

SmoothPay provides the facility to import timesheet information, for any specified date/time range, from a properly formatted PayGlobal MagScan Card Reader File.

SmoothPay also provides the ability to easily monitor Who's In via the Timesheet Import screen.

The File contents are similar to the following format:

```
230320061508 10000000016
230320061535 10000000014
230320061535 10000000002
230320061535 10000000026
```

Where each line represents the date and time, followed by the Employee's Card Number.

The import process will scan the File, regarding the first entry for each Employee as their "Clock In" time, and any subsequent entries as Out, In, Out etc.

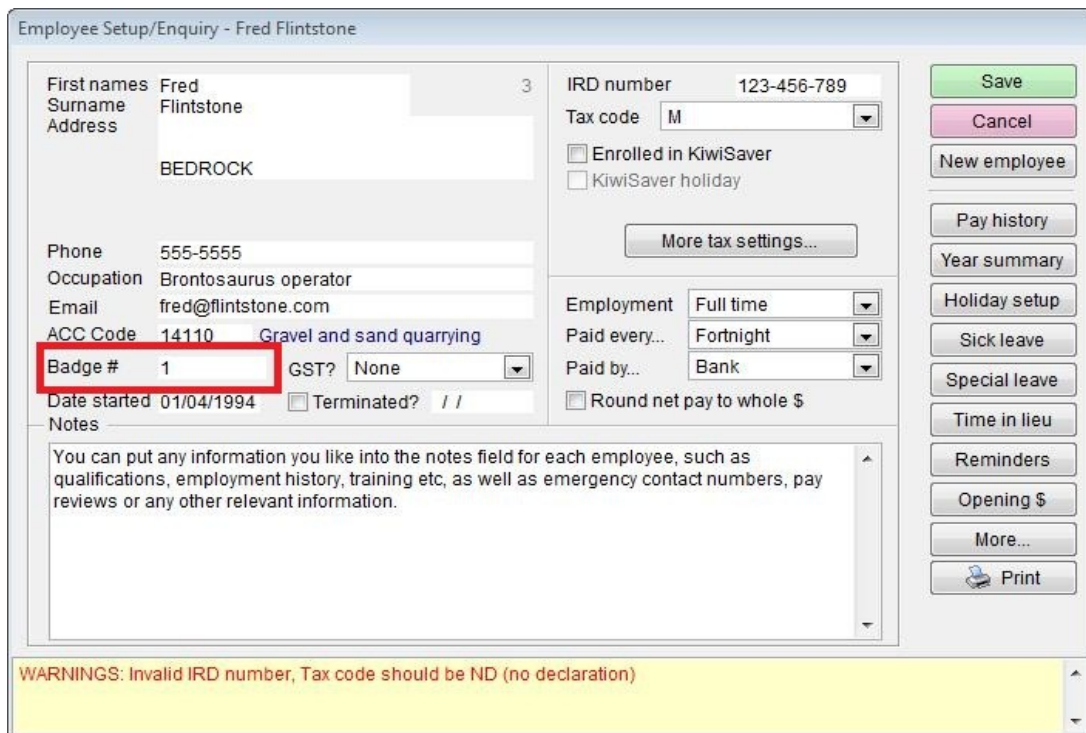
**Note:** The MagScan Files do not contain an indicator as to whether an Employee is swiping in or out, so the first record encountered for any Employee will be regarded as them swiping in.

## Establishing Employee Card/Badge Numbers

In the examples above, the card number produces a very long number (11 digits).

SmoothPay will identify each Employee based of the number remaining after the digit 1, eg 10000000016 will be regarded as Badge Number 16.

Badge Numbers are entered into the Employee's record *Edit Employee...Badge Number* field:



The screenshot shows the 'Employee Setup/Enquiry - Fred Flintstone' form. The 'Badge #' field is highlighted with a red box and contains the value '1'. The 'GST?' dropdown is set to 'None'. The 'IRD number' is '123-456-789' and the 'Tax code' is 'M'. The 'ACC Code' is '14110' and the 'Occupation' is 'Gravel and sand quarrying'. The 'Date started' is '01/04/1994'. A warning message at the bottom states: 'WARNINGS: Invalid IRD number, Tax code should be ND (no declaration)'. The form includes various buttons for 'Save', 'Cancel', 'New employee', 'Pay history', 'Year summary', 'Holiday setup', 'Sick leave', 'Special leave', 'Time in lieu', 'Reminders', 'Opening \$', 'More...', and 'Print'.

## Establishing individual Employee time rounding rules (optional)

Time information imported from the MagScan File can be rounded, or specific start/finish times specified PER EMPLOYEE if required.

More details for Fred Flintstone

Contract    Apprenticeship    Miscellaneous    OK

Days worked per week: 5.00

Employee paid different rates for different jobs (split-rates)  
 Employee works rostered hours (don't use averages for RDP leave)  
 Employee works irregular hours  
 Employee does NOT normally work overtime  
 Employee is on extended leave without pay, or Parental Leave

Agreed special rate of ordinary WEEKLY pay for the purpose of calculating Annual Holiday Pay: [ ]

Agreed relevant DAILY pay for the purpose of calculating Sick, Special, Public or Lieu/Alternative Pay: [ ]

**Timeclock import settings**

Use individual timeclock import rules for this employee

Employee always starts at: [ ]

OR, start time rounding: None

Always finishes at: [ ]

OR, finish time rounding: None

In **SmoothPay Edit Employee...More...Contract**, tick the “*User individual timeclock rules for this Employee*” box if you want to specify specific rules for this Employee.

*Start and Finish time fields* are ignored if left blank, otherwise they will be used as specific start and finish times for any date that *time import entries* occur. These can be set to 00:00 (not regarded as blank).

If *Start and Finish time fields* are blank, then the *start/finish rounding rules* are used instead, and can be set to previous or next 6 minutes (.1 of an hour), or 15 minutes (.25 hours)

These settings override the general options provided in the Importer screen (see below).

## Standard Pays

*Standard Pay* information for each Employee is automatically used whenever Timesheet Data is imported, and the import simply adds on any valid time entries that it finds in the File.

Therefore, the *Standard Pay* for each Employee should only include *standard Allowance, Deduction and Bank Account* information. Do not include a standard number of hours unless you mean the Employee to receive that number of hours every pay period in addition to any time imported from the Time File.


## Importing the MagScan Time File

The recommended procedure is:

- **Backup your data!** If you accidentally import the same day's data a second time, and it's 10 days into your fortnightly pay cycle, you'll be well annoyed if you can't fix it easily.
- Choose *Wizards...Timesheet Import*:

**Timesheet Data Import**

Time file type:

Filename:  

Automatically add unrecognised account/job codes

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**Date/Time filter**

Import data in this date/time period...

From:   To:

---

**Time & Attendance Rules**

Start time rounding:

Finish time rounding:

Meal break of  hours, every  hours of continuous service  
(Required only if employees do NOT clock out for meal breaks)

This routine will import a Timesheet data file of the specified type and name into the payroll. An audit trail of import entries and their success (or failure) will be produced.  
 NOTE: Timesheet importing is an additive process - it will not replace any data already imported.

If you need to:

- set the *Time File Type* to *PayGlobal MagScan*, and type in or locate the *Filename* to be processed.
- Set the *date and time range* to be processed. MAKE SURE THE "FROM" TIME OCCURS WHEN NO STAFF SHOULD BE "IN" – the *MagScan* Files do not contain an indicator as to whether an Employee is swiping in or out, so the first record encountered for any Employee will be regarded as them swiping in.

**SmoothPay** will remember these settings for you, so it pays to nominate a *standard filename and location*, and inter-shift time (eg. 3am). The dates will be reset automatically when a new pay period commences to fit in the new period.

Choose *Import* to begin the process – the following events may occur (depending on the success of the operation):

- The *imported data audit trail* may be printed. This is optional and would normally only be printed if you need to see all the actual *MagScan* transactions), showing details of every transaction encountered.
- The *Timecard Entries Audit report* will be produced, showing the Employee's timecard information (in/out times and elapsed time)
- You'll be prompted to import the time entries – these are ADDED to any existing *Pay Input* entries

You can, of course, freely edit the imported time information, after import, using the normal *Pay Input* screens.

## Who's In?

The MagScan time import utility provides a facility to display "Who's In", just by selecting the *Who's In* button.

This simply examines the MagScan Transaction Files, but does not update any *Pay Input* information.

The date and time range is automatically set internally, and does not affect your current settings, to a period from 72 hours ago to right now.

