

# 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 period end date.
- 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 Before uploading employee timesheet details, please make sure that the payment items / deduction items, payment item codes / deduction item codes used in the timesheet spreadsheet already exist in Able. If they do not exist, define the Payment Item Code / Deduction Item Code in the Payment Setup and Deduction Setup screens in Able application's Employer / Setup => Chart of Setup... menu option in the tasking zone.
- 6 If you have already processed pay & updated YTD values for a particular tax period in the Able System, you will not be able to upload & import employee timesheet details into the Able system for that tax period.

### Please Note:

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

**Row 1 Column 1 - Cell A1 - Pay Period End Date (Label)**

**Row 2 Column 1 - Cell A2 - Pay Period End Date (DD/MM/YYYY) (Mandatory)**

Please enter here Pay Period End Date value. It must be a valid calendar date of the format DD/MM/YYYY.

**Row 3 Column 1 - Cell A3 - Employer / Client / Branch Reference : (Label)**

**Row 3 Column 2 - Cell B3 - Employee's Works Number : (Label)**

**Row 3 Column 3 - Cell C3 - Employee's Name : (Label)**

**Row 3 Column 4 - Cell D3 - Item Code : (Label)**

**Row 3 Column 5 - Cell E3 - Item Name : (Label)**

**Row 3 Column 6 - Cell F3 - Item Indicator : (Label)**

**Row 3 Column 7 - Cell G3 - Quantity : (Label)**

**Row 3 Column 8 - Cell H3 - Rate : (Label)**

**Row 3 Column 9 - Cell I3 - Payslip Message : (Label)**

**Row 4 Column 1 - Cell A4 - Employer / Client / Branch Reference : (Mandatory)**

Enter here the Employer / Client / Branch Reference. This field is mandatory. Please note that the reference number can be alphanumeric and should not exceed 11 characters in length.

**Row 4 Column 2 - Cell B4 - Employee's Works Number : (Mandatory)**

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

**Row 4 Column 3 - Cell C4 - Employee's Name : (Optional)**

Enter here the Employee's Name. Please note that the Employee's Name can be alphanumeric and should not exceed 100 characters in length.

**Row 4 Column 4 - Cell D4 - Item Code : (Mandatory)**

Enter here the payment / deduction item code. This field is mandatory. Please note that the item code can be alphanumeric and should not exceed 20 characters in length.

**Row 4 Column 5 - Cell E4 - Item Name : (Optional)**

Enter here the payment / deduction item name. This field is mandatory. Please note that the item name can be alphanumeric and should not exceed 100 characters in length.

**Row 4 Column 6 - Cell F4 - Item Indicator : (Mandatory)**

Enter here the Item Indicator. This field is mandatory. Please note that the Item Indicator must be any of the following : **P, D**

where **P** - payments, **D** - deductions

**Row 4 Column 7 - Cell G4 - Quantity : (Optional)**

Enter here the quantity (hours). This field is optional. Please note that the quantity must be numeric and should not exceed 999.99.

**Row 4 Column 8 - Cell H4 - Rate : (Optional)**

Enter here the rate. This field is optional. Please note that the rate must be numeric and should not exceed 999999.9999.

**Row 4 Column 9 - Cell I4 - Payslip Message : (Optional)**

Enter here the Payslip Message. Please note that the Employee's Payslip Message can be alphanumeric and should not exceed 300 characters in length.