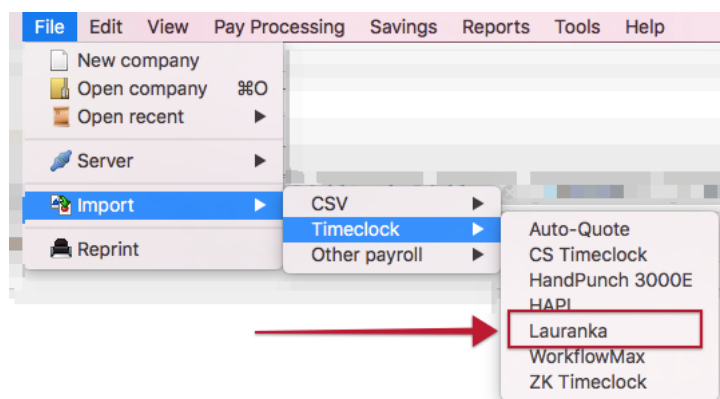# Lauranka time import

SmoothPay Payroll provides built-in support for importing attendance data from Lauranka timeclock CSV files.

Please note

- Imported data will be matched against an Employee's *Badge Number (Contract tab)*. This *Badge Number* is the same as the Lauranka Timeclock system *Employee Number.*
- Pay Rates and Overtime multipliers are **NOT** passed from Lauranka TimeClock to SmoothPay and default values will be used.
- Standard time **codes used in Lauranka** (T1, T2, T3) are mapped to suitable alternatives if the codes have not been defined this way in SmoothPay (e.g. to Ordinary, Overtime, Double) - all other codes used should match in both systems.
- **Leave entries** : units are hours unless otherwise modified by the *line code*.
- For **annual leave**, NZ law requires accrual, value and consumption to be in weeks. Codes that map to hours will produce a proportion of a week used based on best weekly value, daily codes will produce a proportion of a week based on the employee's Days Per Week setting.
- For **sick leave** (and other daily leave types) NZ law requires accrual, value and consumption in days. If the line code maps to a non-compliant setting (e.g. in hours) the entry will be regarded as 1 day consumed and may require manual alteration. If the line code maps to days then the payment will be based on Average Daily Pay for that employee (it is critical that days paid has been correctly recorded in all history for the last 12 months).
- Leave for other countries will be processed according to rules applicable to the leave code used (e.g. AL or ALH will process leave in hours, ALD will multiply the units by the employee's daily hours and pay rate and set the number of days consumed to the units provided.)

Importing a Timesheet File from a Lauranka Timeclock file into SmoothPay

Choose File..Import..Timesheet..Lauranka (*goPayroll use Payrun..Import..Lauranka*):

This will open the import dialog. Select the correct *Time Data File* created by Lauranka Timeclock software (you can navigate to the correct location using the *Lookup tool*).

Choose **Import** to import the Timesheet Data and create Time Input entries (*entries are rejected if invalid*).

> **Data Import Notes:**
>
> - **Badge #:** Imported data will be matched against an Employee's *Badge Number*. This *Badge Number* must match the Lauranka TimeClock system *Employee Number*. *Badge Numbers* are established in SmoothPay's *Contract* Setup page.
>
> - **Cost Centre** (Export Code) should be formatted in Lauranka TimeClock software to match the Cost Centres defined in SmoothPay and your Accounting System (if required). If you elected to create new Codes automatically these will be created for you if they don't already exist in SmoothPay.
> - **Standard Allowances and Payments (permanent deductions), including Bank Account entries,** should form part of the Employee's Standard Pay entries rather than entries imported each time from Lauranka (this is especially important for deductions payable to other agencies, as SmoothPay may be monitoring the balance due).
> - **Pay Rates** are NOT passed from Lauranka TimeClock to SmoothPay. SmoothPay will use the employee's standard pay rate
> - If you need a custom solution to use rates based on a matrix of the employee/cost centre/ allowance code combination (useful for piece-rate workers engaged in varying activities denoted by the allowance code such as orchard/viticulture etc) then please enquire.

An audit report of entries processed is produced

Example file layout

Each row of the CSV file contains 8 fields. The header row is optional:

Badge#	Type	Units	GL(6)+Job(6)	spare	Date	unused	Comment
123	T1	8	1-1234 SMITH		15/05/16		8 hours ordinary
123	AL	8					8 hours annual
123	SL	8					8 hours sick
123	DAYS	3					3 days paid
124	ALW	1					1 week annual
124	DAYS	5					5 days paid
125	SLD	0.5					1/2 day sick @ ADP
126	T1	40					40 hours ordinary
126	A1	1					An allowance
...							

Rules used when parsing the CSV data

Badge		Must match an employee's badge number
Type	T1=Ordinary time T2=Overtime T3=Double time AL or ALH=Annual leave (hours) ALD=Annual leave in days ALW=Annual leave in weeks BL or BLH=Bereavement Leave (hours) BLD=Bereavement Leave (days) PTH or 99=Public taken (hours) PTD=Public taken in days PWH=Public worked (hours) SL or SLH=Sick Leave (hours) SLD=Sick leave in days DAYS=Days paid 98=Accrue Alternative Leave Day ALT=Consume Alternative day/s ALTH=ALT in hours ACC=1st week ACC hours UPL=Unpaid leave A*=Allowance code R*=Allowance code D*=Deduction code (sundry)	Uses employee's ordinary pay rate for account/job combination (if set) Uses 1.5 multiplier automatically - units should be actual hours worked Uses 2x multiplier automatically - units should be actual hours worked Portion of week determined from $value (NZ) otherwise hours x rate Portion of week and value determined from employee's days per week (NZ) Pays best weekly rate (NZ) Pays units @ payrate (NZ: guesses 1 day format does not provide days used) Pays units @ average daily pay (NZ) Pays units @ payrate (NZ: guesses 1 day format does not provide days used) Pays units @ average daily pay (NZ) otherwise hours x rate Pays hours at penal rate (NZ) otherwise hours x rate Guesses 1 day (NZ: format does not provide days used) Pays units @ average daily pay (NZ) otherwise units x hours per day x rate Sets days paid from value in Days column (required in NZ for average daily pay) Accrues units as alternative days accrued Alternative days consumed Pays units @ payrate (NZ: guesses 1 day format does not provide days used) ACC hours paid Unpaid leave Allowances and deductions - should be set up as Units x Rate
Units		Hours for all time types and hours (NZ: days or weeks for leave types) Days (for DAYS code) override
GLcode + Job code	Optional	Lauranka provides 6 characters for the GL code, and a further 6 characters for a Job code
spare		
Date		dd/mm/yyyy format
Comment		Any additional comment (must not contain commas or quotes, otherwise record may be rejected)

Special Provisions

Data from Lauranka is expected to be complete and to take into account any special rules regarding shift allowances, automatic overtime etc (*SmoothPay's auto-overtime and time conversion rules are ignored for imports from this system*).

If you need a custom solution to store and utilise pay rates based on a matrix of the employee/cost centre/activity then please enquire

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.