# Paymaster Online Tutorial

## Importing Bulk Information

When you have a lot of employees, it is very slow and tedious to make changes one by one, edit each Payslip manually. It will take you forever! Our system allows you to import this information using simple excel spreadsheets, and the information is then loaded onto the payslips without you having to go into each employee. It works like a dream!
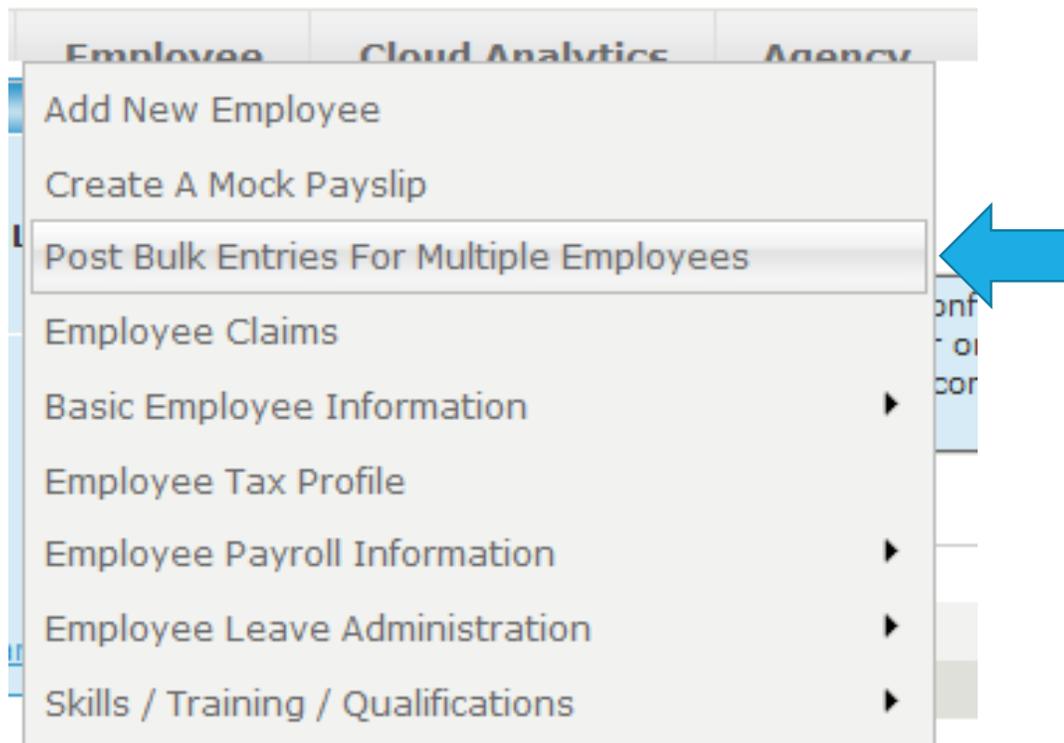
There are three parts to this section:

1) Bulk uploading – one by one
2) Bulk uploading – everyone all at once
3) Bulk uploading – screens

# Bulk Uploading – one by one

If you have one component you want to import, such as overtime, or commission, or bonuses, this is the upload function for you. You complete a simple spreadsheet, upload into the system and like magic, the payslips are updated.

To access this section, click on **employee, post bulk entries for multiple employees**

Your screen should now look like this:

| frequency: | Monthly | |
|---|---|---|
| **Step 1** | | |
| select the run to capture against and whether it applies to recurring or once off | | |
| select the run you would like to capture against: | October - 2015 | |
| are you capturing data against recurring, once off or screens: | ○ recurring ◉ once off ○ screen | |
| are you posting an excel spreadsheet: | ☑ | |
| please select the correct spreadsheet upload option | ◉ I am uploading costing figures for component/s or mixed components in 1 spreadsheet. (step 2 will be skipped). ○ I am uploading a component without costing, which I will specify below. | |
| **Step 2** | | |
| **Step 3** | | |
| filtering options | | |
| select which method you would like to filter/upload by: | ◉ give me an excel spreadsheet ○ upload an excel spreadsheet | |

Please make sure you have the correct month open.

For one by one, you can leave the option once off selected in step 1

○ recurring
◉ once off
○ screen

Leave the block ticked that says are you posting an excel spreadsheet, because you are.

are you posting an excel spreadsheet:                    ☑

In the last option in step 1, you need to select the second option, **I am uploading a component without costing, which I will specify below.**

This tells the payroll that you are going to decide one component to upload figures against, which is available in a drop down list in the next step.

| select the run you would like to capture against: | October - 2015 | |
|---|---|---|
| are you capturing data against recurring, once off or screens: | ○ recurring ◉ once off ○ screen | |
| are you posting an excel spreadsheet: | ☑ | |
| please select the correct spreadsheet upload option | ○ I am uploading costing figures for component/s or mixed components in 1 spreadsheet. (step 2 will be skipped). ◉ I am uploading a component without costing, which I will specify below. | |

Now, Step 2 asks you which payroll action (allowance, deduction etc) and then which component you want to upload against. Pick you selections from the drop down list.



For this example, I will use overtime 1.5.

My options are now to select whether I am loading hours or amounts (I have selected hours), and to add or overwrite the current data. By default, I always choose overwrite unless I know I am adding information previously put on the payroll.

This are all my options now:

In step 3, I can either request a blank import sheet from the payroll under the option Give me an excel spreadsheet, or I can upload my data by selecting upload an excel spreadsheet.
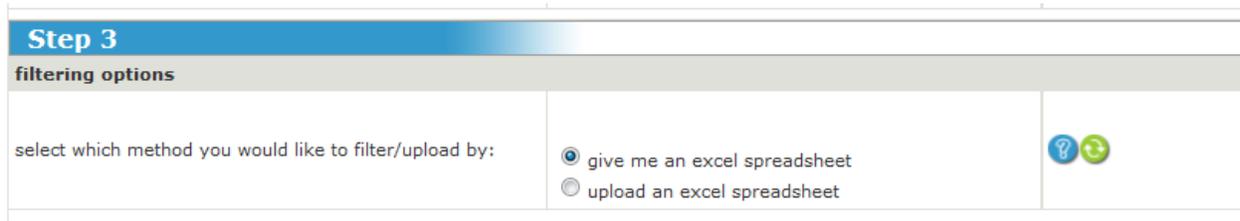


I have not created my spreadsheet yet, so I am going to ask the system for a blank sheet.

If this is the case, click on **fetch spreadsheet**.



Your browser will ask you to open or save the excel sheet. Open it so we can add our employee data.

The one by one import sheet looks like this:

| Employee Number | Add/Overwrite Value | Part of Package (if applicable) | Comments |
|---|---|---|---|
|  |  |  |  |
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Straightforward, right?

First column – employee code as it is on the payroll. This is so that the system knows who to load the import for.

Second column – the value. I have selected to import hours in my second step, so I will put in the hours I want to import. If you have selected to import amounts, you will put the amounts in here.

Third column – Part of package. This means it is part of the cost to company setup. As this is overtime, you can leave this column blank.

Fourth column – I don't need to add a column so I can leave this blank.

This is my completed spreadsheet:

| Employee Number | Add/Overwrite Value | Part of Package (if applicable) | Comments |
|---|---|---|---|
| 0001 | 8 | | |
| 0002 | 12 | | |
| 0003 | 3 | | |

Save this document somewhere where you can find it, as you will need to browse for it when you upload it into the payroll.

Go back to your import page, and now change the option from give me an excel spreadsheet to Upload an excel spreadsheet
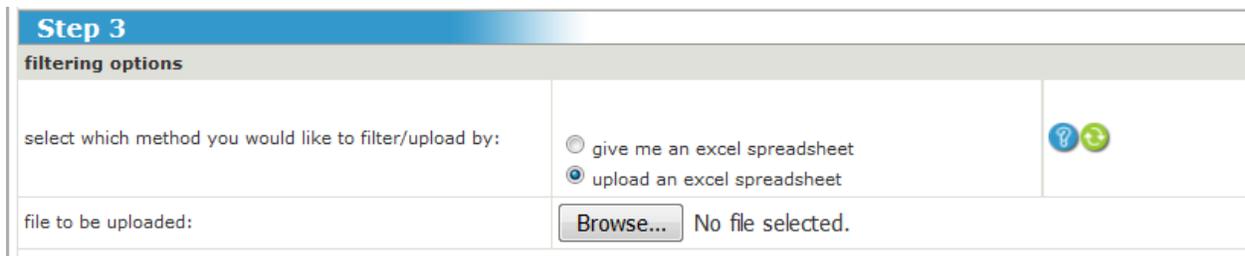


Click on browse, and search for your saved file. Once you have clicked on the file, click on upload file at the bottom of your screen.
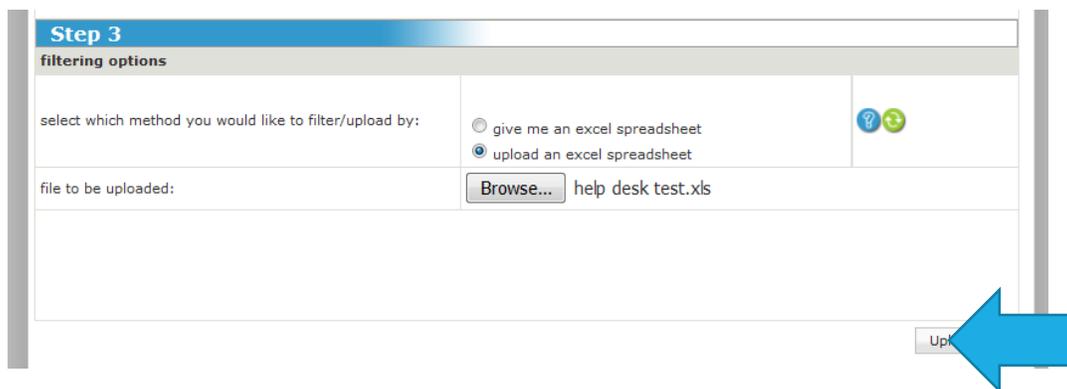


When you click on upload file, you will get this message:
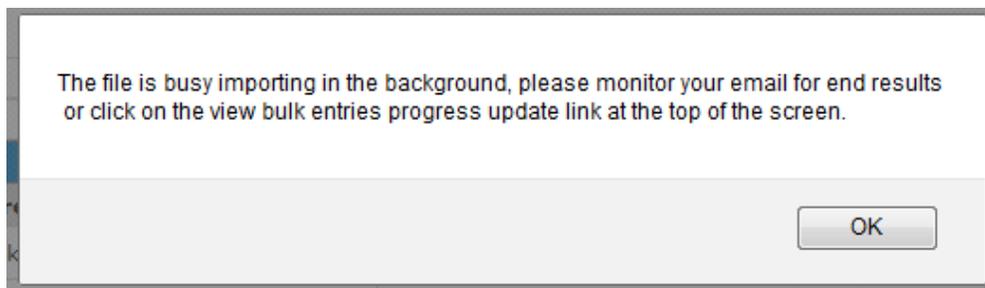
You will get an email stating that the upload was successful or it failed. If it failed, it could be that an employee is on the excel sheet but not on the payroll, or an employee code is incorrect. Check your sheet, change it and redo the last steps.

Upload/Job Summary:

| file name: | help desk test.xls |
|---|---|
| date and time posted: | 26-Oct-2015 14:51:14 |
| status: | Successful |
| total hours: | NA |
| checksum total: | 23.00000 |
| total days: | NA |
| record count: | 3 |
| errors: | NA |

*** This is an automated message, please do not reply to it. ****

You can now go onto the employee's Payslip to check that the upload imported correctly.

Alternatively, you can pull a component report, select the component you want to check, and confirm the total.

| Employee Last Name | Init. | Employee Number | Org. Unit | Payslip Action | Component Code | Component | Hours | Component Value |
|---|---|---|---|---|---|---|---|---|
| Company : HELPDESK DEMO PTY LTD | | | | | | | | |
| Group : All Groups | | | | | | | | |
| Greenwillow | J | 0002 | HELPDESK DEMO PTY LTD | Allowance | | Overtime 1.5 | 12.00 | 2 595.75 |
| Helpman | S | 0001 | HELPDESK DEMO PTY LTD | Allowance | | Overtime 1.5 | 8.00 | 346.10 |
| Penson | S | 0003 | HELPDESK DEMO PTY LTD | Allowance | | Overtime 1.5 | 3.00 | 51.92 |
| | | | | | | | | |
| | | | | | | All Units Total | | 2 993.77 |
| | | | | | | Grand Total | | 2 993.77 |

# Bulk uploading – everyone all at once

This uploading works in the same way as the one by one, but instead of doing each component separately, you can do them all at once.

In order to do this, you need to allocate an upload code to each component. To do this, you click on **company, allowances/deductions/fringe benefits/contributions, general ledger parameters.**
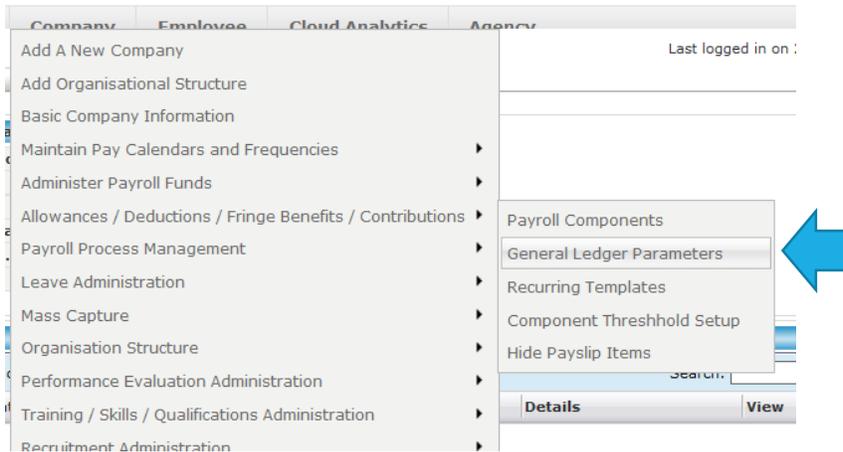
Your screen should now look like this (if your general ledger is not set up)
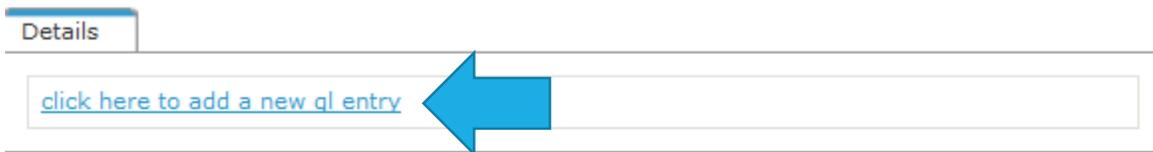


Click on click here to add a new GL entry, and give your GL a name.  I like to leave it as the system's offer of Default.
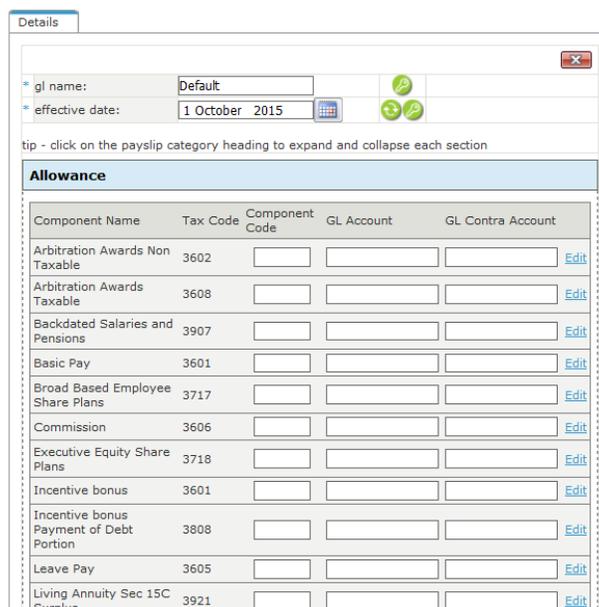
In the first editable column, the heading is component code. Every earning or deduction that you want to import needs a component code.

Here are some examples:

| Component Name | Tax Code | Component Code | GL Account | GL Contra Account | |
|---|---|---|---|---|---|
| **Allowance** | | | | | |
| Arbitration Awards Non Taxable | 3602 | | | | Edit |
| Arbitration Awards Taxable | 3608 | | | | Edit |
| Backdated Salaries and Pensions | 3907 | | | | Edit |
| Basic Pay | 3601 | 1 | | | Edit |
| Broad Based Employee Share Plans | 3717 | | | | Edit |
| Commission | 3606 | 2 | | | Edit |
| Executive Equity Share Plans | 3718 | | | | Edit |
| Incentive bonus | 3601 | 3 | | | Edit |
| Incentive bonus Payment of Debt Portion | 3808 | | | | Edit |
| Leave Pay | 3605 | | | | Edit |
| Living Annuity Sec 15C Surplus | 3921 | | | | Edit |
| Lump Sum Compensation | 3922 | | | | Edit |
| Lump Sum Withdrawal Benefits | 3920 | | | | Edit |
| Overtime 1.5 | 3601 | 4 | | | Edit |

When you have allocated a component code to each component you want to import, click on the save button at the bottom of the screen.

Make a note of the codes for each component, as you will need this for the excel import sheet.

When you are ready, go back to your bulk imports section (employee, bulk imports), and don't change any of the options. They are set perfectly for bulk import as they are.

I am fetching an excel sheet to complete my data import.

**Step 1**

select the run to capture against and whether it applies to recurring or once off

| | | |
|---|---|---|
| select the run you would like to capture against: | October - 2015 | |
| are you capturing data against recurring, once off or screens: | ○ recurring  ◉ once off  ○ screen | |
| are you posting an excel spreadsheet: | ☑ | |
| please select the correct spreadsheet upload option | ◉ I am uploading costing figures for component/s or mixed components in 1 spreadsheet. (step 2 will be skipped).  ○ I am uploading a component without costing, which I will specify below. | |

**Step 2**

**Step 3**

filtering options

| | | |
|---|---|---|
| select which method you would like to filter/upload by: | ◉ give me an excel spreadsheet  ○ upload an excel spreadsheet | |

This is the all-in-one import sheet:

| Employee Number * | Component Code * | Add Or Overwrite | Hours | Days | Amount | Percentage Split | Cost Centre Code | Project Code | Activity Code | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
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First column – employee code

Second column – the component code you have just set up. Each component you import has to have an individual code that identifies it on the payroll

Third column – Add/overwrite (it is already in the excel sheet so select the option you want to use)

Fourth column – hours – leave blank if not importing hours

Fifth column – days – leave blank if not importing days

Sixth column – amount- leave blank if not importing amounts

The other columns are for more complicated payrolls, and I do not generally have a need for them.

Here is my completed spreadsheet:

| Employee Number * | Component Code * | Add Or Overwrite | Hours | Days | Amount | Percentage Split | Cost Centre Code | Project Code | Activity Code | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| 0001 | 2 | Overwrite | | | 5000 | | | | | |
| 0002 | 2 | Overwrite | | | 2000 | | | | | |
| 0001 | 3 | Overwrite | | | 500 | | | | | |
| 0002 | 3 | Overwrite | | | 500 | | | | | |
| 0003 | 3 | Overwrite | | | 500 | | | | | |
| 0002 | 4 | Overwrite | 8 | | | | | | | |
| 0001 | 4 | Overwrite | 5 | | | | | | | |

Save the file where you can find it when you browse for it, change your option on your bulk screen to upload an excel sheet, and upload the file you have created.

You will get an email like the one-by-one import to say whether your import was successful or whether it failed.

The import can be checked on the payslips or on a report.

# Bulk uploading – screen

There are certain aspects of the payroll that can be imported, not only amounts or hours. These include bank details, updating the position screen and processing leave adjustments.

When you are on your bulk importing screen, you can select the screen option in step 1:

This allows you to pick an option from the drop down list:



The sheets I use most often are the bank details, pay rate, position, terminations/reinstatements and leave adjustments.

I am going to show you a sample of these upload sheets below. The importing works the same as the one-by-one and the altogether – download an excel sheet, complete the relevant fields, save the excel sheet, change the option to upload an excel sheet, browse for the saved sheet, and click on upload.

The only difference is the screen imports do not notify you via email if the import was successful or if it failed. You will get a message on your screen. A lot of the columns have preset options that you select from a drop down list, so it's pretty simple to set up your import sheets.

One other thing before I show you the samples: at the top of the screen, there are 2 links. View bulk entry history and progress update. The history shows you what you have previously uploaded, and the progress update shows you how far the import is if it is taking very long. Both very handy options.

**<u>Sample: Bank details</u>**

With this sheet you can update multiple employee's bank details all at once.

| Employee Number | Bank Name | Branch Code | Account Type | Account Number | Swift Code | Comments | Routing Code |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

I have completed a sample for you:

| Employee Number | Bank Name | Branch Code | Account Type | Account Number | Swift Code | Comments | Routing Code |
|---|---|---|---|---|---|---|---|
| 0001 | STANDARD BANK | 051001 | Current/Cheques | 1231231231 |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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## Sample: Pay rate

The pay rate import sheet is used to update the pay rate screen for multiple employees.

| Employee Number * | Effective Date (yyyy/mm | Automatic pay indicator * | Pay Rate * | Pay Frequency * | Hours Per Day * | Days Per Week/Fortnight/Month * | Second Payrate | Increase Reason |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

I have completed a sample for you:

| Employee Number * | Effective Date (yyyy/mm | Automatic pay indicator * | Pay Rate * | Pay Frequency * | Hours Per Day * | Days Per Week/Fortnight/Month * | Second Payrate | Increase Reason |
|---|---|---|---|---|---|---|---|---|
| 0001 | 2015/10/01 | TRUE | 25000 | per month | 8 | 21.67 | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

## Sample: Position

The position screen import updates the employee's position, as well as organizational unit and paypoint.

| Action | Employee Number * | Effective Date (yyyy/mm/dd) * | Position * | Org. Unit Name * | Org. Unit Code | Pay Point | Region/Location | Directly Reports to Person Emp. No | Override Directly Reports to Position | Override Grade With | Employment Status | Promotion |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

I have completed a sample for you:

| Action | Employee Number * | Effective Date (yyyy/mm/dd) * | Position * | Org. Unit Name * | Org. Unit Code | Pay Point | Region/Location | Directly Reports to Person Emp. No | Override Directly Reports to Position | Override Grade With | Employment Status | Promotion |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Add New Record | 0001 | 2015/10/01 | Manager | Management | Management | Cape Town | | 0002 | | | Permanent | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

## Sample: Terminations/reinstatements

This import sheet allows you to terminate multiple employees all at once

| * Employee Number | Termination / Reinstatement Date (yyyy/mm/dd) (leave blank if reinstating with no break in service) | Termination Reason | Encash Leave? |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

I have completed a sample for you:

| * Employee Number | Termination / Reinstatement Date (yyyy/mm/dd) (leave blank if reinstating with no break in service) | Termination Reason | Encash Leave? |
|---|---|---|---|
| 0001 | 2015/10/31 | Resigned | No |
| | | | |
| | | | |

## Sample: Leave adjustments

This import allows you to process leave adjustments or applications in bulk.

| Employee Number * | Adjustment Type * | Leave Type * | Status * | Start Date (yyyy/mm | End Date (yyyy/mr | No. of Days | Comments | Leave Bucket | Reference |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
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I have completed a sample for you:

| Employee Number * | Adjustment Type * | Leave Type * | Status * | Start Date (yyyy/mm | End Date (yyyy/mr | No. of Days | Comments | Leave Bucket | Reference |
|---|---|---|---|---|---|---|---|---|---|
| 0001 | Leave Application | Family Responsibility | Approved | 2015/10/15 | 2015/10/18 | 3 | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Happy importing!