
MYOB IMS Payroll

Time Import

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myob

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Overview

The Time Import module allows you to import timesheet transactions from a time recording system into IMS Payroll. It has standard interfaces with a number of time recording systems including Amano Time Clock, Laurenka, IMS Online, Kronos, Simplex WinStar, TimeScan, NZA Gold Job Costing, Nimbus Job Costing, Exchequer Enterprise, Sybiz Vision Job Costing, Greentree Job Costing and many more.

There is also a standard CSV format that can be used to integrate with any non-standard system. The CSV specifications are included at the end of this document.

Prerequisites

Before you can use the Time Import module, your time recording system must be set up to use the correct employee numbers to communicate with IMS Payroll. Employee numbers are assigned on the Standard tab:

The screenshot shows the 'Standard' tab of the employee record form. The 'Personal' section includes fields for First Names (Bronwyn), Surname (Ashton), Address (99 The Esplanade, Best Town), Preferred Name (Georgia), Gender (Female), Birth Date (09/09/1980), Age (38), Email, and Phone numbers (1230456). The 'Emp #' field is highlighted with a red box and contains the value 1022. The 'Job' section includes Occupation (General Manager), Start Date (27/07/2015), Pay Point (Office), Costing Code (1000), ACC Class Unit, Contract, and Review Date.

Note: MYOB IMS Payroll has an internal EmployeeID which can be used instead of the Employee Number. To find the EmployeeID for your employees, go to the Employee tab and click the Find button (🔍). EmployeeIDs appear on the Employee Inquiry window that opens:

EMPLOYEE			STANDARD		
Employee ID	Emp No	Full Name	First Names	Surname	Preferred Name
96	1002	ASHTON, Colin	Colin	Ashton	
97	1012	BLOXHAM, Peter	Peter	Bloxham	Pete
101	1007	WEBLEY, Janet	Janet	Webley	
102	1000	SHAPLAND, Karen	Karen	Shapland	
104	1008	HAMILTON, Jenny	Jenny	Hamilton	
109	1013	PEDLOW, Grant	Grant	Pedlow	Grant
110	1014	HAYES, John	John	Hayes	
112	1005	REDSHAW, Kevin	Kevin	Redshaw	
116	1015	CLARK, Andrea	Andrea	Clark	Andy
117	1016	MORGAN, Hamish	Hamish	Morgan	
118	1017	FLOWERS, Andrew	Andrew	Flowers	
119	1018	RITCHIE, Susan	Susan	Ritchie	
120	1019	SKUDDER, Kate	Kate	Skudder	
121	1020	GARDINER, Anne	Anne	Gardiner	

Payments also need to be linked—IMS Payroll uses the **Data Entry Code** field to do this. In the example below this shows that the code to be used in your time recording system for “Ordinary Time” is 1.

Company | Pay Points | Costing Codes | **Payments** | Deductions | General Ledger | User Codes

Description: Ordinary Time **Data Entry Code: 1**

Calculation Method
 Fixed: Default Qty: 1
 Hourly: 100 % of Employee Hrly Rate
 % Earnings: % of
 Annual Leave / Holiday Pay
 Apply Average Daily Pay?

Factor: 1.0000 Sequence: 20

Costing Code
 Fixed:
 Use Employee's Default
 No Default - Entered at Transaction Input

Accumulates Into Special Total
 GST Special Total 4
 Special Total 2 Special Total 5
 Special Total 3

Tax Type
 Taxable Extra Pay Scheduler - Tax Override: %
 Non-Taxable Reimbursing

Earnings Type
 Ordinary Time Annual Leave Domestic Violence Leave
 Overtime Sick Leave Other Leave
 Penal Time Alternative Holiday Annual Leave Cash Up
 Allowance Time in Lieu

Accumulates Into
 ACC Liable Earnings
 Company Superannuation Contrib Earnings
 Apprentice Hours
 KiwiSaver Employee Contribution Earnings
 KiwiSaver Employer Contribution Earnings
 Compliant Employee Contribution Earnings
 Compliant Employer Contribution Earnings

Leave Accumulation
 Average Gross
 Ordinary Gross
 Include In Current Rate
 Unpaid Leave
 Accumulate Holiday Rate
 Units For: Average Daily Pay

Review all payments set up on the employee’s Permanent tab and make sure there is nothing in here that could be duplicated as part of your Time Import. In the example below, Ordinary Time has been added in the Permanent tab. If Ordinary Time was coming through in the Time Import this would need to be removed.

Standard	Payment	Leave	KiwiSaver	Service Leave	Permanent	Super	HR / Notes	Totals	History
	Payment or Deduction	Quantity	Rate	Costing Code	Costing Description	Comment			
	Ordinary Time	40	27.7500	1002	Clerical				
	Company Loan	1	275.0000			Car Purchase			
	Social Club	1	7.0000						
*									

Payroll Processing

To use the Time Import module, create the file in your time recording system and save it in an appropriate folder, then open the pay as normal.

Go to Step 2 – Timesheets and click the **Import** button.

The screenshot shows a software interface with a menu bar at the top: 1-Open | 2-Timesheets | 3-Check Input | 4-Calculate | 5-Preview | 6-Reports | 7-Bank | 8-Backup | 9-Close. Below the menu bar is a table with columns: Payment or Deduction, Quantity, Rate, Costing Code, Costing Description, Date 1, Date 2, and Comment. The table contains three rows of data:

Payment or Deduction	Quantity	Rate	Costing Code	Costing Description	Date 1	Date 2	Comment
P.A.Y.E.	1	M					
KiwiSaver	1	3%					
KiwiSaver Employer Contrib.	1	3%					

Below the table is a summary section with the following data:

Total Hours: 0.00				Leave Balances											
Ordinary:	0.00	Penal:	0.00	DVL:	0.00	Alt Hol:	0.00	Annual:	125.50 Hrs	Sick:	8.27 Days	DVL:	10.00 Days	Alt Hol:	1.00 Days
Overtime:	0.00	Sick:	0.00	Leave:	0.00			Lieu:	1.00 Hrs	Company:	0.00 Hrs	Service:	0.00 Days		

At the bottom of the interface are several buttons: Clear All, Message..., Import... (highlighted with a red box), Global Load..., Finish..., KS Lump Sum..., < Back, Advance, and Next >.

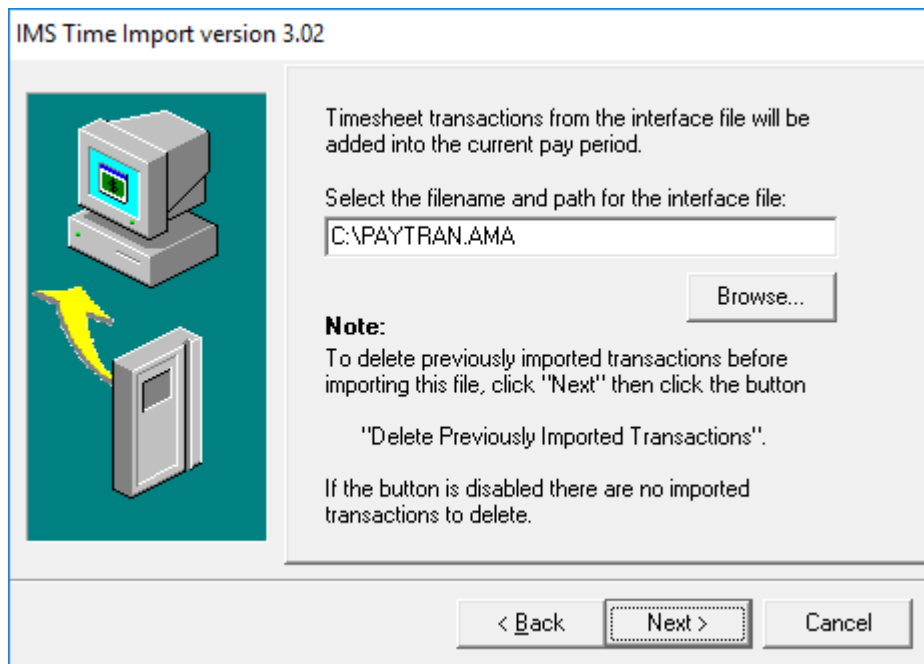
Note: The Time Import module can also be run by selecting File Import > Time Import from the Tools menu. If the Time Import option is unavailable, your pay is not open.

You will be asked to select your time recording system and specify whether you are matching your employees by Employee Number or Employee ID (or both):

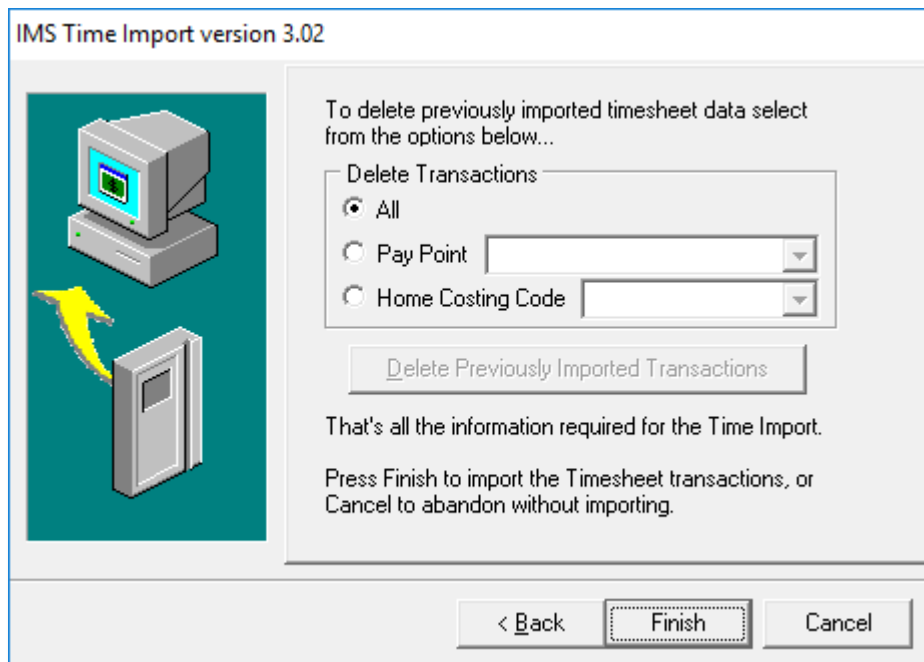
The screenshot shows a dialog box titled "IMS Time Import version 3.02". On the left side, there is an illustration of a computer monitor and a server tower with a yellow arrow pointing from the monitor to the server. On the right side, there is text that reads: "This will guide you through the steps required to import timesheet transactions from a time recording system". Below this text is a label "Select the name of your Time Recording System:" followed by a dropdown menu showing "CSV (Comma Delimited)". To the right of the dropdown is a "Settings..." button. Below the dropdown is a section titled "Match Employees by..." with three radio button options: "Employee ID", "Both" (which is selected), and "Employee Number". At the bottom of the dialog box are three buttons: "< Back", "Next >" (highlighted with a dashed border), and "Cancel".

Note: If this is the first time you are importing from the selected time recording system, you will need to click **Settings** and configure the settings for that system (see page 5).

Click the **Next** button to continue. You will then need to browse to where your import file is located:



Select the import file and click **Next** to continue. If you have already performed a time import and you want to repeat it, you can choose to delete the previously imported transactions; in any case click **Finish** to perform the import.



A progress bar displays the progress of the import as it reads the file and creates timesheet entries. When the import process is complete, a message will be displayed. If any errors were found, you will be given the option of printing out an error report.

The error report will list any errors found in the import file, typical errors are:

- **Employee #9999 not found**
Change the Employee identifier used in your time recording system to match the 'EmployeeID' in IMS Payroll Partner.
- **Employee #9999 invalid Allowance Code**
You are using an allowance code identifier that you have not associated with a Payment Data Entry Code within the payroll.

If there are errors it will show the error report. These can be manually entered or corrected in the import file. The import process can then be re-run.

Note: When importing, the program will create timesheet transactions, based on the information in the import file. These transactions will be added to any existing timesheet transactions already present in the timesheet entry screen. Only the previously imported transactions, i.e. those not manually entered, will be deleted if the file was re-imported in conjunction with selecting the **Delete Previously Imported Transactions** option.

Time Import Settings

The first you select your time recording system on the first screen of the Time Import module, click the **Settings** button to set up options that control how transactions from the selected time recording system are imported into IMS Payroll.

Depending on the time recording system you are using you may get a screen similar to one of the following.

If your Time recording system uses different payment codes to IMS Payroll you can use this screen to match the two digit payment codes to your Time recording System to the appropriate payment in IMS Payroll.

In the example below the Payment code of 2 in the Laurenka system matches up to Ordinary Time in IMS Payroll.

The screenshot shows the 'Lauranka Time Import - Settings' dialog box. It contains several dropdown menus for mapping time recording categories to IMS Payroll categories:

- Ordinary Hours: Ordinary Time
- Time and a Half Hours: Time & One Half
- Double Time Hours: Double Time
- Sick Leave: Sick Leave
- Holidays: Annual Leave Taken
- Stat Day Taken: Statutory Holiday

On the right, there is a 'Transaction Type' section with radio buttons for 'Payments', 'Deductions', and 'Penal Codes'. Below this is a table with two columns: 'Code' and 'Payment Name'.

Code	Payment Name
2	Ordinary Time
15	Time & One Half
*	

At the bottom right of the table area is a 'Delete Code' button. At the bottom left of the dialog is an 'OK' button.

CSV Time Import Format

IMS Payroll has a standard CSV Time Import that can be used to integrate with any time recording systems. The file to be imported into IMS Payroll is comma delimited and will have the following format:

Field	Format	Description	Example
Employee ID or Employee Number	Integer	Unique Employee Identifier	"100"
Data Entry Code	Alpha	The Pay Partner Data Entry Code	"T1"
Transaction Units	Number	A Quantity	"40"
Cost Code	Alpha	A Pay Partner Cost Code	"1001"
Unit Rate	Number	A Dollar Amount or ***Rate Code***	"HR3"
Date 1	dd/mm/yyyy	Transaction Reference Date 1	"03/08/2002"
Date 2	dd/mm/yyyy	Transaction Reference Date 2	"04/08/2002"
Comment	Alpha	Transaction Comment	"Weekend Callout"

Example file:

```
100,T1,40,1001,HR3
101,T1,37.5,1001,
101,T2,5,1020,
105,MEAL,1,1001,8.50
100,T2,25,1001,HR3,03/08/2002,04/08/2002,Weekend Callout
100,Days,5,,6
```


Field Notes

Field	Description
EmployeeID / Employee Number	During import processing the system will attempt to locate the number provided in this field according to the setting chosen on the first screen of the IMS Time Import module. If you select the "Employee Number" option IMS Time Import will attempt to match the value to an existing user-defined Employee Number. If you select the "Employee ID" option IMS Time Import will attempt to match the value to an existing system-defined Employee ID. If you select the "Both" option the value will be matched primarily to a valid Employee Number or secondarily to a valid Employee ID. If a valid match can be made the system then checks that the Employee is not terminated and is included in the current pay period.
Data Entry Code	The data entry code for the <i>payment</i> or <i>deduction</i> . This code is set up on creation of a new payment or deduction in Payroll Partner. The maximum length of the field is 10 characters. NOTE: Reducing Balance deductions, Bank (direct credit) deductions that require the entry of a bank account number at transaction input, and Rated (i.e. percentage) deductions cannot be loaded using this format. Alternatively, a user defined code for 'Days Paid For: Holiday and Average Daily Pay rate' calculations can be used for overriding the 'Days Paid for' each pay run. This unique identification code will be used to identify the 'Days Paid For' record and must be set up within the CSV format Settings option in the time import.
Transaction Units	The quantity or number of units. This is the actual number of units to be paid and relates to the payment or deduction code. The field has a maximum of 2 decimal places. If the quantity relates to a 'Days Paid For' record then the quantity will be used to override the number of 'Days Paid For Holiday Rate' field within timesheet entry.
Cost Code	The Cost Code for this payment. If this is blank the system will check to see whether the payment has a default cost code or whether to use the Employees cost code.
Unit Rate	This field has a maximum of 4 decimal places and represents the amount payable per unit. This field can be blank however if it is, a default rate must be available within the payroll system. A valid numeric value found in this field including 0 (zero) will override the default rate for the transaction. A ***Rate Code*** from the following list will override the default transaction rate with the listed employee rate: - HR1 – Hourly Rate 1 HR2 – Hourly Rate 2 HR3 – Hourly Rate 3 HR4 – Hourly Rate 4 HR5 – Hourly Rate 5 PPR – Per Period Rate PDR – Per Day Rate Note: Rate Codes are accepted for Payments but not for Deductions. If the rate relates to a 'Days Paid For' record then the Unit Rate will be used to override the number of 'Days Paid For Average Daily Pay Rate' field within timesheet entry.
Date 1	The first Transaction reference date (optional). This option must first be activated within the Payroll company.
Date 2	The second Transaction reference date (optional). This option must first be activated within the Payroll company.

Comment

Comment relating to the transaction – optional and maximum of 30 characters. This option must first be activated within the Payroll company.

Note: If the CSV file is to be created via Excel and you wish to import any of the following fields: Date 1, Date 2 or Comments please ensure that on the first row a valid comment or double quotes are entered in cell "H" (Comment cell).

Note: If you are using Excel and Comments to generate Multi Labour Item descriptions for interfacing to Quickbooks Job Costing please ensure that the Multi Labour Item descriptions are enclosed in the characters [and]. The characters within the delimiters will be encased in Double Quotes within the Payroll Timesheets Comment field.

CSV Settings

The standard CSV import allows you to import the Holiday Rate Days and Average Daily Days into IMS Payroll. If you add DAYS into the Settings page, the IMS Payroll will expect two additional columns to be added to the CSV import file, the first being the Holiday Rate Days and the second the Average Daily Days.

CSV (Comma Delimited) - Settings

Enter the predefined Identification Code for the 'Days Paid For ..' employee data record, if applicable. Please ensure that the Identification Code does not match any current Payment or Deduction Data Entry codes within the Payroll Company.

'Days Paid For' Identification Code:

Quickbooks Multiple Labour Items in comment field?

Note: Labour items to be contained within the [and] characters

The revised file format will look like this:

```
100,T2,25,1001,HR3,03/08/2002,04/08/2002,Weekend Callout,5,3
```

This will import the days on Step 2 – Timesheets:

Days Paid For:

Standard: 5.00

Holiday Rate:

Average Daily Pay:

AL Type: Set Hours

Use ADP?: No

Formats that use the standard CSV format:

- NZA Gold Job Costing
- Nimbus Job Costing
- Sybiz Vision Job Costing
- TNA 2000
- Workforce Central
- Maxim
- Systime
- ADI Time
- Cashbook Complete