

Importing Hours into GoldPay

Hours can be imported into GoldPay from a spreadsheet (Excel, OpenOffice, etc.) or CSV file. The process works for any number of employees when paired with any Payment or Deduction Code. To work, GoldPay needs to be configured correctly and a four-column spreadsheet needs to be populated with the import data.

****BE AWARE****

The process of importing many records at once can create a lot of problems very quickly. Ensure you have tested the following routine on a test company before you attempt on your live data.

1. Ensure GoldPay has been configured correctly before you begin:
 - Check the relevant employees have rates set against any Payment / Deduction you want to import. For example BASIC, OT1, OT2, etc. If they don't have a rate ensure that the Payment Code has been configured as a multiple (see the Advanced tab on OT1).

Example of a Rate:

Code	Description	Pay	Per	From Date	Sequence	Suspended	Hours	Rate
BASIC	Basic Pay	500.00			50	<input type="checkbox"/>	50.00	10.0000
OT1	O/T 1.5	75.00			110	<input type="checkbox"/>	5.00	15.0000
PENSION	Pension Lump Sum	0.00			150	<input type="checkbox"/>	0.00	0.0500

Example of a Multiplier:

O/T 1.5 **Advanced** Alternate Codes

Employee Rate Rate Is Multiplier

Employer Rate

Standard Hours

- Verify that the Payments / Deductions are enabled to let you post to the Period tab. In other words, ensure the "Variable Payment" tick box has been ticked against each individual Payment / Deduction code to be used in the import.

Example of Ticked Variable Payment Box:

Before Tax	<input checked="" type="checkbox"/>
Before NI	<input checked="" type="checkbox"/>
Before Pension	<input checked="" type="checkbox"/>
Pension Deduction	<input type="checkbox"/>
Net Based	<input type="checkbox"/>
Standard Payment	<input checked="" type="checkbox"/>
Variable Payment	<input checked="" type="checkbox"/>

2. Obtain data from GoldPay:

- You will need to know all the employee numbers that wish to run the import for. Using an employee number that doesn't exist will cause the entire import to fail.
- You will need to know all the Payment / Deduction Codes for each Payment or Deduction you wish to import (note: Code NOT Description). Using an incorrect Payment or Deduction Code will cause the entire import to fail.

Example of Payment / Deduction Code:

O/T 1.5	Advanced	Alternate Codes
Code	OT1	O/T 1.5
Sequence	110	

3. Check the Employee Pay tab:

- Any data imported into GoldPay using the Import routine will always post to the 'Period' tab (e.g. Week 35, Month 10, etc.). If you have an employee with data already entered in their Pay tab, this pasted data WILL NOT overwrite the existing Pay data; merely append to it in the Period tab. This means an employee could end up with two lots of Basic Pay, OT1, etc.

Weeks Pat (Mr)	Pay	<input checked="" type="checkbox"/> Week 35	Pers
Code	Description	Pay	
BASIC	Basic Pay	500.00	
BASIC	Basic Pay	500.00	
OT1	O/T 1.5	75.00	
OT1	O/T 1.5	75.00	

- If the employee has specific rates (Basic, OT1, etc.) then these will need to be entered in the Pay tab; leave the Hours / Unit field blank. The rate will be picked up by the import and carried over to the Period tab.

4. Create a spreadsheet / CSV file.

Start with a blank spreadsheet and create four columns with the following headers:

Column 1 needs to be entitled EmployeeCode:

- This column can only contain the Employee Number for each employee you want to import hours for.
- If the employee number does not exist the import will fail.

Column 2 needs to be entitled PaymentCode:

- This column can only contain existing Payment / Deduction codes that have been configured to allow Variable Payments.

Column 3 needs to be entitled Hours:

- This column will contain the hours to be posted against the employee and payment code. If left blank it will overwrite any existing entries with zero.

Note: Negative hours are treated as a deduction, positive hours as a payment.

Column 4 needs to contain one of two commands – ImportMode\$Replace or ImportMode\$Increment. This field acts as a switch to handle the imported data.

- If Replace is selected the imported data will overwrite any existing data, in the Period tab only.
- If Increment is selected then the imported data will be appended to any existing data.

Populate columns 1-3 with the relevant data – do not enter anything else in column 4

When complete the file can be saved and imported or copied and pasted.

- Save the file as a CSV.
- To copy, highlight all four columns - from top left to bottom right, including the header row, and select Copy.

	A	B	C	D
1	EmployeeCode	PaymentCode	Hours	ImportMode\$Replace
2		9 BASIC	50	
3		9 OT1	5	
4				

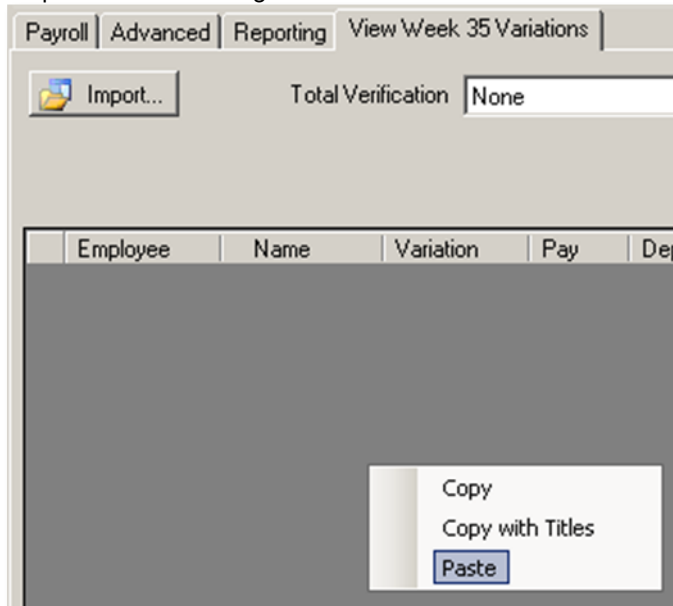
To enter the data into GoldPay:

- Move to the relevant Payroll tab, e.g. Weekly, Monthly, etc.
- Go to the last tab – “View ‘period’ Variations”.

To import the file click on the Import button, change the file type to .CSV and navigate to the file.

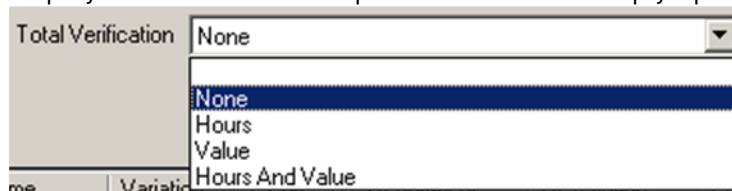


To paste the data right click in the data area and select Paste.



Assuming everything was correct, the data will have now been entered. Check individual employees 'Period' tab to verify. If there was a failure:

- Check the spreadsheet has been set-up correctly (four columns, header names). If importing the file no other data can be in the spreadsheet.
- Check all the employee numbers exist.
- Check all the Payment / Deduction codes exist.
- Check all the Payment / Deduction codes have got their Variable Payment box ticked.
- Note, If any line cannot be processed then the entire paste is rejected.
Extra's
- There is an option to verify the imported data. You can test the total number of hours, the total value or both. Use the Total Verification field at the top of the "View 'period' Variations" tab. To know the total value you will have to plug in the employees rates in to the spreadsheet and multiply up.



- Because the data is entered in to the Period tab it can be removed by restarting the period. This button can be located on the Payroll tab. Be aware, however, that any information already entered in to the Period tab will be removed for every employee on the payroll. The Pay tab will remain untouched.

Recommendations

- In our experience, we think the copy and paste option works best. Using this option means the spreadsheet can contain many more than the four essential columns – a column with the employee’s name for example, another with an explanation or some detail about the hours worked, a calculation column, etc.

As long as you have the four essential columns, complete with correct headers, when you copy only these columns the data will paste perfectly.

- When you Advance the Period the payroll is effectively empty. The Standard Payments exist (e.g. Basic, Pension, etc.) but the Period tabs will be empty. This is a good time to test your import routine.
 - ❑ Advance the Period.
 - ❑ Create the spreadsheet and populate with a couple of lines of test data (start small and build up).
 - ❑ Copy.
 - ❑ Paste.
 - ❑ Look at the Period tab against the employee you used to test.
 - ❑ The two lines should have been imported.
 - ❑ In the Payroll Summary, click on the Payroll tab.
 - ❑ There is a button entitled Restart ‘Period’. Click on this to return the payroll to the just Advanced state.
 - ❑ You can repeat this process as many times as you like to test the spreadsheet as you build up entries and attempt different codes (OT1, OT2, Bonus, Holiday, etc.)