

Easypay Customizer Version 2

File Specifications: Import Timecard Data using an ASCII Import File

Requirements for the ASCII timecard import file

- Fields are comma-delimited. All fields must be separated by a comma, even if the field is blank or empty.
- Field types: Alpha ("A"), Alpha-numeric ("A/N"), Numeric ("N")
- Alpha and alpha-numeric fields must be enclosed in double quotations ("")
- No commas allowed within a numeric field
- Each ASCII record must be on a single line and must not be split by a carriage return or line feed

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

Header record

Field #	Type	Description
1	A	Must contain the letters "TM2" in quotes (Timecard Import version 2)

Timecard record

Note: Each timecard record must contain at least **125 fields** (delimited by **124 commas**)

Field #	Type	Blank field allowed?	Description
1	N	No	Import file timecard record number (max. 5 numeric). Enter 1 for first timecard record, 2 for second record, etc.
2	A/N	No	Employee code (max. 6 alpha-numeric)
3	A/N	Y	Employee name (max. 25 alpha-numeric). If blank, the name in the employee profile is used.
4	A/N	Y	Department code (max. 6 alpha-numeric). If blank, the department in the employee profile is used.
5	N	Y	Pay period (2 numeric). If blank, the current pay period is used.
6	N	No	Timecard date – YYMMDD (6 numeric)
7	A/N	Y	Pay type / frequency (HW, H2, etc.) (2 alpha-numeric)
8	N	Y	Regular hours
9	N	Y	Overtime hours # 1
10	N	Y	Overtime hours # 2
11		Y	Regular pay rate
12		Y	Overtime pay rate # 1
13		Y	Overtime pay rate # 2
14	N	Y	Vacation days (or hours, or units) taken this pay period (max. 6 numeric, including up to 5 decimals)
15	N	Y	Dollar value of vacation taken (max. 9 numeric, including 2 decimals). Note: If optional field #126 is set to "Y", then this field will be ignored.
16	A	Y	Is vacation amount a portion of salary? ("Y" or "N") For salaried/commissioned employees only.
17	N	Y	Sicktime units taken this pay period (max. 9 numeric, including up to 8 decimals)
18	N	Y	Sicktime units earned this pay period (max. 9 numeric, including up to 8 decimals)

19	N	Y	Days worked this pay period (max. 2 numeric). For statutory holiday calculations.
20 - 23		Y	Special earning # 1
24 - 27		Y	Special earning # 2
28 - 31		Y	Special earning # 3
32 - 35		Y	Special earning # 4
36 - 39		Y	Special earning # 5
40 - 43		Y	Special earning # 6
44 - 47		Y	Special earning # 7
48 - 51		Y	Special earning # 8
52 - 55		Y	Special earning # 9
56 - 59		Y	Special earning # 10
60 - 63		Y	Special earning # 11
64 - 67		Y	Special earning # 12
68 - 71		Y	Special earning # 13
72 - 75		Y	Special earning # 14
76 - 79		Y	Special earning # 15
80 - 83		Y	Special earning # 16
84 - 87		Y	Special earning # 17
88 - 91		Y	Special earning # 18
92 - 95		Y	Special earning # 19
96 - 99		Y	Special earning # 20
100	N	Y	Special deduction # 1
101	N	Y	Special deduction # 2
102	N	Y	Special deduction # 3
103	N	Y	Special deduction # 4
104	N	Y	Special deduction # 5
105	N	Y	Special deduction # 6
106	N	Y	Special deduction # 7
107	N	Y	Special deduction # 8
108	N	Y	Special deduction # 9
109	N	Y	Special deduction # 10
110	N	Y	Special deduction # 11
111	N	Y	Special deduction # 12
112	N	Y	Special deduction # 13
113	N	Y	Special deduction # 14
114	N	Y	Special deduction # 15
115	N	Y	Special deduction # 16
116	N	Y	Special deduction # 17
117	N	Y	Special deduction # 18
118	N	Y	Special deduction # 19
119	N	Y	Special deduction # 20
120	N	Y	Banked hours taken – hours (max. 7 numeric, including 2 decimals)
121	A	Y	Banked hours taken – rate code (1 alpha) Leave blank if banked hours taken rate amount is entered.
122	N	Y	Banked hours taken – rate amount (max. 9 numeric, including 2 to 4 decimals) Leave blank if banked hours taken rate code is entered.
123	N	Y	Banked hours earned – hours (max. 7 numeric, including 2 decimals)
124	A	Y	Banked hours earned – rate code (1 alpha) Leave blank if banked hours earned rate amount is entered.
125	N	Y	Banked hours earned – rate amount (max. 9 numeric, including 2 to 4 decimals) Leave blank if banked hours earned rate code is entered.
126	A	Optional field	Set vacation dollar amount equal to vacation dollars owed? (“Y” or “N”). Note: If this field is set to “Y”, then field #15 will be ignored.
127	A	Optional field	Employee’s last cheque? (“Y” or “N”)
Optional fields 128 – 130 offer an additional way of entering vacation pay taken:			
128	N	Optional field	Vacation hours taken (max. 7 numeric, including 2 decimals). Vacation pay taken is calculated by multiplying field #128 by field #129. The result is added to the amount entered in field #15 to determine the total dollar value of vacation pay taken. The hours entered in this field are not recorded in YTD or historical records. Use field #14 to record vacation taken days/hours/units.

129	N	Optional field	Pay rate for vacation pay taken. There are four options: a) Empty, blank or zero: Rate will default to rate A from the employee's profile. This option is valid for hourly employees only. b) Non-zero numeric, max. 9, including 2 decimals. c) Pay rate code: For hourly employees, valid rate codes include "A" to "J". For salaried and commissioned employees, valid rate codes include "B" to "J". d) Letter "Z": Timecard rate will be set to "0.00" (zero). This option is valid for hourly employees only.
130	A	Optional field	Are the vacation hours taken in field #128 EI insurable? ("Y" or "N", default is "Y"). This field is only applicable to hourly employees. If this field contains "Y", is blank or empty: - The vacation hours taken that are entered in field #128 will be treated as EI insurable. - The hours will be entered on a separate timecard entry as regular hours at a pay rate of zero, so that they are included in the employee's EI insurable hours. If this field contains "N": - The vacation hours taken that are entered in field #128 will <u>not</u> be included in the employee's EI insurable hours.

Sample file:

A sample import file that uses the new version of the file specifications is included in the tutorial company's data folder: **leasydata\tutorv2**. The file is named **epimpv2a.dat**.

OLD VERSION of import file specifications (from earlier versions of the Customizer)

This old version of the import file specifications that was used in earlier versions of the Customizer is still supported in the Version 2 Customizer.

Notes:

- There is no header record.
- Each record must contain **60 fields** (delimited by a total of **59 commas**).

Field #	Type	Blank field allowed?	Description
1	N	No	Import file record number (max. 5 numeric). Enter 1 for first record, 2 for second record, etc.
2	A/N	No	Employee code (max. 6 alpha-numeric)
3	A/N	Y	Employee name (max. 25 alpha-numeric). If blank, the name in the employee profile is used.
4	A/N	Y	Department code (max. 6 alpha-numeric). If blank, the department in the employee profile is used.
5	N	Y	Pay period (2 numeric). If blank, the current pay period is used.
6	N	No	Timecard date – YYMMDD (6 numeric)
7	A/N	Y	Pay type / frequency (HW, H2, etc.) (2 alpha-numeric)
8	N	Y	Regular hours
9	N	Y	Overtime hours # 1
10	N	Y	Overtime hours # 2
11		Y	Regular pay rate
12		Y	Overtime pay rate # 1
13		Y	Overtime pay rate # 2
Hourly employees ¹ – there are 4 options: e) Empty, blank or zero: rate will default to a pay rate in the employee's profile: rate A for regular pay, rate B for overtime #1, and rate C for overtime #2; f) Non-zero numeric, max. 9, including 2 decimals; g) Pay rate code: "A" to "J"; ² h) Letter "Z": timecard rate will be set to "0.00" (zero). ² ¹ If salary/commission employee: rate A in profile is always used. ² New options, included in version 2.18.02 and newer.			
14	N	Y	Vacation days (or hours, or units) taken this pay period (max. 6 numeric, including up to 5 decimals)
15	N	Y	Dollar value of vacation taken (max. 9 numeric, including 2 decimals)
16	A	Y	Is vacation amount a portion of salary? ("Y" or "N") For salaried/commissioned employees only.
17	N	Y	Sicktime units taken this pay period (max. 9 numeric, including up to 8 decimals)
18	N	Y	Sicktime units earned this pay period (max. 9 numeric, including up to 8 decimals)
19		Y	Reserved for future use
20	N	Y	Days worked this pay period (max. 2 numeric) For statutory holiday calculations.
21 - 40	N	Y	Special earnings # 1 to # 20: Dollar amount (max. 9 numeric, including 2 decimals)
41 - 60	N	Y	Special deductions # 1 to # 20: Dollar amount (max. 9 numeric, including 2 decimals)

Sample file:

A sample import file that uses the old version of the file specifications is included in the tutorial company's data folder: **leasydata\tutorv2**. The file is named **epimpv2b.dat**.