Anthology Payroll for Anthology Finance & HCM

Import Time Guide

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Introduction

This document describes the file format that Anthology Payroll for Anthology Finance & HCM requires to import time and the procedure to import the file.

File Format

Anthology Payroll can import time records from comma-delimited text files. The import file must follow these specifications:

- File type: ASCII text
- Valid file name extensions: .csv, .txt, or .dat
- Field separator: Comma (,)
- Record separator: Return
- Surround character: double quotes ("); alphanumeric data that includes a comma, such as *Leave, unpaid* must be surrounded by straight, double quotation marks ("Leave, unpaid"), not curly quotes or single quotes.

You can generate a file of the appropriate format by saving a Microsoft Excel spreadsheet as a *.csv* file. Field separators, record separators, and surround characters are added automatically.

Rows

Most of the rows in the file describe a one-time record for one worker on one day. If a worker works some hours with one shift code on one day for example, eight regular hours, and some hours with a different shift code, such as two hours of overtime, then there will be two rows in the file for that day for that worker.

Usually, the first row in the file contains column headings. Those column headings must be the field names and listed exactly as they are in the *Columns* section below. They identify which fields you are importing into payroll and the order that they are imported.

If you do not include a row of column headings, then the file must include all of the columns listed below, in the order that they are listed.

Note: All of the rows in a file must belong to a single pay group. If you have multiple pay groups, import their time in separate files.
Note: Ensure that the last line in the import file is an empty row or the last record may not import correctly.

Columns

The following tables list the time information that you can import, the column number for the data, if you are creating a file without a header row, and validation rules. Columns that are optional can be empty. If your file contains a header row, those column headings must use the exact field names listed in the tables below.

At minimum, your file must include:

- Worker identification, like worker number
- Date

- Number of hours or starting and ending times or units

We also recommend that you include a shift code.

Worker Identification

There must be at least one piece of information that identifies the worker associated with the record being created. There are six columns that can identify a worker. If there is no data in any of these columns, an exception is logged. The worker record must be active on the date that you are importing time for.

Field Name	Description	Validation
Worker ID	worker's identification	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
External Worker ID	worker's identification in external system, if applicable	Alphanumeric, max 10 characters. Ignored if Worker ID is specified.
Last Name	worker's name	Alphanumeric, max 50 characters. Ignored if Worker ID is specified.
First Name		Alphanumeric, max 50 characters. Ignored if Worker ID is specified.
Middle Name		Alphanumeric, max 50 characters. Ignored if Worker ID is specified.
National ID	worker's government-issued identification (e.g.: SIN, SSN, NINO, etc.) *	Alphanumeric, max 30 characters. If specified, must match the National ID on a worker or worker position in Anthology Payroll. Ignored if Worker ID is specified.

Position Identification

Position information is optional. If the position is included, its effective date range must include the date of the associated time record. You can view a worker's position's effective date in the Worker positions form (Anthology Payroll > Common > Anthology Payroll workers > *worker* > Anthology Payroll Profile tab > Positions).

Field Name	Description	Validation
Position Position ID	worker's position identifier	Numeric, integers only. Must match a corresponding record in Anthology Payroll and be assigned to the worker indicated and active for the date specified.
Position description	long description of position	Alphanumeric, max 50 characters. If specified, must match position description for one of the positions assigned to the worker indicated. Ignored if PositionPosition ID is specified.

Field Name	Description	Validation
Position title	position occupation or type of work	Alphanumeric, max 50 characters. If specified, must match a valid position code in Anthology Payroll and be associated to one of the positions assigned to the worker indicated. Ignored if PositionPosition ID is specified.
Position filter	position filter on the worker's position, usually identifying locality	Alphanumeric, max 20 characters. If specified, must match a valid position filter code in Anthology Payroll and be associated to one of the positions assigned to the worker indicated. Ignored if PositionPosition ID is specified.

Date

There must be at least one piece of information that identifies the date for the time records being imported. There are four fields that can identify the date. If there is no data in any of these columns, an exception is logged.

Note: The date must fall within the current pay period or be less than the current pay period. Dates that fall into future pay periods are ignored and not processed.

Field Name	Description	Validation
Date	date of the time record	Alphanumeric, max 10 characters. Must be in *MM/DD/YYYY* or *MMDDYYYY* format. If entered without the year component (i.e.: *MM/DD*), the current year is assumed.
Year	year component of the date of the time record	Numeric, integers only, max 4 characters. Must be between *2000* and *2099*. Ignored if Date is specified.
Month	month component of the date of the time record	Numeric, integers only, max 2 characters. Must be between *1* and *12*. Ignored if Date is specified.
Day	day component of the date of the time record	Numeric, integers only, max 2 characters. Must be between *1* and *31* and valid for the month and year combination. Ignored if Date is specified.

Start Time

Start time information is ignored if hours or units are included in the import file. If neither are included for a time record, start time information is required.

Field Name	Description	Validation
Start Time	time that the worker started the shift	Alphanumeric, maximum 5 characters. Must be in *HH:MM* or *HHMM* format, where *HH* is the hours and *MM* is the minutes value. The hours value must be between *0* and 23 where *0*=midnight and *23*=11 pm. The minutes value must be between *0* and *59*.
Start Hour	hours value of the start time	Numeric, integers only, max 2 characters. Must be between *0* and 23 where *0*=midnight and *23*=11 pm. Ignored if Start Time is specified.
Start Minute	minutes value of the start time	Numeric, integers only, max 2 characters. Must be between *0* and *59*. Ignored if Start Time is specified.

End Time

End time information is ignored if hours or units are included in the import file. If neither are included for a time record, end time information is required.

Field Name	Description	Validation
End Time	time that the worker finished the shift	Alphanumeric, maximum 5 characters. Must be in *HH:MM* or *HHMM* format, where *HH* is the hours and *MM* is the minutes value. The hours value must be between *0* and 23 where *0*=midnight and *23*=11 pm. The minutes value must be between *0* and *59*.
End Hour	hours value of the end time	Numeric, integers only, max 2 characters. Must be between *0* and 23 where *0*=midnight and *23*=11 pm. Ignored if End Time is specified.
End Minute	minutes value of the end time	Numeric, integers only, max 2 characters. Must be between *0* and *59*. Ignored if End Time is specified.

Hours

For hours-based records, hours information is required unless start and end times are included. For piece-based records, hours are not required.

Field Name	Description	Validation
Hours	number of hours worked in the shift	Numeric, max 13 characters, including up to 10 decimal places. Must be between *0.0000000001* and *24*.
Whole Hours	whole number of hours, entered in conjunction with Whole Minutes	Numeric, integers only, max 2 characters. Must be between *0* and *24*. Ignored if Hours is specified.
Whole Minutes	whole number of minutes, entered in conjunction with Whole Hours	Numeric, integers only, max 2 characters. Must be between *0* and *59*. Ignored if Hours is specified.

Units

For piece-based records, unit information is required. For hours-based records, unit information must be left blank. Only one of hours or units information can be specified for a given time record.

Field Name	Description	Validation
Units	number of units worked in a shift	Numeric, max 20 characters, including up to 10 decimal places.
		Must be between *0.0000000001* and *999999999.9999999999*. Values cannot be negative.
Whole Units	whole number of units	Numeric, integers only, max 9 characters.
		Must be between *1* and *999999999*.
		Ignored if Units is specified.

Shifts

Shift information is optional, but highly recommended. If a shift code is included, its effective date range must include the date of the associated time record. You can view effective dates for shift codes in the Shifts form (Anthology Payroll > Setup > Time > Shifts).

Field Name	Description	Validation
Shift	shift code that the worker worked	Alphanumeric, max 20 characters.
		Must match a corresponding record in Anthology Payroll.
Shift Description	description of the shift code	Alphanumeric, max 50 characters.
		If specified, must match shift description for the shift code.
		Ignored if Shift is specified.

Pieces

Piece information is required if the time record is a piece-based record and units information is specified. For hours-based records, piece information must be left blank. Only one of shift or piece information can be specified for a given time record.

If a piece code is included, its effective date range must include the date of the associated time record. You can view effective dates for piece codes in the Pieces form (Anthology Payroll > Setup > Pieces > Pieces).

Field Name	Description	Validation
Piece	piece code that the worker produced	Alphanumeric, max 20 characters.
		Must match a corresponding record in Anthology Payroll.
Piece Description	description of the piece code	Alphanumeric, max 50 characters.
		If specified, must match piece description for the piece code.
		Ignored if Piece is specified.

DepartmentsOrganization/Organisation Units

DepartmentOrganization (or *Organisation* for UK locales) unit information is optional. These fields describe a department unit. A departmentAn organization unit may have General ledger

dimensions associated with it. Please note that when importing into UK-based environments, *Organisation* must be spelled with an "s" in the headers.

Field Name	Description	Validation
Department Organization/Organisation Unit	department organization unit code that the time is charged to	Alphanumeric, max 20 characters. Must match a corresponding record in the Human resources module. Must be spelled as *Organisation* for UK locales.
Department Organization/Organisation Description	description of the department organization unit	Alphanumeric, max 50 characters. If specified, must match department organization description for the department organization unit. Ignored if DepartmentOrganization/Organisation Unit is specified. Must be spelled as *Organisation* for UK locales.

Dimensions

Dimension information is optional. It is used to identify a department an organization unit. If the dimension parameters specified do not uniquely identify a department an organization unit, that record is ignored and not imported.

Dimension fields are ignored when the time record includes department organization unit information. The dimension values in your file must be associated with at least one department organization unit.

Field Name	Description	Validation
Dimension 1	dimensions of the department or organization unit that the time is charged to	Alphanumeric, max 10 characters.
Dimension 2		Alphanumeric, max 10 characters.
Dimension 3		Alphanumeric, max 10 characters.
Dimension 4		Alphanumeric, max 10 characters.
Dimension 5		Alphanumeric, max 10 characters.
Dimension 6		Alphanumeric, max 10 characters.
Dimension 7		Alphanumeric, max 10 characters.
Dimension 8		Alphanumeric, max 10 characters.
Dimension 9		Alphanumeric, max 10 characters.
Dimension 10		Alphanumeric, max 10 characters.

Occupation

Occupation information is optional. If occupation information is included, its effective date range must include the date of the associated time record. You can view effective dates for occupations codes in the Occupations form (Anthology Payroll > Setup > Occupations > Occupations.

Field Name	Description	Validation
Occupation	occupation code that the time is charged to	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Occupation Description	description of the occupation code	Alphanumeric, max 50 characters. If specified, must match occupation description for the occupation code. Ignored if Occupation is specified.
Expense Occupation	occupation code for expenses	Alphanumeric, max 20 characters. If specified, must match a corresponding record in Anthology Payroll

Job

Job information is optional. If job information is included, its effective date range must include the date of the associated time record. You can view effective dates for job codes in the Jobs form (Anthology Payroll > Common > Jobs > *job* > Anthology Payroll Profile tab > Jobs).

Field Name	Description	Validation
Job	job code that the time is charged to	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Job Description	description of the job code	Alphanumeric, max 50 characters. If specified, must match job description for the job code. Ignored if Job is specified.

Project

Project information is optional, but may be required for your implementation to attribute time records to projects.

Field Name	Description	Validation
Task	project task that the time is charged to	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Task Description	description of the task	Alphanumeric, max 50 characters. If specified, must match task description for the task code. Ignored if Task is specified.
Project	project identifier that the time is charged to	Alphanumeric, max 10 characters. Must match a corresponding record in the Project management and accounting module.
Category	project category that the time is charged to	Alphanumeric, max 10 characters. Must match a corresponding record in the Project management and accounting module.

Field Name	Description	Validation
Activity	project activity that the time is charged to	Alphanumeric, max 10 characters. Must match a corresponding record in the Project management and accounting module.
Journal	standard cost accrual journal that the time is associated to	Alphanumeric, max 10 characters. Must match a corresponding record in the Project management and accounting module.
Line	line number within the standard cost accrual journal that the time was associated to.	Numeric, max 10 characters. Must match a corresponding line number in the journal in the Project management and accounting module.
Reversal Category	accrual reversal category that must be used to create reversals for the standard cost accrual	Alphanumeric, max 10 characters. Must match a corresponding record in the Project management and accounting module.

Reasons

Reason information is optional. If reason information is included, its effective date range must include the date of the associated time record. You can view effective dates for reason codes in the Reasons form (Anthology Payroll > Setup > Reasons > Reasons).

Field Name	Description	Validation
Work Reason	work reason that the time is charged to	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Work Reason Description	description of the work reason	Alphanumeric, max 50 characters. If specified, must match reason description for the work reason code. Ignored if Work Reason is specified.
Relief Reason	reason the worker worked a shift in relief of another worker	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Relief Reason Description	description of the relief reason	Alphanumeric, max 50 characters. If specified, must match reason description for the relief reason code. Ignored if Relief Reason is specified.

Import Time Records

To import time records from an import file:

1. In the Anthology Payroll navigation pane, click Periodic > Pay period > Import time to open the Import time dialogpane.

2. Specify the Pay group you are importing for. Verify the Pay period dates are correct for the current pay period.

3. Browse and select the File name of the import file.

4. Browse and select the import file to upload.

5. Select or deselect any processing options:

- Column heading: deselect if the first row in the import file is not column headings
- Check only: select to verify the import file only. No time records are imported.

6. Click OK to import the file. An Infolog popupalert message appears with a summary of the import process.

After importing time records, you must commit time records before processing into earnings.