

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	Req'd	Description
1	A	Yes	Must contain the letters “TM2” in quotes (Timecard Import version 2)

Timecard record

Notes:

- Each timecard record must contain at least **125 fields** (delimited by **124 commas**)
- Employee name is optional. If not included, the name in the employee profile is used.
- Department is optional. If not included, the department in the employee profile is used.
- Pay period is optional. If not included, the current pay period is used.
- Pay rates are optional. If a rate is not included, the pay rate in the employee's profile is used. The default rates are rate A for regular pay, rate B for Overtime #1, and rate C for Overtime #2.

Field #	Type	Req'd	Description
1	N	Yes	Import file timecard record number (max 5 numeric). Enter 1 for first timecard record, 2 for second record, etc.
2	A/N	Yes	Employee code (max 6 alpha-numeric)
3	A/N		Employee name (max 25 alpha-numeric). See notes above.
4	A/N		Department code (max 6 alpha-numeric). See notes above.
5	N		Pay period (2 numeric). See notes above.
6	N	Yes	Timecard date – YYMMDD (6 numeric)
7	A/N		Pay type / frequency (HW, H2, etc.) (2 alpha-numeric)
8	N		Regular hours (max 7 numeric, including 2 decimals)
9	N		Overtime hours # 1 (max 7 numeric, including 2 decimals)
10	N		Overtime hours # 2 (max 7 numeric, including 2 decimals)
11	N		Regular pay rate (max 9 numeric, including 2 decimals). See notes above.
12	N		Overtime pay rate # 1 (max 9 numeric, including 2 decimals). See notes above.
13	N		Overtime pay rate # 2 (max 9 numeric, including 2 decimals). See notes above.
14	N		Vacation days (or hours, or units) taken this pay period (max 6 numeric, including up to 5 decimals)
15	N		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		Is vacation amount a portion of salary? (“Y” or “N”) For salaried/commissioned employees only.
17	N		Sicktime units taken this pay period (max 9 numeric, including up to 8 decimals)
18	N		Sicktime units earned this pay period (max 9 numeric, including up to 8 decimals)
19	N		Days worked this pay period (max 2 numeric) For statutory holiday calculations.
20	N		Special earning # 1: Dollar amount (max 9 numeric, including 2 decimals) Leave blank if special earning #1 units quantity and rate code (or rate amount) are entered.

21	N		Special earning # 1: Units quantity (max 7 numeric, including 2 decimals)
22	A		Special earning # 1: Units rate code (1 alpha) Leave blank if special earning #1 units rate amount is entered.
23	N		Special earning # 1: Units rate amount (max 9 numeric, including 2 decimals) Leave blank if special earning #1 units rate code is entered.
24 - 27			Special earning # 2: See special earning #1 for field specifications
28 - 31			Special earning # 3: See special earning #1 for field specifications
32 - 35			Special earning # 4: See special earning #1 for field specifications
36 - 39			Special earning # 5: See special earning #1 for field specifications
40 - 43			Special earning # 6: See special earning #1 for field specifications
44 - 47			Special earning # 7: See special earning #1 for field specifications
48 - 51			Special earning # 8: See special earning #1 for field specifications
52 - 55			Special earning # 9: See special earning #1 for field specifications
56 - 59			Special earning # 10: See special earning #1 for field specifications
60 - 63			Special earning # 11: See special earning #1 for field specifications
64 - 67			Special earning # 12: See special earning #1 for field specifications
68 - 71			Special earning # 13: See special earning #1 for field specifications
72 - 75			Special earning # 14: See special earning #1 for field specifications
76 - 79			Special earning # 15: See special earning #1 for field specifications
80 - 83			Special earning # 16: See special earning #1 for field specifications
84 - 87			Special earning # 17: See special earning #1 for field specifications
88 - 91			Special earning # 18: See special earning #1 for field specifications
92 - 95			Special earning # 19: See special earning #1 for field specifications
96 - 99			Special earning # 20: See special earning #1 for field specifications
100	N		Special deduction # 1: Dollar amount (max 9 numeric, including 2 decimals)
101	N		Special deduction # 2: Dollar amount (max 9 numeric, including 2 decimals)
102	N		Special deduction # 3: Dollar amount (max 9 numeric, including 2 decimals)
103	N		Special deduction # 4: Dollar amount (max 9 numeric, including 2 decimals)
104	N		Special deduction # 5: Dollar amount (max 9 numeric, including 2 decimals)
105	N		Special deduction # 6: Dollar amount (max 9 numeric, including 2 decimals)
106	N		Special deduction # 7: Dollar amount (max 9 numeric, including 2 decimals)
107	N		Special deduction # 8: Dollar amount (max 9 numeric, including 2 decimals)
108	N		Special deduction # 9: Dollar amount (max 9 numeric, including 2 decimals)
109	N		Special deduction # 10: Dollar amount (max 9 numeric, including 2 decimals)
110	N		Special deduction # 11: Dollar amount (max 9 numeric, including 2 decimals)
111	N		Special deduction # 12: Dollar amount (max 9 numeric, including 2 decimals)
112	N		Special deduction # 13: Dollar amount (max 9 numeric, including 2 decimals)
113	N		Special deduction # 14: Dollar amount (max 9 numeric, including 2 decimals)
114	N		Special deduction # 15: Dollar amount (max 9 numeric, including 2 decimals)
115	N		Special deduction # 16: Dollar amount (max 9 numeric, including 2 decimals)
116	N		Special deduction # 17: Dollar amount (max 9 numeric, including 2 decimals)
117	N		Special deduction # 18: Dollar amount (max 9 numeric, including 2 decimals)
118	N		Special deduction # 19: Dollar amount (max 9 numeric, including 2 decimals)
119	N		Special deduction # 20: Dollar amount (max 9 numeric, including 2 decimals)
120	N		Banked hours taken – hours (max 7 numeric, including 2 decimals)
121	A		Banked hours taken – rate code (1 alpha) Leave blank if banked hours taken rate amount is entered.
122	N		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		Banked hours earned – hours (max 7 numeric, including 2 decimals)
124	A		Banked hours earned – rate code (1 alpha) Leave blank if banked hours earned rate amount is entered.
125	N		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	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	Employee’s last cheque? (“Y” or “N”)

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**).
- Employee name is optional. If not included, the name in the employee profile is used.
- Department is optional. If not included, the department in the employee profile is used.
- Pay period is optional. If not included, the current pay period is used.
- Pay rates are optional. If a rate is not included, the pay rate in the employee's profile is used. The default rates are rate A for regular pay, rate B for Overtime #1, and rate C for Overtime #2.

Field #	Type	Req'd	Description
1	N	Yes	Import file record number (max 5 numeric). Enter 1 for first record, 2 for second record, etc.
2	A/N	Yes	Employee code (max 6 alpha-numeric)
3	A/N		Employee name (max 25 alpha-numeric). See notes above.
4	A/N		Department code (max 6 alpha-numeric). See notes above.
5	N		Pay period (2 numeric). See notes above.
6	N	Yes	Timecard date – YYMMDD (6 numeric)
7	A/N		Pay type / frequency (HW, H2, etc.) (2 alpha-numeric)
8	N		Regular hours (max 7 numeric, including 2 decimals)
9	N		Overtime hours # 1 (max 7 numeric, including 2 decimals)
10	N		Overtime hours # 2 (max 7 numeric, including 2 decimals)
11	N		Regular pay rate (max 9 numeric, including 2 decimals). See notes above.
12	N		Overtime pay rate # 1 (max 9 numeric, including 2 decimals). See notes above.
13	N		Overtime pay rate # 2 (max 9 numeric, including 2 decimals). See notes above.
14	N		Vacation days (or hours, or units) taken this pay period (max 6 numeric, including up to 5 decimals)
15	N		Dollar value of vacation taken (max 9 numeric, including 2 decimals)
16	A		Is vacation amount a portion of salary? ("Y" or "N") For salaried/commissioned employees only.
17	N		Sicktime units taken this pay period (max 9 numeric, including up to 8 decimals)
18	N		Sicktime units earned this pay period (max 9 numeric, including up to 8 decimals)
19			Reserved for future use
20	N		Days worked this pay period (max 2 numeric) For statutory holiday calculations.
21 - 40	N		Special earnings # 1 to # 20: Dollar amount (max 9 numeric, including 2 decimals)
41 - 60	N		Special deductions # 1 to # 20: Dollar amount (max 9 numeric, including 2 decimals)

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`.