



Timesheet Import File Specification

Overview

This feature allows Timesheet/Timeclock data to be uploaded into Smartly. The data is decoded, validated, and used to create Normal and Manual pays. Imported timesheets can be retained and used again in subsequent pay periods.

Timesheet Import Filename

The timesheet import filename is unimportant, but the file extension must be csv.

Timesheet Formatting

#50 line styles

These are used to import **Normal pay**.

The headings for this line style are:

#50, Employee ID, Pay Rate ID, Units (hours), Department Quick Code, Days Paid

An employee can have multiple #50 rows in one file for pay rates and departments. All #50 lines will be combined for each employee so only one pay is created.

The pay will contain the sum hours for the departments and pay rates across the #50 lines. This is necessary as a #50 row can only contain the hours for one pay rate. It will not sum the days paid specified in each line. It will only use the days paid from the last #50 line. You can still specify days paid for each #50 line for formatting purposes, but they will be ignored.

For example, an employee can have:

- #50 line with 10 hours for department X at pay rate 1 with 3 days paid
- #50 line with 8 hours for department X at pay rate 2 with 3 days paid

The pay packet created will show 18 hours for department X with a total of 3 days paid but will show the rates separately.

Please Note: If an employee is set up to enter costing at pay time, but they have one or more #50 rows with an invalid department, an error will occur, and the pay won't be created. All other valid #50 lines will be ignored as well. The error message will inform what the problem is with the department.

If the employee is NOT set up to enter costing at pay time, the pay will still be created but the department information will be ignored whether it's valid or not. If it fails, the rest of the line will be used but the Department (costing) will not be used.

Example of #50 line style formatting:

#50,CB,1,24,admin,5

#50,CB,2,16,sales,5

In this example, an employee with the code CB is paid 24 hours at pay rate 1 and costed to the admin department. They are also paid an additional 16 hours at pay rate 2, costed to the sales department.



#51 line styles

These are used to import **allowances, deductions, and benefits (Pay Components)**.

Headings for this line style are:

#51, Employee ID, Pay Component Code, Units

- An employee can have multiple #51 rows for the same Allowance, Deduction or Benefit pay component.
- Again, the sum of the hours is used.
- An employee can have #51 rows without #50 rows and a pay will still be created.

Note: What is known as 'null spaces' sometimes appear after the entry in the CSV file. They are the row of,,,,, after the last number on those lines and they prevent Smartly from correctly reading the #51 lines in the CSV file. Null spaces are caused when the CSV file is opened in Excel prior to being uploaded to Smartly. To prevent this, we recommend not opening the CSV file prior to uploading to Smartly. If you do need to check the information in the CSV file before uploading, we recommend opening the CSV file in **Notepad**, as this will prevent the null spaces from being added to the file.

Example of #51 line style formatting:

#51,CB,101,40

In this example, an employee with the code CB is paid 40 units of allowance with the code 101. This code will be entered in the Allowances section within the Pay Components screen under Company Details.

#6x, #7x, #8x line styles

These styles are used to import different **Leave types**. They can be used together with other # line styles (i.e., #50 and #51).

Headings are:

#6x, Employee ID, null, Time, Rate, Amount, null, null, Date From, Date To

#71, Employee ID, null, Time, Rate, Amount, null, null, Date From, Date To, Special Leave Code

At a minimum, these lines must contain #6x/#7x/#8x, Employee ID, null and Time. No errors or warnings will be generated if the rest of the columns are missing.

- If Time is missing, it will be calculated from Amount for all leave types except Leave Without Pay.
- If Rate is missing, the system calculated Rate will be used.
- If Amount is missing, it will be calculated from Time x Rate.
- If Date From or Date To is missing the PPE date will be used.
- Both the Rate and Amount should always be left blank. They would only be specified in very rare scenarios where the calculated rate within the system is incorrect.



The table below shows the types of leave to load for each line style.

| Line Style | Leave Type |
|------------|----------------------------|
| #60 | Sick Leave Taken |
| #61 | Alt Public Holidays Taken |
| #62 | Statutory Holiday Taken |
| #63 | Bereavement Leave Taken |
| #64 | Lieu Taken |
| #65 | Long Service Leave Taken |
| #66 | LWOP Taken |
| #67 | Domestic Leave Taken |
| #70 | Annual Leave Taken |
| #71 | Special Leave Taken |
| #81 | Alt Public Holidays Earned |
| #84 | Lieu Earned |

Examples of #60, #61 and #71 line style formatting:

#60,CB,,7.5,,,,,03/04/2023,03/04/2023

#61,CB,,7.5,,,,, 5/04/2023,5/04/2023

#71,CB,,7.5,,,,,04/04/2023,04/04/2023,203

An employee with the code CB is paid:

- Sick leave of 7.5 hours for the dates 03/04/2023 to 03/04/2023
- 7.5 hours of Alt. Public Holiday leave for the dates 5/04/2023 to 5/04/2023
- 7.5 hours of Special leave, with the code 203 in this example. This could be for Jury service, Study Leave, Sick Leave without Pay, Birthday Leave, etc.

Pay Rate ID

The Pay Rate ID field can be either “1”, “2” or “3” to indicate whether the employee has been paid their normal pay or secondary pay rates.

- **Pay rate ID 1:** is an employee's normal pay rate (as indicated in **Employee payments**).
- **Pay Rate ID 2 and 3:** relates to the additional pay rates being turned on for the contract group that the employee is in, i.e. either Salaried Employees or Waged Employees.



Employee ID

The Employee ID code entered must match the code in Smartly (which is found under the Employee details next to Employee Code in the site).

Department Quick Code

A Department Quick Code should only be used for employees whose costing is set to be entered at pay time.

Days Paid

Days Paid should be entered for every employee regardless of their setup. The Days paid should not be blank but can have a zero value. If there is more than one #50 line, the Days Paid value should be in the last line.