File Specification
Payroll CSV File Import

> readytech

Introduction

Readytech has a facility available in its ePayroll and Aussiepay payroll products that allows payroll data to be imported into a payroll prior to processing. Typically, this facility is used where a client is using an external piece of software to capture times and calculate employee pay entitlements.

For some products, a client has the ability to import these files directly into a payroll.

NOTE: Information provided in this format will not run through the ReadyTech Award Interpretation Engine. The expectation is that the data is ready for payment

Version Control

Version	Date	Description	User
1.0	19/11/2016	Initial version	Richard De Zwart
1.1	13/09/2016	Minor grammatical updates.	Richard De Zwart
1.2	18/10/2016	Updated notes in limitations section to add further clarity	Richard De Zwart
1.3	12/09/2018	Updated to ReadyTech branding.	Richard De Zwart
1.4	03/09/2020	Reviewed.	Richard De Zwart
1.5	12/11/2020	Added clarification regarding line endings.	Richard De Zwart
1.6	18/05/2022	Content Review and Branding	Amanda Palmer
1.7	05/06/2023	Clarified decimal places for rate and quantity fields	Richard De Zwart

File Format

The file to import data should be created in a Comma Separated Values (CSV) format.

Each row of the file should contain details for a specific combination of employee, cost centre and paycode. These combinations do not need to be unique. Where there are multiple lines with the same combination of employee, cost centre and paycode, each will be added to the payroll as a separate pay sheet. They will not be combined on import.

A string delimiter (") is not required.

File Encoding

The file should be encoded in UTF-8.

Line Endings

Each row of data, including the last row, should be terminated with a carriage return character and a line feed character (CR+LF).

Field Definitions

Specifically, each row within the file should have the following ten fields:

Col #	Field Name	Max Length	Mandatory	Type	Description
1	Employee_Code	10	Yes	Alphanumeric	This field contains the Employee Code of the employee that the line in the file relates to.
2	Cost_Centre_Code	10	Yes	Alphanumeric	This field contains the Cost Centre Code of a cost centre the employee worked for this period. This specified Cost Centre Code must be the code of a Cost Centre that exists within the employer and has been assigned to the specified employee.
3	Paycode_ID	10	Yes	Alphanumeric	This field contains the Paycode ID of the paycode the current employee is being paid for. The specified Paycode ID must be the ID of a paycode that exists within the employer and that is available in the specified employee's Payment Group.
4	Quantity	10	Yes	Numeric	This field contains the quantity of the specified paycode that is being paid to the specified employee. For paycodes that are set as dollar amounts, the value at this field should **not** include a dollar sign. Maximum of 4 decimal places.

5	Payroll_Start	8	No	Date	This optional field contains the start date for the current payroll in the time and attendance system. If this field exists then the Payroll start date will be set to this date as part of the file upload process. The date should be in DDMMYYYY format. For single digit days/months, a leading zero must be included for the day/month. For example, 9th March 2016 should be represented as 09032016. *Note: If set, this field must be the same for all records in the file and the Payroll_End date must also be included.* For simplicity, it is recommended that this field is left blank.
6	Payroll_End	8	No	Date	This optional field contains the end date for the current payroll in the time and attendance system. If this field exists then the Payroll end date will be set to this date as part of the file upload process. The date should be in DDMMYYYY format. For single digit days/months, a leading zero must be included for the day/month. For example, 9th March 2016 should be represented as 09032016. *Note: If set, this field must be the same for all records in the file and the Payroll_Start date must also be included.* For simplicity, it is recommended that this field is left blank.
7	Leave_Start	8	No	Date	This optional field contains the start date for the employee's leave in the time and attendance system. If this field exists, and this paycode is a leave paycode, then the leave start date will be set to this date as part of the file upload process. The date should be in DDMMYYYY format. For single digit days/months, a

					leading zero must be included for the day/month. For example, 9th March 2016 should be represented as 09032016. *Note: This date is imported with no requirement for the Leave_End to be set.* A value for this field should only be included for rows that relate to a leave type being taken.
8	Leave_End	8	No	Date	This optional field contains the end date for the employee's leave in the time and attendance system. If this field exists, and this paycode is a leave paycode, then the leave end date will be set to this date as part of the file upload process. The date should be in DDMMYYYY format. For single digit days/months, a leading zero must be included for the day/month. For example, 9th March 2016 should be represented as 09032016. *Note: This date is imported with no requirement for the Leave_Start to be set.* A value for this field should only be included for rows that relate to a leave type being taken.
9	Number of Pays	5	Yes	Numeric	This mandatory field includes the Number of Pays for tax purposes. The number of units should be reported to two decimal places In almost all cases, this field should be 1.00, indicating that tax should be calculated as normal.
10	Alternative Rate	10	No	Numeric	This optional field allows you to enter an alternative rate to use for that row of the payroll. The Alternative rate needs to be included on EVERY row that requires a rate other than the employees' standard rate to be applied. Maximum of 4 decimal places.

Example File

The following image shows an example import file when opened in Notepad or a similar plain text editor:

```
EMP01,ADMIN,47476,30.00,,,,,1.00,
EMP01,ADMIN,49546,4.00,,,,,1.00,
EMP01,ADMIN,49558,8.00,,,09032016,09032016,1.00,
EMP47,ADMIN,47476,20.80,,,,,1.00,
EMP47,SALES,47476,9.20,,,,,1.00,25.8144
```

In this example file, EMP01 will be paid:

1. 30 units of paycode 47476 against Cost Centre ADMIN;

2. 4 units of paycode 49546 against Cost Centre ADMIN; and,

3. 8 units of paycode 49558 against Cost Centre ADMIN, which relates to one day of leave that occurred on 9th March 2016.

In addition, EMP47 will be paid:

1. 20.8 units of paycode 47476 against Cost Centre ADMIN; and

2. 9.20 units of paycode 47476 against Cost Centre SALES, which will have an alternative rate of pay of $25.8144 applied to them.

Please note that the codes that are used in the first three columns of each row in the example above will be different to the ones you should use in your import file, as these codes are specific to each account.

Manual Edits

It is not recommended that imported files are opened in Microsoft Excel prior to importing them as Excel will often cause the data to become invalid, for example, by removing leading zeros. This is typically a problem for date fields and employee codes.

In the event that you need to change values within an import file, we recommend the use of a plain text editor, for example, Notepad++.

ReadyTech will never make manual adjustments to provided CSV files.

Limitations & Notes

There is no practical upper limit to the number of rows that can be included in the file. However, each import file can only contain employees from a single input sheet. If you have more than one input sheet in your payroll, you will need to provide a separate import file for each input sheet.

In general, when the Payroll CSV File is imported, any data that already exists in the payroll will be overwritten.