it's given
Super fund	not required for NZ
Super member#	not required for NZ
Tax code	
Tax rate (if a flat rate applies)	e.g. 0.20 for 20% flat tax rate

Mapping option (employee)	Comment
Paypoint (department)	
Position	
Employment (Full/Part/Casual)	F, P or C (NZ: if importing piece-workers you will need to edit after import)
Pay rate (hourly)	
Salary (annual)	
Pay cycle (W/F/M)	W, F or M

Time (columnar format)

Each row contains all time/leave types for period (*e.g. Ordinary total in one column, Overtime in another etc.*).

This is a convenient format for sites having a single row entry per employee with ordinary, overtime and various leave totals in a specific cell of each row. No paycodes are required.

There is no provision for user coding or sundry allowances or deductions (*see below for individually coded line transactions for more flexibility*).

May have multiple dated lines (*otherwise current period end date is used for all transactions*).

Importing is additive - if you import the same data twice without clearing then the employee will have double entries.

If the employee has no current pay inputs then their standard pay template will be loaded first.

Mapping option	Comment
Skip	Ignores field
Badge	Mandatory
Ordinary hours	
Overtime hours	
Double time hours	
Pay rate	
Days paid	
Department code	
Cost centre	
Job code	
Activity code	
Comment	
Date (dd/mm/yyyy)	
Date (yyyy-mm-dd)	
NZ - additional options	
Annual leave (hrs)	Determines proportion of week based on Hours x Pay rate \$value as a proportion of best weekly value
Annual leave (days)	Determines proportion of week based on contract settings (daily hours x pay rate \$value as proportion of best weekly value)

Mapping option	Comment
Annual leave (weeks)	Paid at best weekly value as per Holidays Act
Annual leave comment	
Sick leave (hrs)	Makes no sense under NZ law and will be treated as 1 day
Sick leave (days)	Paid using Average Daily Pay
Sick leave comment	
Public taken (hrs)	Makes no sense under NZ law and will be treated as 1 day
Public taken (days)	Paid using Average Daily Pay
Public taken comment	
Public worked (hrs)	
Public worked comment	
Paid rest breaks (hrs)	Generally used for Piece-workers (NZ)
Total hours worked (hrs)	Can accumulate or replace last THW value (setting in Configure) - used to ensure piece-worker receives topup to minimum hourly rate (NZ)
International - additional options	
Annual leave (hrs)	
Annual leave comment	
Sick leave (hrs)	
Sick leave comment	
Public taken (hrs)	
Public taken comment	
Public worked (hrs)	
Public worked comment	

Example columnar format spreadsheet

	A	B	C	D
1	badge	ordinary	overtime	double
2	123	40		
3	124	40	4.5	1.5
4	125	19.5		
5				

Time (transaction format)

Import timesheet data from a spreadsheet or CSV file where pay entry types occur once per row, for as many rows as required.

This is the most flexible option, and is typical of most attendance and time-clocking systems.

It caters for any Work, Leave, Allowance or Sundry Deduction code as well as the special codes required by piece-workers in NZ (THW for Total Hours Worked, and PRB for Paid Rest Breaks) and "Lauranka" codes.

Requires employee badge, pay code and units as a minimum.

We detect "Lauranka" pseudo-codes T1, T2, THW, PRB, SLD, SLH etc if not discovered in code lookup (*refer pseudo-code guide below*) to cater (especially) for leave units rendered in hours, days or weeks (esp. important in NZ)

Importing is additive - If you import the same data twice without clearing then the employee will have double entries.

If the employee has no current pay inputs then their standard pay template will be loaded first.

Allowance and Deduction codes **MUST** be established as Units x Rate (*as a "Per pay period" code will always overwrite units with 1*)

Mapping option (transaction)	Comment
Skip	Ignores field
Badge	Mandatory - must match badge of a current staff record
Paycode	Mandatory - "ORDINARY", "T1" etc. Paycode must match one of Work, Leave, Allowance or Sundry Deduction codes (case-insensitive), or failing that then it must match one of the "Lauranka" codes
Units	Mandatory
Rate	Optional - will use payrate (for work codes) or last used rate if not specified
Department	Match on code (auto-create if not found)
Cost centre	Match on code (auto-create if not found)
Job code	Match on code (auto-create if not found)
Activity	Match on code (auto-create if not found)
Comment	Optional
Date (dd/mm/yyyy)	Date in dd/mm/yyyy format
Date (yyyy-mm-dd)	Date in yyyy-mm-dd format

Example Transactional format spreadsheet

Badge	Paycode	Units	Rate	Cost centre	Job	Activity
143	Thinning	36.5	5.556	SPR	Thin	BBN
143	Thinning	34	2.315	SPR	This	LIR
143	Thinning	35	4.5	YOR	Thin	CH
143	Thinning	36	4.5	YOR	Thin	CH
143	Harvest	3	50	MT	Harv	Pear
143	Harvest	1.5	50	MT	Harv	Pear
143	Thinning	0	0.926	SPR	Thin	BBN
143	THW	38				
143	PRB	1.2				

Badge: must match an employee's badge

Paycode: must match one of Work, Leave, Allowance, Deduction paycode (or failing that then it must match one of the Lauranka paycodes)

Pseudo paycodes

Pseudo paycodes are used to map units represented a certain way to (typically) a leave code that uses different units in payroll.

For example, NZ law requires annual leave to be represented in weeks. A code **ALH** will map units provided in hours to weeks in SmoothPay by calculating the with of those hours and working out what proportion that value is of the best of ordinary weekly earnings, average weekly earnings, agreed weekly value. So, rather than using the "ANNUAL" code defined in SmoothPay, use ALH instead if you want to render annual leave taken in hours in your attendance system.

Assuming these pseudo-codes are not set up in SmoothPay they'll work as follows:

T1=Ordinary time	Uses employee's ordinary pay rate for account/job combination (if set)
T2=Overtime	Uses 1.5 multiplier automatically - units should be actual hours worked
T3=Double time	Uses 2x multiplier automatically - units should be actual hours worked
AL or ALH=Annual leave (hours)	Portion of week determined from \$value (NZ) otherwise hours x rate
ALD=Annual leave in days	Portion of week and value determined from employee's days per week (NZ)
ALW=Annual leave in weeks	Pays best weekly rate (NZ)
BL or BLH=Bereavement Leave (hours)	Pays units @ payrate (NZ: guesses 1 day format does not provide days used)
BLD=Bereavement Leave (days)	Pays units @ average daily pay (NZ)
PTH or 99=Public taken (hours)	Pays units @ payrate (NZ: guesses 1 day format does not provide days used)
PTD=Public taken in days	Pays units @ average daily pay (NZ) otherwise hours x rate
PWH=Public worked (hours)	Pays hours at penal rate (NZ) otherwise hours x rate
SL or SLH=Sick Leave (hours)	Guesses 1 day (NZ: format does not provide days used)
SLD=Sick leave in days	Pays units @ average daily pay (NZ) otherwise units x hours per day x rate
DAYS=Days paid	Sets days paid from value in Days column (required in NZ for average daily pay)
98=Accrue Alternative Leave Day	Accrues units as alternative days accrued
ALT=Consume Alternative day/s	Alternative days consumed
ALTH=ALT in hours	Pays units @ payrate (NZ: guesses 1 day format does not provide days used)
ACC=1st week ACC hours	ACC hours paid
UPL=Unpaid leave	Unpaid leave

Special Provisions

Data from CSV imports is expected to be complete and to take into account any special rules regarding shift allowances, automatic overtime etc (*SmoothPay's auto-overtime and time conversion rules are ignored for imports from this import tool*).

If you have a special requirement (non-standard file, special processing rules, etc.) please contact the HelpDesk and we'll see what we can achieve.

Please note

- Imported data will be matched against an Employee's *Badge Number* (see *Contract tab*)
- Timesheet data in rows should match the codes you have set up in SmoothPay (make them the same to suit your import). If a code cannot be found then the fallback is to use the Lauranka coding standard (refer Lauranka guide)
- For **annual leave**, NZ law requires accrual, value and consumption to be in weeks. Codes that map to hours will produce a proportion of a week used based on best weekly value, daily codes will produce a proportion of a week based on the employee's Days Per Week setting.
- For **sick leave** (and other daily leave types) NZ law requires accrual, value and consumption in days. If the line code maps to a non-compliant setting (e.g. in hours) the entry will be regarded as 1 day consumed and may require manual alteration. If the line code maps to days then the payment will be based on Average Daily Pay for that employee (it is critical that days paid has been correctly recorded in all history for the last 12 months).
- Leave for other countries will be processed as hours

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.