

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 our application when importing.
 - 1.1 An import will fail if a Works No. within the uploaded timesheet does not exist in our application.
 - 1.2 You can upload the timesheet information of any number of employees that already exist in our application. However, in a timesheet CSV file, even if just one employee record exists for which there is no equivalent employee record in our application, 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 our application.
 - 1.4 Please also make sure that the same Works No. is used in both your timesheet software as well as in our application.
- 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 our application.
- 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 our application. If they do not exist, define the Payment Item Code / Deduction Item Code in the Payment Setup and Deduction Setup screens in our application's Employer / Setup => Chart of Setup... menu option in the tasking zone.
- 6 If you want to include Employee's & Employer's Pension Contributions in the employee timesheet details, please follow the below steps :
 - 6.1 Before uploading the timesheet, configure the Pension Scheme in our application by accessing Employer / Setup => Pension Schemes... menu option in the tasking zone.
 - 6.2 Use the Pension Scheme Reference (defined in Employer / Setup => Pension Schemes) in the timesheet spreadsheet as Item Code for both employee and employer pension contribution amounts.
- 7 If you have already processed pay & updated YTD values for a particular tax period in our application, you will not be able to upload & import employee timesheet details into our application 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 : (Optional)
Enter here the Employer / Client / Branch Reference. This field is optional. Please note that the reference number can be alphanumeric and should not exceed 30 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. If the deduction item is a pension contribution, enter the Pension Scheme Reference that you used while setting up the Pension Scheme in our application.

Row 4 Column 5 – Cell E4 – Item Name : (Optional)
Enter here the payment / deduction item name. This field is optional. Please note that the item name can be alphanumeric and should not exceed 100 characters in length. If the deduction item is a pension contribution, enter either "Employee Pension" or "Employer Pension" or the pension scheme name.

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, EEPEN, ERPEN**
where **P** - payments, **D** – deductions, **EEPEN – Employee Pension Contribution, ERPEN – Employer Pension Contribution**

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.

I) Sample Employee Timesheet – without Pension Contributions

Pay Period End Date,,,,,,,,,
 30/04/2013,,,,,,,,
 Employer / Client / Branch Reference,Employee's Works Number,Employee's Name,Item
 code,Item Name,Item Indicator,Quantity,Rate,Payslip Message
 Employer1,EE1,Tony AA,BASIC,BASIC PAY,P,1,108.99,First Month Pay
 Employer1,EE2,Annie AB,ALL,Allowance,P,1,109,Excellent Performance - £50 Due
 Employer1,EE3,Adam AC,BASIC,BASIC PAY,P,1,109.01,Commission Pending
 Employer1,EE4,Anne AD,COMM,Commission,P,1,109.51,Overtime Pending
 Employer1,EE5,Tom AE,BASIC,BASIC PAY,P,1,147.99,First Month Pay
 Employer1,EE6,Catherine AF,OVT,Overtime,P,1,148,Excellent Performance - £25 Due
 Employer1,EE7,Stephen AG,BASIC,BASIC PAY,P,1,148.01,Commission Pending
 Employer1,EE8,Tony AH,BASIC,BASIC PAY,P,1,148.04,Overtime Pending
 Employer1,EE9,Annie AI,COMM,Commission,P,1,148.05,First Month Pay
 Employer1,EE10,Adam AJ,OVT,Overtime,P,1,149.03,Excellent Performance - £75 Due

II) Sample Employee Timesheet – with Pension Contributions

(pension contribution rows are highlighted)

Pay Period End Date,,,,,,,,,
 30/04/2013,,,,,,,,
 Employer / Client / Branch Reference,Employee's Works Number,Employee's Name,Item
 code,Item Name,Item Indicator,Quantity,Rate,Payslip Message
 Bureau,14,AA Tony,GPP,Employer Pension,ERPEN,1,90.99,Excellent Performance - £ 200
 Performance Bonus Due
 Bureau,14,AA Tony,GPP,Employee Pension,EEPEN,1,80.99,Excellent Performance - £ 100
 Performance Bonus Due
 Bureau,14,AA Tony,BASIC,BASIC PAY,P,1,1900.99,Excellent Performance - £ 200
 Performance Bonus Due
 Bureau,14,AA Tony,ALL,Allowance,P,1,1800.99,Excellent Performance - £ 200 Performance
 Bonus Due
 Client1,EE7,AG Stephen,Stakeholder,Employer Pension,ERPEN,2,90.99,
 Client1,EE7,AG Stephen,Stakeholder,Employee Pension,EEPEN,2,80.99,Final Pay
 Client1,EE7,AG Stephen,BASIC,BASIC PAY,P,2,1900.99,
 Client1,EE7,AG Stephen,BONUS,Bonus,P,2,1800.99,
 Client1,EE9,AI Annie,Stakeholder,Employee Pension,EEPEN,2,90.99,
 Client1,EE9,AI Annie,BONUS,Bonus,P,2,1900.99,
 Client2,2,AK Adam,BASIC,BASIC PAY,P,3,1750,
 Client2,2,AK Adam,PPP,Employee Pension,EEPEN,3,100,First Month Pay