

SmoothPay Payroll provides a number of different *time import facilities* that allow you to save money and time because they let you gather Employee time information automatically and import it directly into **SmoothPay** for processing.

Summary of SmoothPay's Time Import facilities:

- Remote Timesheets LITE
- Excel timesheet import
- Excel employee import
- Resman CSV time and Employee import
- SmoothPay PC Timeclock
- Remote Timesheets Plus
- SmoothPay also supports time import from various timeclock systems, including JAYPED and Lauranka (Amano) timeclocks.

Please call our **HelpDesk** to discuss your requirements.

Features

	E m p l o y e e P u n c h I n / O u t	R e m o t e (o f f i c e r e c o r d i n g)	A d d e d E m p l o y e e	A d d J o b	E a r n i n g s c a t e g o r i e s (t i m e t y p e)	I m p o r t a u d i t t r a i l	C o s t c e n t r e c a p t u r e
Remote timesheets LITE		✓			✓	✓	
Excel (Timesheets)		✓			✓	✓	✓
Excel (Employees)		✓	✓			✓	
SmoothPay PC Timeclock	✓	✓				✓	
Resman CSV employees and timesheets		✓	✓		✓	✓	✓

Remote Timesheets Plus (under dev)		✓		✓	✓	✓	✓
Other Timeclock Imports (features vary)	✓	✓	✓	✓	✓	✓	✓

Remote Time Sheets LITE

This application allows a Company Branch to enter summarised timesheet details for all Employees at it's office and then email, fax or post the timesheet data to the Head Office for use with **SmoothPay** payroll. The emailed or diskette copy of the timesheet data can be imported directly into **SmoothPay**.

Excel Timesheet and New Employee Import

This is available from the **SmoothPay** Payroll Wizards Menu (subscription versions of **SmoothPay** only).

This facility allows you to import Time or Employee information saved in Excel spreadsheet format.

Excel timesheets provide a rudimentary means of capturing Employee time, including Account and Job Cost Centres if used.

SmoothPay PC Time Clock

This application allows Employees to punch in and out, utilising any computer running Windows 95 or later. A time file is automatically created for use with **SmoothPay** payroll, and this can be easily transferred to diskette for use on the payroll workstation, emailed etc.

SmoothPay's import routines will apply "meal breaks" if required, minimising the number of times an employee needs to log on/off.

Resman CSV Employee and Timesheet File Import

You can use Resman, or you can create a CSV file using a spreadsheet that matches the specifications provided in the "Payroll Technical Notes" Factsheet available from our website.

Remote Timesheets Plus *currently under development)

This application allows input of time information by a User at another location (similar to Remote Timesheets LITE, but providing multiple entries per Employee).

Other Time Clock systems

SmoothPay provides for the importing of time data files produced by PEDCO and Amano (Lauranka) timeclock systems.

If you have a different type of timeclock, or have a preferred method of time capture, say an existing time management or billing system, please call our **HelpDesk** to discuss your requirements, as new options are quite easy to add to **SmoothPay**.

Further *Factsheets* are available from our website providing further information about the various products discussed above.

Feel free to contact our **HelpDesk** if you have any questions.

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