Excel CSV Employee and Timesheet Import

This facility is provided in all subscription versions of **SmoothPay**, and enables you to import Employees and timesheet data using the *Wizards* menu.

The following steps describe the available options.

Export data from SmoothPay to Excel spreadsheet format to timesheet capture

Start **SmoothPay** Payroll, choose *Wizards...Make Timesheet File*, choose the *Excel Timesheets* option then *Make File*.

A basic XLS file with a list of all your Employees (or just a selected Department) will be created and saved on disk.

You can email this file to your remote Branch where it can be completed with Employee hours (and optional pay rates).

Importing a Timesheet CSV file from an Excel spreadsheet into SmoothPay

Note: The spreadsheet you wish to import from MUST be exported as CSV.
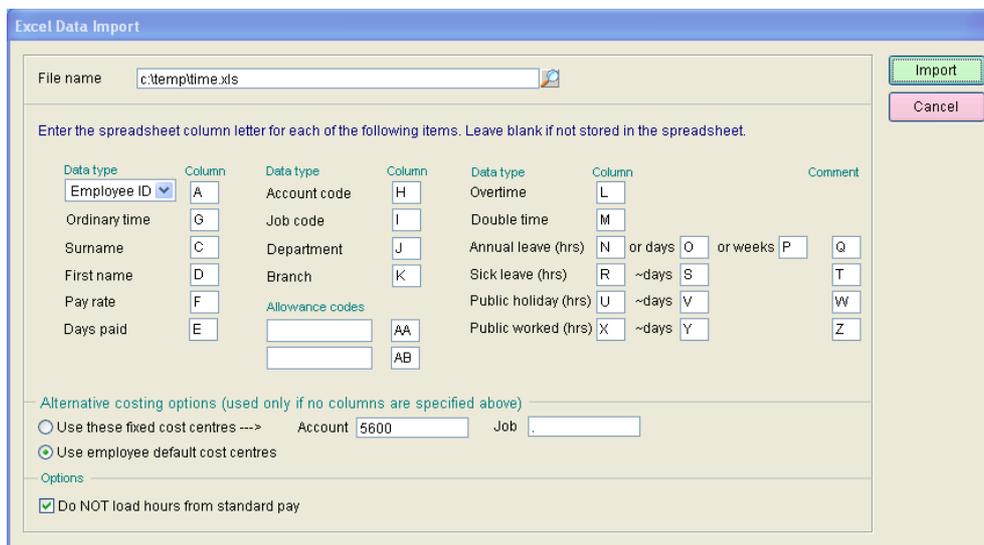
Start **SmoothPay** Payroll, choose *Wizards...Excel File Import...Timesheets*.

Fill out the information indicating the columns of the spreadsheet that match the corresponding **SmoothPay** fields and select *Import*.

Unrecognised Employee information prompts you to select from a list of similar Employee names. An audit trail is then produced for checking, before you are offered the option of importing the new timesheet information.

It is preferable that data be matched on an Employee's ID to avoid import errors.

Timesheet data can include the fields as in the following screen shot:

Notes about timesheet imports

- All entries (except where noted as days) are expected to be in hours, and may include decimal portions of an hours (e.g. 30 minutes is .5 hours)

- All imports are "additive" - if you run the same import twice, you will end up with doubled entries. This permits imports of data from multiple branches, or daily sheets. If you make an error you can easily clear all pay inputs using Wizards..Quick Pays, or Restore from your most recent backup.

- **Annual leave**: the importer expects you are using compliant annual leave methods (weeks) and will accept data exclusively in this order:

  ○ **Weeks**: if specified and the units are > zero the employee will be paid using Holidays Act rules for the number of weeks being consumed, or

  ○ **Days**: if specified and the units are > zero the employee will be paid using Holidays Act rules for the number of weeks being consumed calculated as days supplied / employee's days per week, or

  ○ **Hours**: if specified and the units are > zero the employee will be paid using Holidays Act rules for the number of weeks being consumed calculated from the monetary value produced from the hours x pay rate as a proportion of the employees weekly earnings.

- **Sick leave (hrs) and equivalent days**: the importer will accept sick leave hours. Because you're importing we have to assume you know how much leave the employee took and how much they should be paid for it - otherwise you'd use normal pay inputs to capture the information. The ~days identifies how many sick leave days are consumed in this process. If the employee has sick leave and no ~days is specified then it will default to 1 day.

- **Sick leave days only**: the importer will accept sick leave days only (zero hours). Because you're importing days only then Average Daily Pay for that employee will be used.

- **Public holiday taken (hrs) and equivalent days**: the importer will accept public holiday hours. Because you're importing we have to assume you know how much leave the employee took and how much they should be paid for it - otherwise you'd use normal pay inputs to capture the information. The ~days identifies how many public holiday days are recorded in this process. If the employee has public holiday hours and no ~days is specified then it will default to 1 day.

- **Public holiday taken days only**: the importer will accept sick leave days only (zero hours). Because you're importing days only then Average Daily Pay for that employee will be used.

- **Public worked (hrs) and Alternative days to be accrued**: the importer will accept hours for work on a public holiday. It will be paid as Penal/Overtime. The number of alt days (if any) will be recorded as an accrual.

- **Days paid**: if this contains a value then it will be used to set the number of days paid in this period (otherwise defaults to the employee's standard days paid).

- [**Do NOT load hours from standard pay**]: This prevents any standard pay hours from being loaded from the employee's standard pay template (*the importer only loads standard pay entries if the employee has no current pay entries and this option is not ticked*).

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Importing an Employee file from an Excel spreadsheet into SmoothPay

This is a great way to quickly establish Employee information from a previous Excel spreadsheet or other payroll system.

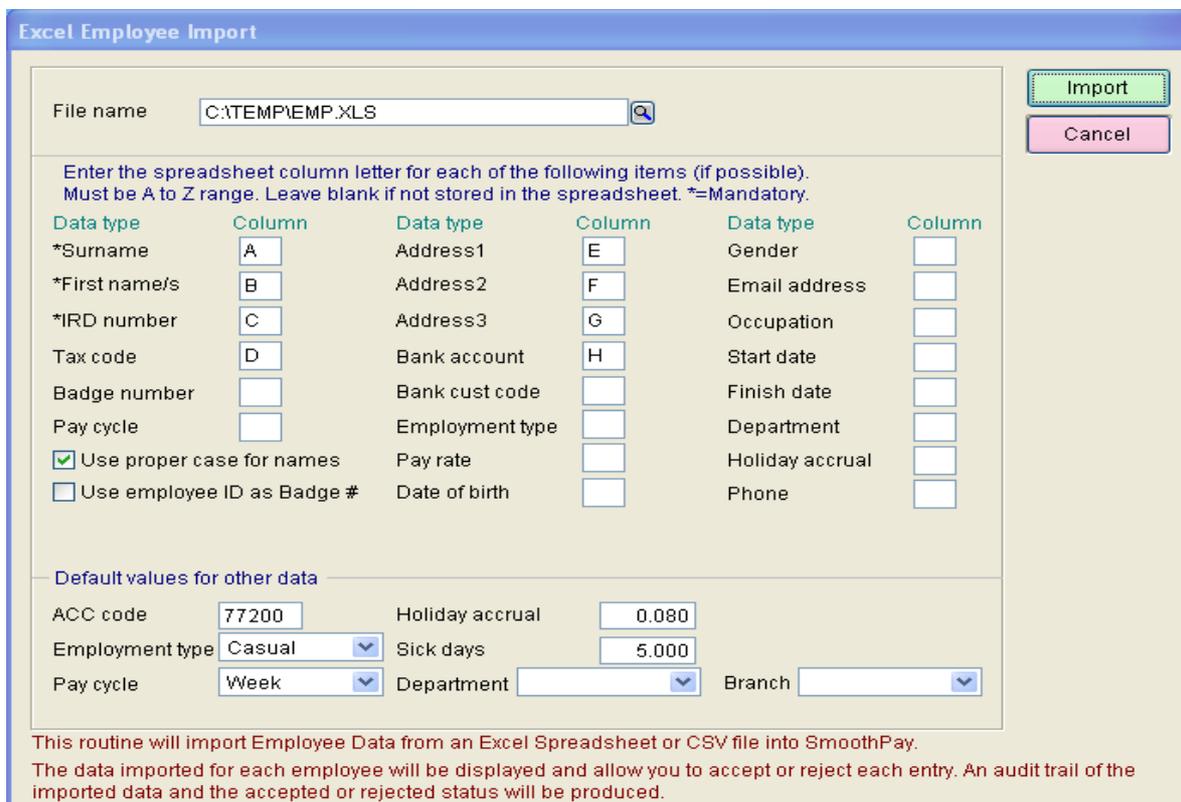Start **SmoothPay** Payroll, choose *Wizards..Excel File Import..Employees*.

Fill out the information indicating the columns of the spreadsheet that match the corresponding **SmoothPay** fields and select *Import*.

Each Employee record is displayed and can be altered onscreen, then Accepted or Rejected.

An audit trail is then produced, before you are offered the option of creating the *new (accepted)* Employees.

Employee data can include the fields as in the following screen shot

Note: *T*he fields marked with an asterisk are compulsory):

Employee Data Import Notes:

- **IRD Number** should be formatted 999-999-999 (spaces instead of dashes are OK). The number can also be 8 digits (no spaces or dashes).

- **Pay Cycle** can be 2 or F for Fortnightly, M for monthly, or 4 for four-weekly. Anything else is considered Weekly.

- **Bank Account** should be formatted 99-9999-9999999-99 plus an optional digit (spaces are OK instead of dashes), making 15 or 16 digits total. The importer will also recognise 8-digit accounts and three-digit suffixes (both must be present if using this format, requiring all 17 digits).

- **Employment Type** may be P for Part-time, or C for Casual. Anything else is regarded as Full-time.

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