Easypay Customizer Version 2.0

File Specifications: Update Employee Data File from ASCII Input File

Requirements for the ASCII employee record input file

- Fields are comma-delimited
- Each record must contain the specified number of fields, even if the field is blank or empty.
- Alpha and alpha-numeric fields must be enclosed in double quotations ("")
- Each ASCII record must be on a single line and must not be split by a carriage return or line feed

Instructions

Access this utility from the Easypay Version 2 main menu by selecting Periodic > Customizer Module > Update Employee File. Enter the default values and the import file's name and location. Start the process by clicking OK.

If the employee code in an ASCII record matches one that currently exists in the employee file, the employee profile will be updated. If the employee code in an ASCII record is not found in the employee file, a new employee profile will be created using the employee code in the ASCII record. If an ASCII record contains a blank employee code, a new employee profile will be created using an automatically generated numeric employee code. Note: new employee codes can only be automatically generated if the employee code "999999" has not yet been assigned to an employee in the employee file. Generated codes will be recorded in an ASCII log file.

The default values entered on the screen are used for new employees who have a blank entry in the corresponding ASCII fields.

For an existing employee profile that is to be updated:

- Only those fields which have a non-blank entry in the ASCII import record will be updated.
- Some fields in the profile can be blanked-out by placing a single **"@"** character in the corresponding field in the ASCII record. This only applies to fields that have a "3" in the "Notes" column of the record table (see below).

ASCII records that do not meet the above specifications will be rejected. Rejected records will be copied to an error log file. The folder/name for this log file will be displayed when the import process is complete. You can use this log file to identify records that need to be fixed before trying to import the ASCII file again.

After all records have been successfully processed, you may edit each employee profile individually by selecting Employee > Profile from the main menu.

New version of file specifications (introduced with the Version 2 Customizer)

Header record
The first record in the import file is the header record and must contain "EU2" (in quotations), indicating the file type and version.

Employee records

- The Profile ("P") record is the only record type that is required for each employee profile that is to be updated; the other ten record types are optional.
- If any optional records are included for a particular employee, they must follow the "P" record for that employee and precede the "P" record for the next employee.

- **Important:** For each record that is included in the file, all fields in that record must be included, even if the field is blank or empty.

"Type" column in record specification tables

A Alpha (must be enclosed in double quotations)
AN Alpha-numeric (must be enclosed in double quotations)
N Numeric

"Notes" column in record specification tables

1 Must-enter field for a new employee
2 For a new employee, field will default to screen value if left blank in ASCII import record
3 For an existing employee, field will be blanked-out if an "@" character is placed in the corresponding ASCII import field
4 For a new employee, field will default to federal/provincial net claim amount in Edit > Company > Defaults > TD1 – Basic Personal Amounts

Header record (required)

Field #	Type	Notes	Description
1	A		Must contain the letters "EU2" in quotes (Employee Update version 2)

"P" record: Employee profile (required)

Note: Each "P" record must contain 40 fields (delimited by a total of 39 commas)

Field #	Type	Notes	Description
1	A		Must contain the letter "P" in quotes
2	AN		Employee code (max 6 characters alpha-numeric)
3	A	3	First name (First name + surname combined = max 25 alpha-numeric)
4	A	1	Surname (No commas allowed within either field)
5	AN	3	Address line #1 (max 25 alpha-numeric)
6	AN	3	Address line #2 (max 25 alpha-numeric)
7	A	3	City (max 15 alpha-numeric)
8	A	1	Province of residence (AB BC MB NB NL NS NT NU ON PE QC SK YT US ZZ OC)
9	A		Province of employment (if left blank, will default to province of residence)
10	AN	3	Postal code (7 alpha-numeric, with a space in the middle; example: "A1A 1A1")
11	AN	3	Phone number (12 alpha-numeric, example: 905-825-8020)
12	AN	1	SIN (11 alpha-numeric, example: 123-456-789)
13	AN	3	Title (max 30 alpha-numeric)
14	AN	1	Department code (must be a valid department for the company set-up in Easypay)
15	AN	1	Type (example: S2, H2, HW, etc.)
16	N		Estimated earnings; only if pay type is 'Commissioned' (max 9 numeric, 2 decimals)
17	AN	3	Employment code (if applicable; corresponds to box 29 on T4; max 2 alpha-numeric)
18	A	1	Status (A, T or L)
19	N	3	Returning pay period; only if status is "On Leave" (2 numeric, 01 to 53)
20	AN	3	Comment (max 30 alpha-numeric)
21 - 30	N	3	Pay rates A to J (max 9 numeric, 2 decimals)
31	AN	1	Date of birth (8 alpha-numeric using format DD/MM/YY, example: 21/06/70)
32	AN	1	Date of last hire (DD/MM/YY)
33	AN		Date of original hire (DD/MM/YY)
34	AN		Date of last raise (DD/MM/YY)
35	AN		Date of review (DD/MM/YY)
36	AN		Date of promotion (DD/MM/YY)
37	AN		Date of termination (DD/MM/YY)
38	A		Include employee in Easystub? (Y or N)
39	AN	3	Employer-offered dental benefits code for T4 / T4A; max 1 alpha-numeric
40	AN	3	Email address (max 80 alpha-numeric)

"T" record: Tax (optional)
Note: Each "T" record must contain 20 fields (delimited by a total of 19 commas)

Field #	Type	Notes	Description
1	A		Must contain the letter "T" in quotes
2	N	4	Federal net claim amount (max 9 numeric, 2 decimals)
3	N		Northern tax credit amount (max 8 numeric, 2 decimals)
4	N		Additional tax deducted (max 8 numeric, 2 decimals)
5	N		Special tax reduction amount (max 8 numeric, 2 decimals)
6	N	4	Provincial net claim amount (max 8 numeric, 2 decimals)
7	N		Default EI hours per pay period (max 7 numeric, 2 decimals)
8	A	2	Tax exemption? (Yes or No: "Y" or "N")
9	A	2	EI exemption? (Y or N)
10	A	2	CPP/QPP exemption? (Y or N)
11	A	2	EHT exemption? (Y or N)
12	A	2	QPIP exemption? (Y or N)
13	A	2	QHSF exemption? (Y or N)
14	N		Quebec additional tax withheld (max 8 numeric, 2 decimals)
15	N		Quebec employee: QC provincial flat tax percentage (max 6 numeric, 2 decimals)
16	N		Quebec employee: Federal flat tax percentage (max 6 numeric, 2 decimals)
17	N		Flat tax percentage (Federal/Provincial) (max 6 numeric, 2 decimals)
18	A	2	Print T4As for this employee? (Y or N)
19	AN	3	Employee's business number (15 alpha-numeric, example: 123456789RP0001)
20	A		Status Indian? (Y or N)

"VM" record: Vacation and miscellaneous (optional)
Note: Each "VM" record must contain 10 fields (delimited by a total of 9 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters "VM" in quotes
2	N	3	Vacation rate (max 8 numeric)
3	N	3	Vacation days (or hours, or units) entitled (max 6 numeric)
4	N	3	Vacation days (or hours, or units) taken (max 6 numeric)
5	A	2	Vacation accrual on overtime pay? (Y or N)
6	A	2	Vacation accrual paid each pay period? (Y or N)
7	N	3	Sick time units earned per period (max 9 numeric, 2 decimals)
8	N		Advances default amount (max 9 numeric, 2 decimals)
9	N		Advances balance (max 9 numeric, 2 decimals)
10	N		Earning #19 (% of gross pay) (max 6 numeric)

"RB" record: Regular benefits #1 to #20 (optional)
Note: Each "RB" record must contain 101 fields (delimited by a total of 100 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters "RB" in quotes
2	A		Regular benefit #1: Include in payroll calculation? (Y or N)
3	N	3	Regular benefit #1: Amount / percentage (maximum 8 numeric)
4	N	3	Regular benefit #1: Pay period maximum (maximum 8 numeric)
5	N	3	Regular benefit #1: Annual maximum (maximum 9 numeric)
6	AN		Regular benefit #1: Calculation code (1 alpha-numeric)
7 - 11			Regular benefit #2: Same field specifications as for regular benefit #1
12 - 101			Repeat same field specifications for regular benefits #3 to #20

"RD" record: Regular deductions #1 to #20 (optional)
Note: Each "RD" record must contain 101 fields (delimited by a total of 100 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters "RD" in quotes

2	A		Regular deduction #1: Include in payroll calculation? (Y or N)
3	N	3	Regular deduction #1: Amount / percentage (maximum 8 numeric)
4	N	3	Regular deduction #1: Pay period maximum (maximum 8 numeric)
5	N	3	Regular deduction #1: Annual maximum (maximum 9 numeric)
6	AN		Regular deduction #1: Calculation code (1 alpha-numeric)
7 - 11			Regular deduction #2: Same field specifications as for regular benefit #1
12 - 101			Repeat same field specifications for regular deductions #3 to #20

"DD" record: Direct deposit (optional)
Note: Each "DD" record must contain 24 fields (delimited by a total of 23 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters "DD" in quotes
2	A		Pay employee by direct deposit? (Y or N)
3	A	3	Split direct deposit by: Percentage ("P"), Fixed amount ("F"), or no split (leave field blank)
4	N	3	Bank account #1: Institution number (4 numeric, pad with leading zeros)
5	N	3	Bank account #1: Transit / branch number (5 numeric, pad with leading zeros)
6	AN	3	Bank account #1: Account number (max 12 alpha-numeric, omit hyphens)
7	N	3	Bank account #1: Percentage of deposit (max 6 numeric, 2 decimals)
8	N	3	Bank account #1: Fixed amount (max 9 numeric, 2 decimals)
9	A		Bank account #1: Remaining funds to this account? (Y or N)
10	AN	3	Bank account #1: Description (max 10 alpha-numeric)
11 - 17			Bank account #2: Same specifications as for bank account #1 in fields 4 to 10
18 - 24			Bank account #3: Same specifications as for bank account #1 in fields 4 to 10

"YM" record: Year-to-date miscellaneous (optional)
Note:

- This record type is only for new employees. It will be ignored for existing employees.
- Each "YM" record must contain 34 fields (delimited by a total of 33 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters "YM" in quotes
2	N		Regular hours (max 9 numeric, 2 decimals)
3	N		Overtime hours (max 9 numeric, 2 decimals)
4	N		Accumulated hours (max 9 numeric, 2 decimals)
5	N		Federal tax (max 11 numeric, 2 decimals)
6	N		Quebec tax (max 9 numeric, 2 decimals)
7	N		Gross pay (max 11 numeric, 2 decimals)
8	N		Net pay (max 9 numeric, 2 decimals)
9	N		EI employee amount (max 9 numeric, 2 decimals)
10	N		EI insurable earnings (max 9 numeric, 2 decimals)
11	N		QHSF amount (max 9 numeric, 2 decimals)
12	N		QPP amount (max 9 numeric, 2 decimals)
13	N		CPP amount (max 9 numeric, 2 decimals)
14	N		CPP pensionable earnings (max 9 numeric, 2 decimals)
15	N		Vacation days (or hours, or units) entitled (max 6 numeric)
16	N		Vacation days (or hours, or units) taken (max 6 numeric)
17	N		Vacation as of Jan. 1 (max 9 numeric, 2 decimals)
18	N		Vacation dollar amount earned (max 9 numeric, 2 decimals)
19	N		Vacation dollar amount taken (max 9 numeric, 2 decimals)
20	N		Vacation dollar amount owed (max 9 numeric, 2 decimals)
21	N		Sicktime units taken (max 9 numeric)
22	N		Sicktime units owed (max 9 numeric)
23	N		Banked hours earned (hours) (max 9 numeric, 2 decimals)
24	N		Banked hours taken (hours) (max 9 numeric, 2 decimals)
25	N		Banked hours owed (hours) (max 9 numeric, 2 decimals)
26	N		Banked hours earned (dollars) (max 9 numeric, 2 decimals)
27	N		Banked hours taken (dollars) (max 9 numeric, 2 decimals)
28	N		Banked hours owed (dollars) (max 9 numeric, 2 decimals)

29	N		Regular pay (max 9 numeric, 2 decimals)
30	N		Overtime pay (max 9 numeric, 2 decimals)
31	N		QPIP employee's portion (max 9 numeric, 2 decimals)
32	N		QPIP insurable earnings (max 9 numeric, 2 decimals)
33	N		QPP2 amount (max 9 numeric, 2 decimals)
34	N		CPP2 amount (max 9 numeric, 2 decimals)

"YRB" record: Year-to-date regular benefits #1 to #20 (optional)

Note:

- This record type is only for new employees. It will be ignored for existing employees.
- Each "YRB" record must contain 21 fields (delimited by a total of 20 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters "YRB" in quotes
2 - 21	N		YTD amounts #1 to #20 (max 9 numeric, 2 decimals)

"YRD" record: Year-to-date regular deductions #1 to #20 (optional)

Note:

- This record type is only for new employees. It will be ignored for existing employees.
- Each "YRD" record must contain 21 fields (delimited by a total of 20 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters "YRD" in quotes
2 - 21	N		YTD amounts #1 to #20 (max 9 numeric, 2 decimals)

"YSE" record: Year-to-date special earnings #1 to #20 (optional)

Note:

- This record type is only for new employees. It will be ignored for existing employees.
- Each "YSE" record must contain 21 fields (delimited by a total of 20 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters "YSE" in quotes
2 - 21	N		YTD amounts #1 to #20 (max 9 numeric, 2 decimals)

"YSD" record: Year-to-date special deductions #1 to #20 (optional)

Note:

- This record type is only for new employees. It will be ignored for existing employees.
- Each "YSD" record must contain 21 fields (delimited by a total of 20 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters "YSD" in quotes
2 - 21	N		YTD amounts #1 to #20 (max 9 numeric, 2 decimals)

Sample File

A sample import file that uses the new version of the file specifications is included in the tutorial company's data folder: **\easydata\tutorv2**. The file is named **epempv2a.dat**.

Old version of file specifications (from earlier versions of the Customizer)

These specifications are still supported in the Version 2 Customizer.

Note: There is no header record in this version of the import file.

Legend for file specifications:

a Denotes an alpha-numeric field (must be enclosed in double quotations)
n Denotes must-enter field for a new employee.
d Denotes field which will default to screen value if left blank in an ASCII record for a new employee.
x Field will be blanked-out if an **"@"** character is placed in the corresponding ASCII field
t For a new employee, field will default to federal/provincial net claim amount in Edit > Company > Defaults > TD1 – Basic Personal Amounts

There are a total of 80 fields per record, which are defined as follows:

a 1. Employee code (max 6 characters alpha-numeric)
a x 2. First name } First name + surname combined = max 25 alpha-numeric
a n 3. Surname } No commas allowed within either field
a x 4. Address line #1 (max 25 alpha-numeric)
a x 5. Address line #2 (max 25 alpha-numeric)
a x 6. City (max 15 alpha-numeric)
a n 7. Province of residence (AB BC MB NB NF NS NT ON PE PQ SK YT OC)
a 8. Province of employment (default = province of residence)
a x 9. Postal code (7 alpha-numeric)
a x 10. Phone number (12 alpha-numeric, example: 905-825-8020)
a n 11. SIN (11 alpha-numeric, example: 123-456-789)
a n 12. Status (A, T or L)
a n 13. Type (example: S2, H2, HW, etc.)
a n 14. Department code (must be a valid department)
a x 15. Title (max 30 alpha-numeric)
a x 16. Bank account # 1 (max 25 alpha-numeric)
Example: *1234*12345*Account
The asterisk (*) in the first position signals to Easypay that this employee is a direct deposit employee and thus will not receive a printed cheque.
"1234" is the Institution number. If this number is less than four characters in length, pad it with leading zeros.
"12345" is the Transit (Branch) number. This number must be five characters in length. If the number is less than five characters in length, pad it with leading zeros.
"Account" is the employee's account number. This field has no restrictions other than being the correct account number for the employee. This can be up to 12 characters long. Leave out any hyphens (-).
An asterisk (*) must separate each group of digits in the bank account number.
Another example: *0002*20376*0462271
0002 = Bank of Nova Scotia
20376 = Transit/Branch number
0462271 = Employee's account number
x 17. Rate A amount (max 9 numeric, 2 decimals)
x 18. Rate B amount (max 9 numeric, 2 decimals)
x 19. Rate C amount (max 9 numeric, 2 decimals)
a n 20. Birthdate (DD/MM/YY example: 21/06/55)
a n 21. Hire date (DD/MM/YY example: 18/09/79)
x 22. Vacation percentage (max 8 numeric)
a d 23. Vacation accrual on overtime pay? (Y or N)
a d 24. Vacation accrual paid each pay period? (Y or N)
x 25. Sick time units earned per period (max 9 numeric, 2 decimals)
a d 26. Tax exemption for this employee? (Y or N)

a d 27. EI exemption for this employee? (Y or N)
a d 28. CPP/QPP exemption for this employee? (Y or N)
a d 29. EHT exemption for this employee? (Y or N)
a d 30. QHSF exemption for this employee? (Y or N)
31. Reserved for future use.
a d 32. Print T4As for this employee? (Y or N)
33. TD1 net claim amount (max 9 numeric, 2 decimals)
34. Provincial basic claim amount OR Quebec TPD-1V basic tax exemption amount (max 8 numeric, 2 decimals)
35. Reserved for future use.

Fields **36 to 44** are used for **year-to-date** values for **new employees**. Any values in these fields will be **ignored for existing employees**.

36. Gross pay (max 11 numeric, 2 decimals)
37. Federal tax (max 11 numeric, 2 decimals)
38. Quebec tax (max 9 numeric, 2 decimals)
39. QHSF (max 9 numeric, 2 decimals)
40. Vacation dollar amount owed (max 9 numeric, 2 decimals)
41. EI amount (max 9 numeric, 2 decimals)
42. EI insurable (max 9 numeric, 2 decimals)
43. CPP amount (max 9 numeric, 2 decimals)
44. CPP pensionable (max 9 numeric, 2 decimals)

Note: Currently only Easypay Payroll for DOS (Version 8) imports fields 45 to 80.

Fields **45 to 80** are **reserved for benefit and deduction information**. As with all other fields, fields 45 to 80 must be comma delimited.

45: "TPS" (Otherwise fields 46-80 will not be processed.)
x 46-51: regular benefit periodic amounts (#1 to #6) (maximum 8 numeric)
x 52-62: regular deduction periodic amounts (#1 to #11) (maximum 8 numeric)
x 63-68: regular benefit YTD amounts (#1 to #6) (maximum 9 numeric)
x 69-79: regular deduction YTD amounts (#1 to #11) (maximum 9 numeric)
80: 17 character (alpha-numeric) string (enclosed in quotation marks)
characters 1-6: regular benefits (#1 to #6) calculation codes
characters 7-17: regular deductions (#1 to #11) calculation codes
Note: if a benefit or deduction does not have a calculation code, enter a space in the string in the position where the code would otherwise have been placed.

Important: In this old version of the import file, each ASCII record should contain **80 fields** (delimited by **79 commas**), regardless of whether it represents a new or existing employee.

Sample File
A sample import file that uses the old version of the file specifications is included in the tutorial company's data folder: **\easydata\tutorv2**. The file is named **epempv2b.dat**.