



Vivo time import

Vivo Salon group have specific requirements for payroll data import as described below.

- A spreadsheet is generated from timeclock and commission information.
- The spreadsheet will be uploaded (*drag-n-drop or select*) into goPayroll by the user and processed (*this is an **xlsx** file, not a CSV file*).
- An audit report of entries created or any errors or leave warnings is generated automatically and is available for review in **Print**.
- Pay reports should be used to validate data has imported correctly.

WARNING: all importing is additive - if you want to secure your data before import please make a fresh backup first.

To "undo" an import (*perhaps the wrong file selected etc.*) use Who To Pay..None..OK to remove ALL pay inputs, or Restore from your most recent backup (*Tools..Restore*).

Column	Code	Description
A	Badge	Badge code (matches badge in Smoothpay)
B	Fixed Salary	Y=is on fixed salary (annual leave will use ALH rule to avoid distorting "salary")
C	CECDED	Y=deduct CEC (contract includes CEC - CEC will be auto-deducted as a sundry deduction having code CECDED) - recalculated automatically if user makes changes to the employee's pay input.
D	Ordinary hours	Paid at employee's contract rate
E	Management hours	Additional hours paid at management rate
F	Management rate	Applied to management hours (if empty then uses employee's contract rate)
G	SCOMM	Commission allowance value
H	RCOMM	Commission allowance value
I	MCOMM	Commission allowance value
J	DAYS	Days paid (includes any days of paid leave)
K	MISCDED	Miscellaneous deduction value
L	ALC	Annual leave consumed in hours as proportion of contracted weekly hours. This is paid as a proportion of best weekly value per Holidays Act.
M	PTH	Rostered hours payable for Public Taken. Paid at employee's contract rate.

Column	Code	Description
N	PTD	The number of days the PTH covers (generally 1 or 2). If No PTH but has a value in PTD then Average Daily Pay will be used for payment per day.
O	PWH	Hours worked on public holiday (paid at penal rates)
P	ALT	Alternative days to accrue for work on public holiday (if eligible). Ignored if no PWH.
Q	SLH	Rostered hours taken as sick leave. Paid at employee's contract rate.
R	SLD	The number of days the SLH covers (generally 1 - 5). If no SLH but has a value in SLD then Average Daily Pay will be used for payment per day.
S	BLH	Rostered hours payable for Bereavement Leave. Paid at employee's contract rate.
T	BLD	The number of days the BLH covers (generally 1 - 3). If No BLD but has a value in BLH then Average Daily Pay will be used for payment per day.
U	ULH	Rostered hours absent (unpaid leave).
V	Comment	Payslip comment (content length < 5 will be discarded)
W	Terminate	Y=terminate this employee (automatically prepares final pay entries)
X	Alt days consumed	The number of days of Alternative Leave consumed
Y	PWCOMM	Public holiday worked DAYS paid at 50% of ADP for pure-commission earners for working on a public holiday

* end *