Time Card Import Formats

When using the *Import Time Cards* utility, a third-party time keeping system is used to create a text file with the employee's time information. This file imports information into Agvance Time Cards, which are then imported when using the *Payroll / Process Hourly* option. Importing this information maintains the accuracy of the data and reduces the time spent processing hourly paychecks.

Setup

Time keeping programs, such as iSolved HCM's Timeforce II program, may be used as long as the program is able to create a custom export file using one of the existing file formats.

When setting up the data, the *Employee ID* in Agvance and the time keeping system must match. It is best practice to use upper case letters in both systems if using text for the *Employee ID*. The *Pay Categories*, and *Job Activities* if used in Agvance, must also match in both systems.

The file created must have a *.txt* file extension. The file does not contain a header record. The employee time information included should be in one of the following formats.

When *Job Activity* is not used, an example of a single line in the file is below:

"EmployeeID", "", "PayCategory", "Hours", "", "", "", ""

When *Job Activity* is used, an example of a single line in the file is below:

"EmployeeID", "", "PayCategory", "Hours", "", "", "", "JobActivity"

Below is an example of the file, shown with *Job Activity*:

JoeID, , Regular, 27, , , , Store

JoeID, , Regular, 13, , , , Blend

JoeID, , Overtime, 4.6, , , , Store

SamID, , Regular, 40, , , , Office

SamID, , Overtime, 2.3, , , , Office

BobID, , Regular, 16, , , , Store

BobID, , Regular, 24, , , , Blend

BobID, , Overtime, 12.2, , , , Blend

AmyID, , Vacation, 40, , , , Store