



Unicorn HRO

Time and Attendance Import

Introduction

There are three functions related to importing time and attendance information:

Function	Purpose
Time & Attendance Import	Import records into the Time and Attendance function.
Time and Attendance File Reversal	Remove records created by the Time & Attendance Import
Clear Time and Attendance Data	Remove records created by either the Time & Attendance Import or by manual entry

Time & Attendance Import

This function is used to populate the time and attendance functions with data from a timekeeping system. Separate files are imported for exempt employees and non-exempt employees. After performing the import, a report will be displayed called Labor-Exceptions-Report-<imported file name>-<job number>. This will tell you if any data was not imported, and if so, what the reasons were (such as invalid pay type, etc.). The report includes:

- pay period (the report prints the first pay period end date on the file)
- time card exempt (yes/no)
- file name
- legal entity
- pay group
- employee number
- employee name
- pay code
- hours
- error message (or “No Errors Found”)

File Layout for Non-Exempt Employees

There should be no header row.

The Customer Number must be part of the file name.

If a field is blank, a comma must exist as a placeholder if there are field values following it on the record. If there are no field values after the field, you do not need to place commas for the remaining fields.

Field#	Field Name	Attributes
1	Legal Entity	X(05)
2	Employee No	X(12)
3	Pay Ending Date	99/99/9999
4	Work Date	99/99/9999
5	Pay Type	X(03)
6	Hours Worked	-Z,ZZ9.999
7	Week Ending Date	99/99/9999
8	Shift	X(03)
9	Rate Index	X(03)
10	Rate	-ZZZ,ZZ9.9999
11	Rate Type	X(01)
12	Account Number	X(32)
13	Unused	
14	Unused	
15	Absence Type	X(03)
16	Job Class	X(03)
17	Job Grade	X(02)
18	Order Number	X(07)
19	Batch Number	9(07)
20	Corp Code	X(05)
21	Comp Code	X(05)
22	Level 3	X(05)
23	Level 4	X(05)
24	Level 5	X(05)
25	Level 6	X(05)
26	Level 7	X(05)
27	Job Title	X(05)
28	Unused	
29	Unused	
30	Unused	
31	Special Rate	X(03)
32	From Date NY (used only if the legal entity is defined as a New York company)	99/99/9999
33	To Date NY (used only if the legal entity is defined as a New York company)	99/99/9999

Here are entries from a sample file:

```
YK2,108,5/15/2010,5/14/2010,REG,8,5/10/2010,1,,9.99,H,1234567890,,,VAC,,,
224466,,CONS,OLYMP,USA,ALPSK,,,,MGR,,,,DBL,,
YK2,108,5/15/2010,5/14/2010,REG,8,,,,,,,,,,,,,,,,,,,,,
YK2,108,5/15/2010,5/15/2010,OVT,2,,,,,,,,,,,,,,,,,,,,,
YK2,108,5/15/2010,5/13/2010,REG,8,,,,,,,,,,,,,,,,,,,,,
YK2,108,5/15/2010,5/15/2010,OVT,4,,,,,,,,,,,,,,,,,,,,,
YK2,108,5/15/2010,5/12/2010,REG,8,,,,,,,,,,,,,,,,,,,,,
YK2,108,5/15/2010,5/15/2010,DBL,3,,,,,,,,,,,,,,,,,,,,,
YK2,108,5/15/2010,5/15/2010,OVT,4,,,,,,,,,,,,,,,,,,,,,
YK2,108,5/15/2010,5/11/2010,REG,2,,,,,,,,,,,,,,,,,,,,,
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File Format for Exempt Employees

There should be no header row.

The Customer Number must be part of the file name.

If a field is blank, a comma must exist as a placeholder if there are field values following it on the record. If there are no field values after the field, you do not need to place commas for the remaining fields.

Field#	Field Name	Attributes
1	Legal Entity	X(05)
2	Employee No	X(12)
3	Pay Ending Date	99/99/9999
4	Work Date	99/99/9999
5	Pay Type	X(03)
6	Week Ending Date	99/99/9999
7	Shift	X(03)
8	Rate Index	X(03)
9	Rate	-ZZZ,ZZ9.9999
10	Unused	
11	Rate Type	X(01)
12	Account Number	X(32)
13	Hours Worked	-Z,ZZ9.999
14	Unused	
15	Absence Type	X(03)
16	Job Class	X(03)
17	Job Grade	X(02)
18	Order Number	X(07)
19	Batch Number	9(07)
20	Corp Code	X(05)
21	Comp Code	X(05)
22	Level 3	X(05)
23	Level 4	X(05)
24	Level 5	X(05)
25	Level 6	X(05)
26	Level 7	X(05)
27	Job Title	X(05)
28	Special Rate	X(03)
29	Replace	Logical (T or F)
30	From NY Date (used only if the legal entity is defined as a New York company)	99/99/9999
31	To NY Date (used only if the legal entity is defined as a New York company)	99/99/9999

Here is a sample entry:

YK2,403,5/15/2010,5/15/2010,REG,5/10/2010,1,,15.00,,H,122333,40.00,,VAC,,,123456,,CONS,OLYMP,USA,ALPSK,,,,MGR,HOL,T,,

Time and Attendance File Reversal

This function provides the ability to delete time and attendance records that were imported into the system using the **Time & Attendance Import** function.

When you first access this function, the system will default to displaying the files that were imported within the last 7 days. You may change the Import Date From and Import Date To if needed, as well as the number of rows per page to be displayed. Click Refresh after you made changes to these selection fields.

Click on the Reverse button next to the selected file to delete all of the time and attendance records that were added when this file was imported.

To refresh the list of imported files, click Refresh.

Clear Time and Attendance Data

This function is used to purge data from the time and attendance tables, for exempt employees and/or non-exempt employees. Once purged, this data will no longer be available in **Time and Attendance**. This function can be used as a data maintenance tool to purge old records that will no longer be used. It can also be used to purge records from the pay period being processed if incorrect data was entered or brought in from a timekeeping system.

Note: Do not run this function for an active payroll unless you want to purge all data in order to enter/import clean data.

- 1) Choose whether you wish to select the employee population by organization structure or legal entity. If you select organization structure, click on the organization level that you wish to work with. If you select legal entity, select the Legal Entity. Then select the Payroll Processing Group and Pay Period End Date that you wish to clear. Using the Legal Entity (using organization level 2 if you selected an organization structure) and Pay Period End Date, the system will get the corresponding entry in Pay Calendars. From the selected Pay Period End Date, the system will get the Check Date. Using the Legal Entity and year of the Check Date, the system will get the Misc. Payroll record for each employee. It uses this record to determine if the employee is in the selected Payroll Processing Group. If so, records will be cleared for this employee if the other selection criteria are met.
- 2) If you wish to clear only entries for a certain Work Date, enter it in the Work Date field. Leave this field blank to clear entries for all Work Dates.
- 3) If you wish to clear only entries for a certain pay type, select it from the Type of Pay drop down list. Leave this field blank to clear entries for all pay types.
- 4) To clear information for non-exempt employees, click on the Non-Exempt checkbox.
- 5) To clear information for exempt employees, click on the Exempt checkbox. Note that you may select one or both of these checkboxes.

- 6) If you wish to delete time and attendance records that were imported from a file, click on the Delete Imported Time and Attendance Data checkbox.
- 7) If you wish to delete time and attendance records that are marked as recurring entries, click on the Delete Recurring Time and Attendance Data checkbox.
- 8) If you wish to delete all time and attendance entries for the prior selections you have made, click on the Delete All Time and Attendance Data checkbox. This will delete imported and recurring entries, as well as entries that have been manually entered using any of the Time and Attendance functions. By selecting this checkbox, the system will automatically select the Imported and Recurring checkboxes.
- 9) When you have selected the information to be cleared, click on Submit.