

Specifications for the Time Clock Data Imports into CyberPay Online

1. The “Online TimeKeeping” import is used with the PayOptions TimeKeeping integration.
2. The “Web@Work” import is a custom import.
3. The “General Time Clock” is a fixed width file.
4. The “Generic Time Import” is a fixed width file.
5. The “General Time Clock 2” is a fixed width file.
6. The “Food Time Clock Import CSV” is a .csv file.
7. The “Excel Time Clock Import CSV” is a .csv file.

See specifications for each import on the next page.

The screenshot shows a web application interface for importing time clock data. The navigation bar includes 'Employee Setup', 'Company', and 'Time Import'. The main section is titled 'Time Clock Data Import'. It features the following elements:

- Start Date (mm/dd/yyyy):** 07/19/2015
- End Date (mm/dd/yyyy):** 07/25/2015
- Delete Current Data Before Importing:**
- Select Import Format:** A dropdown menu is open, listing:
 - Online Timekeeping 1
 - Web @ Work 2
 - General Time Clock 3
 - Generic Time Import 4
 - General Time Clock 2 5
 - Food Time Clock Import CSV 6
 - Excel Time Clock Import CSV 7
- Select Unique Employee Field:** (Label visible, but no selection shown)
- Timekeeping Version:** (Label visible, but no selection shown)
- Buttons:** 'Import' and 'Back to Menu'

General Time Clock (3 in image)

Employee ID	9
Pay Type	10
Department	6
Location	6
Division	6
Quantity	8
Job ID	10
Pay Rate	8
Work date	10
Shift	1
Shift Differential Type	1
Shift Differential	8
Gross Pay Amount	10
Classification ID	20

Generic Time Import (4 in image)

EmployeeID	6
Name	25
Dept	6
Job	12
Shift	1
DE	1
EarnCode	2
Rate	9
Hours	8
Year	2
Month	2
Day	2
HrMin	4
Amount	9
SeqNum	1
Division	6
Location	6
State	2
Local	10

General Time Clock 2 (5 in image)

Employee ID	9
Pay Type	10
Department	6
Location	6
Division	6
Quantity	8
Job ID	10
Pay Rate	8
Work date	10
Shift	2
Shift Differential Type	1
Shift Differential	8
Gross Pay Amount	10
Classification ID	20
EmployeeNote	150

Food Time Clock Import CSV (6 in image)

Employee ID	Required
Pay Code 1	Note: Pay Code 1 & Pay Code 2 can be combined (ex. "E" in 1 and "REG" in 2 would be a single pay type in CP/CPO that has External ID "EREG") or one or the other can be blank.
Pay Code 2	
Hours	Note: Either hours or pay amount have to be specified, but not both. Use the "Pay Amount" with 1 "Hours" for dollar-based pay types such as tips, bonus, commission, etc.
Pay Amount	
Pay Rate	Note: When blank, the rate from CP/CPO will be used. This is the rate per unit. Leave this blank for dollar-based pay types.
Blank	
Blank	
Department	

Excel Time Clock Import CSV (7 in image)

Notes: This import requires headers. Use the text in the left column for these. **Save as a .csv file.**

EmployeeID	Required. This can be the Employee ID, SSN, or TimeClockID.
FirstName	Optional.
LastName	Optional.
Pay	Required. Matches to the pay type's description or External ID.
Units	Required. We pay by the unit.
Hours	Optional. If this is blank, the hours will be calculated based on the hours per unit amount set for the pay type in Company Setup. If amount present, it will be used.
Override	Optional. Values in this column will override the wage.
Dept	Optional. You can use name or external ID.
Division	Optional. You can use name or external ID.
Locn	Optional. You can use name or external ID.
Job	Optional. You can use name or external ID.
Class	Optional. You can use name or external ID.
Title	Optional. You can use name or external ID.
EeTax/Description/OneTimeAdj	Optional. Change "Description" to the name of the Ee Tax. For example "EeTax/Federal Income Tax/OneTimeAdj". Note: This column can be used multiple times for different Ee Taxes.
ErTax/Description/OneTimeAdj	Optional. Change "Description" to the name of the Er Tax. For example "ErTax/FICA Medicare/OneTimeAdj". Note: This column can be used multiple times for different Er Taxes.
Deduction/Description/OneTimeAdj	Optional. Change "Description" to the name of the Deduction. For example "Deduction/401K Contribution/OneTimeAdj". Note: This column can be used multiple times for different deductions.
Benefit/Description/OneTimeAdj	Optional. Change "Description" to the name of the Benefit. For example "Benefit/401K Match/OneTimeAdj". Note: This column can be used multiple times for different benefits.