



TRANSFERRING HOURS FROM THE TIME SYSTEM

Using an export utility or a report-writer, you will extract data from your time system to a file that meets the file specification described below. Time Bank will read and translate the data in the file for import of data into your payroll system.

Initial Setup

Note: If you cannot create this exact file specification, please contact IDI (sales@idesign.com or 866-846-3226, option 1) to discuss options to translate the file you can produce into the necessary format.

Standard Hours Format

Assumptions:

- comma delimited
- quotes around character fields (e.g., “Smith, Michael”)
- explicit decimals in numerics (e.g. 8 hours and 30 minutes represented as 8.50)
- transaction style format (code driven)
- field data length may not exceed maximum
- records are delimited with CR/LF
- file does not contain imbedded nulls

Fields (Detail Record)

Field Name	Data Type	Max Length	Notes
Employee ID	Character	15	Required (see Note 1)
Hours/Amount Code	Character	50	Required (number/code value- see Note 2)
Hours/Units	Numeric	12	999999.99999 with optional leading sign optional if Amount populated
Amount	Numeric	12	999999.99999 with optional leading sign optional if Hours/Units populated
Override Rate	Numeric	12	999999.99999 /optional (see Note 3)
Name (Last, First M.)	Character	50	Optional
Alternate ID	Character	50	Optional
Reference Date	Date	10	Optional (MM/DD/YYYY format)
User Defined Data #1	Character	50	Optional (see Note 4)
User Defined Data #2	Character	50	Optional
User Defined Data #3	Character	50	Optional
User Defined Data #4	Character	50	Optional
User Defined Data #5	Character	50	Optional
User Defined Data #6	Character	50	Optional
User Defined Data #7	Character	50	Optional
User Defined Data #8	Character	50	Optional



This layout is designed to accommodate time systems with varying payroll requirements. The User Defined Data elements are designed for data unique to each customer's requirements and may or may not be required in some applications. All optional fields may be omitted from the record and/or ignored if not required.

- Note 1:** This field may contain a number such as SSN or PIN as well as an alphabetic string containing mixed numbers and letters. The string may not contain embedded nulls and must be the unique "key" to the destination system.
- Note 2:** Examples include REG, REG001, 001, TIPS etc. These values must not contain embedded nulls and are required in order to describe the hours/units/amounts being processed.
- Note 3:** This field may contain a rate different than the employees base wage rate that should apply to the hours on this record. It may be a rate associated with working in a specific department or job. It may also contain the base wage rate, depending upon what is needed for payroll.
- Note 4:** User Defined data may be any character data that is needed for payroll. Examples include labor distribution values such as company, department or job. It may also contain a value that is needed for including or excluding employees for payroll. For example, it may contain the payroll type of Hourly or Salary so that Salary employees may be excluded from processing.