Instruction Document - Employee Timesheet

Data Importing Instructions

1   Works No.'s are used to tally the employee information in the timesheet CSV file with employee information in the Able package when importing.

   1.1 An import will fail if a Works No. within the uploaded timesheet does not exist in the Able package.

   1.2 You can upload the timesheet information of any number of employees that already exist in Able. However, in a timesheet CSV file, even if just one   employee record exists for which there is no equivalent employee record in Able, the whole CSV file will not be imported.

   1.3 Therefore, before uploading timesheet information, please ensure that the employees whose timesheet details are to be uploaded, have already been created in Able.

   1.4 Please also make sure that the same Works No. is used in both your timesheet software as well as in the Able package.

2   In addition, ensure that all the timesheet records in the timesheet CSV file are for the same pay frequency and tax period. When uploading the timesheet CSV file make sure you select the correct pay frequency and tax period for which you want the timesheet details to be imported. The entire file will not be uploaded if :

   2.1 the timesheet CSV file contains records with different pay frequencies or tax periods.

   2.2 the timesheet CSV file contains records with the same pay frequency & tax period, but the wrong pay frequency & tax period has been selected while uploading.

3   The timesheet CSV file can be uploaded as many times as you want, however, please note that the last uploaded data will always overwrite the previously uploaded data.

4   Before uploading employee timesheet details, please make sure that the employees for whom timesheet information will be uploaded already exist in Able.

5   You may export the timesheet CSV files directly from your Time & Attendance software. Alternatively you may select the **Download Spreadsheet – Importing Timesheet Data** option from the Import Timesheet Data menu option to download a timesheet spreadsheet pre-populated with employee information in columns **Works No. (AE1)** to **Pay Frequency (AE7)**.

6   Please ensure that the data in the timesheet CSV complies with the HMRC Quality Standard Validation Specification. The official link to the HMRC Quality Standard Validation Specification is as follows : http://www.hmrc.gov.uk/ebu/qual_stand.htm

7   Please note that the employee information like First Forename, Second Forename, Surname, NI Number & Branch Name are taken in the spreadsheet for REFERENCE purposes only – they will not overwrite or update information in Able. Only the employee's timesheet information is updated in the Able system. If you want to modify employee information, such as Name, NI Number & Branch Name, you should do that in the Able system directly.

8   If you have already processed pay & updated YTD values for a particular tax period in the Able System, you may still be able to upload & import employee timesheet details into the Able system for that tax period, however, you will be not be able to proceed with the PayRun process for that tax period in Able after successfully importing the timesheet details.

Please Note:

Items marked in **Red** in this document indicate mandatory fields which must be completed in the spreadsheet.

AE1   Works No. : (Mandatory)

Enter here the employee's Works Number. This field is mandatory. Please note that the works number or payroll number can be alphanumeric and should not exceed 20 characters in length.

AE2   First Forename :   (Optional)

Enter here the employee's first forename.

You should only use characters defined in the Schema i.e, A-Z upper or lower case, hyphen or apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed 35 characters.

Please note, the special characters listed below must not be used when you enter the employee's Forename.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. . full stop
3. , comma
4. _ underscore
5. ( ) opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10. ? question mark

AE3   Second Forename :   (Optional)

Enter here the employee's second forename.

You should only use the characters defined in the Schema i.e., A-Z upper or lower case, hyphen or apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed 35 characters.

Please note, the special characters listed below must not be used when you enter the employee's Forenames.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. . full stop
3. , comma
4. _ underscore

5. ( ) opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10. ? question mark.

AE4   Surname : (Optional)
Enter here the employee's Surname.

You should only use the characters defined in the Schema i.e. A-Z upper or lower case, digits 0-9, comma, full stop, forward slash, ampersand, hyphen, space, apostrophe and brackets.

The length should not exceed 35 characters.

Please note that the special characters listed below must not be used when you enter the employee's Surname

1. Please do not include leading or trailing spaces when you enter the Surname. For example if the Surname is O'Connor, do not include space before O'Connor or after O'Connor
2. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe. For example in a surname the apostrophe must be entered as O'Connor, not as O`Connor
3. leading spaces.
4. * asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

AE5   NI Number : (Optional)

Enter here the employee's National Insurance number (NINo). If the NI number is not known leave it blank.

Please note, the NINO must follow the acceptable format:

1. Characters 1 & 2 must be alpha and must be one of the issued National Insurance Number prefixes.
2. Characters 3 - 8 must be numeric.
3. Character 9 must be alpha in the range A - D or a space.

For Example: Two alpha (AA) six digits (123456) one alpha (A, B, C, D or space) "AA123456A" or "BB123456 " (the suffixes M, F and P are not allowed).

AE6   Branch Name : (Optional)

Enter here the name of the branch to which the employee belongs. The length should not exceed 100 characters.

AE7   Pay Frequency : (Mandatory)

Enter here the employee's pay frequency i.e how frequently is your employee paid. This field is mandatory.

If your employee is paid on weekly basis enter 'Weekly ' or 'W'.

Please note the following when you enter the employee's Pay Frequency:

Must be any of the following :

F, M, N, W, 4 Weekly, Monthly, 2 Weekly, Weekly

AE8   Pay Period : (Mandatory)

Enter here the employee's pay period. This field is mandatory. The pay period should be in the range 1-53.

Payment Items

AE9   Basic Hours : (Optional)

Enter here the employee's Basic Hours.

Please note the following when you enter the amount:
1. It must be in a numeric format and can be positive or zero.
2. It must not exceed 5 digits & should be of the format 999.99

AE10   Basic Rate : (Optional)

Enter here the employee's Basic Rate of pay.

Please note the following when you enter the amount:
1. It must be in a numeric format and can be positive or zero.
2. It must not exceed 10 digits & should be of the format 999999.9999
3. A thousand comma separator within the figure is not allowed.
e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

AE11   Overtime Hours : (Optional)

Enter here the employee's Overtime Hours.

For more information on the data format for hours please refer to **AE9**.

AE12   Overtime Rate : (Optional)

Enter here the employee's Overtime Rate of pay.

For more information on the data format for the rate please refer to **AE10**.

AE13   Overtime 1 Hours : (Optional)

Enter here the employee's Overtime 1 Hours.

For more information on the data format for hours please refer to **AE9**.

AE14   Overtime 1 Rate : (Optional)

Enter here the employee's Overtime 1 Rate of pay.

For more information on the data format for the rate please refer to **AE10**.

AE15   Commission Hours : (Optional)

Enter here the employee's Commission Hours.

For more information on the data format for hours please refer to **AE9**.

AE16   Commission Rate : (Optional)

Enter here the employee's Commission Rate.

For more information on the data format for the rate please refer to **AE10**.

AE17   Allowance Hours : (Optional)

Enter here the employee's Allowance Hours.

For more information on the data format for hours please refer to **AE9**.

AE18   Allowance Rate : (Optional)

Enter here the employee's Allowance Rate.

For more information on the data format for the rate please refer to **AE10**.

AE19   Bonus Hours : (Optional)

Enter here the employee's Bonus Hours.

For more information on the data format for hours please refer to **AE9**.

AE20   Bonus Rate : (Optional)

Enter here the employee's Bonus Rate.

For more information on the data format for the rate please refer to **AE10**.

**AE21	Non-Taxable Expense Payment Hours :** (Optional)

Enter here the employee's Non-Taxable Expense Payment Hours.

For more information on the data format for hours please refer to **AE9**.

**AE22	Non-Taxable Expense Payment Rate :** (Optional)

Enter here the employee's Non-Taxable Expense Payment Rate.

For more information on the data format for the rate please refer to **AE10**.

**AE23	Other Payment Hours :** (Optional)

Enter here the employee's Other Payment Hours.

For more information on the data format for hours please refer to **AE9**.

**AE24	Other Payment Rate :** (Optional)

Enter here the employee's Other Payment Rate.

For more information on the data format for the rate please refer to **AE10**.

**AE25	Taxable Expense Payment Hours :** (Optional)

Enter here the employee's Taxable Expense Payment Hours.

For more information on the data format for hours please refer to **AE9**.

**AE26	Taxable Expense Payment Rate :** (Optional)

Enter here the employee's Taxable Expense Payment Rate.

For more information on the data format for the rate please refer to **AE10**.

**AE27	Tips & Service Pay through Employer Hours :** (Optional)

Enter here the employee's Tips & Service Pay through Employer Hours.

For more information on the data format for hours please refer to **AE9**.

**AE28	Tips & Service Pay through Employer Rate :** (Optional)

Enter here the employee's Tips & Service Pay through Employer Rate.

For more information on the data format for the rate please refer to **AE10**.

AE29   Tips & Service Pay through Tronc Hours :   (Optional)

Enter here the employee's Tips & Service Pay through Tronc Hours.

For more information on the data format for hours please refer to **AE9**.

AE30   Tips & Service Pay through Tronc Rate :   (Optional)

Enter here the employee's Tips & Service Pay through Tronc Rate.

For more information on the data format for the rate please refer to **AE10**.

AE31   Absence Hours :   (Optional)

Enter here the employee's Absence Hours.

For more information on the data format for hours please refer to **AE9**.

AE32   Absence Rate :   (Optional)

Enter here the employee's Absence Rate.

For more information on the data format for the rate please refer to **AE10**.

Deduction Items

AE33   Other Deduction 1 Hours :   (Optional)

Enter here the employee's Other Deduction 1 Hours.

For more information on the data format for hours please refer to **AE9**.

AE34   Other Deduction 1 Rate :   (Optional)

Enter here the employee's Other Deduction 1 Rate.

For more information on the data format for the rate please refer to **AE10**.

AE35   Other Deduction 2 Hours :   (Optional)

Enter here the employee's Other Deduction 2 Hours.

For more information on the data format for hours please refer to **AE9**.

AE36   Other Deduction 2 Rate :   (Optional)

Enter here the employee's Other Deduction 2 Rate.

For more information on the data format for the rate please refer to **AE10**.

AE37   Payroll Giving Hours :   (Optional)

Enter here the employee's Payroll Giving Hours.

For more information on the data format for hours please refer to **AE9**.

AE38   Payroll Giving Rate :   (Optional)

Enter here the employee's Payroll Giving Rate.

For more information on the data format for the rate please refer to **AE10**.

AE39   Trade Union Subscription Hours :   (Optional)

Enter here the employee's Trade Union Subscription Hours.

For more information on the data format for hours please refer to **AE9**.

AE40   Trade Union Subscription Rate :   (Optional)

Enter here the employee's Trade Union Subscription Rate.

For more information on the data format for the rate please refer to **AE10**.

AE41   Other Membership Subscription Hours :   (Optional)

Enter here the employee's Other Membership Subscription Hours.

For more information on the data format for hours please refer to **AE9**.

AE42   Other Membership Subscription Rate :   (Optional)

Enter here the employee's Other Membership Subscription Rate.

For more information on the data format for the rate please refer to **AE10**.