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**TIMES SOFTWARE PTE LTD (ROC #: 199804415D)**

# **Career Import**

## **Format 4- Simple Format by New Salary**

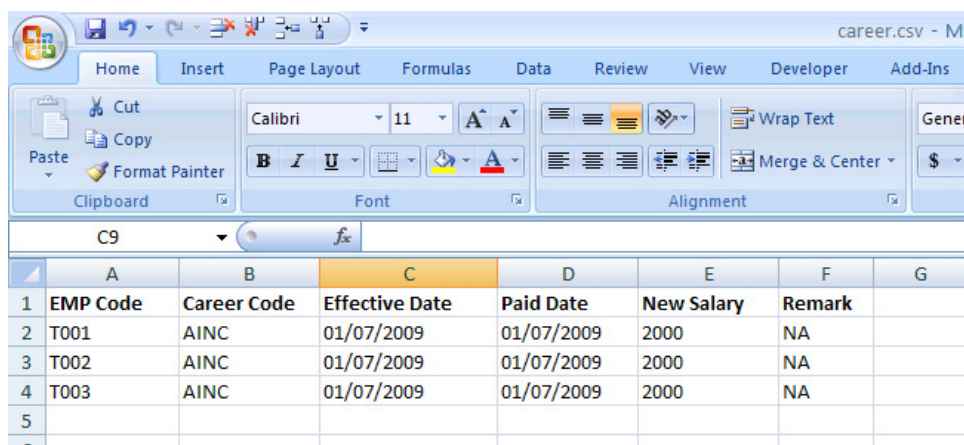
# **User Manual**

Version History				
<b>Version</b>	<b>Description</b>	<b>Total Pages</b>	<b>Author</b>	<b>Date</b>
1.0	Initial document release	4	Sheila	10 May 2013

## Simple Import Program for Career Progression Records (New Salary)

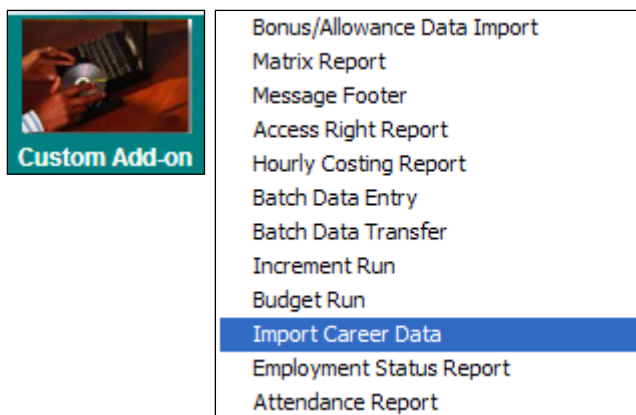
We strongly advise that you perform a back-up of your database before doing the data import.


1. Prepare the excel file with format as follows:
  - **Employee Code**
  - **Career Progression Code**
  - **Effective Date** - format: DD/MM/YYYY
  - **Paid Date** - format: DD/MM/YYYY
  - **New Salary** - NO S\$ sign, NO comma
  - **Remark**
2. Save it as CSV file.

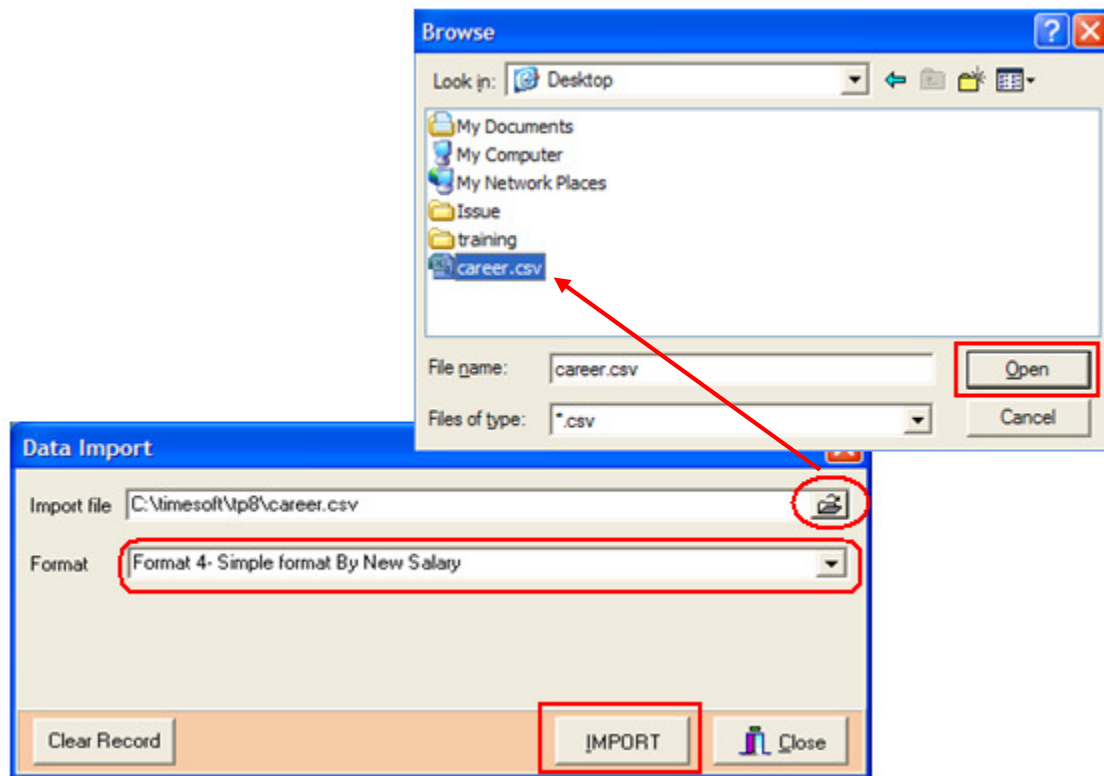


	A	B	C	D	E	F	G
1	<b>EMP Code</b>	<b>Career Code</b>	<b>Effective Date</b>	<b>Paid Date</b>	<b>New Salary</b>	<b>Remark</b>	
2	T001	AINC	01/07/2009	01/07/2009	2000	NA	
3	T002	AINC	01/07/2009	01/07/2009	2000	NA	
4	T003	AINC	01/07/2009	01/07/2009	2000	NA	
5							

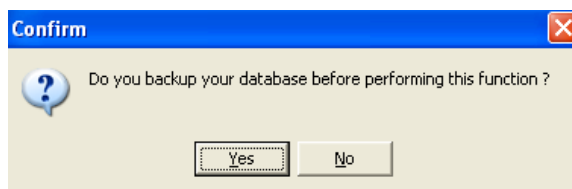
3. Login to Times Payroll.
4. Go to **Custom Add-on > Import Career Data**



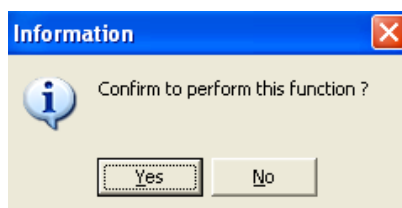
5. Click on  to browse the csv file.  
Highlight the file and click the button **Open** button
6. On 'Format' drop-down list choose '**Format 4-Simple format By New Salary**'
7. Click on **Import**.



8. Click on **Yes** button if you already backup the database.



9. Click on **Yes** button to proceed with the import.



10. Go to *Update Employee > Employee Record > Career* tab to check if you have successfully imported the salary increment.

\* Check the **New Pay** amount, system will automatically compute the difference for “Increment” amount.

	Code	Department	Category	Job Grade	Inc Date	Paid Date	Old Pay	Increment	New Pay
▶	FSTART	SUPP	NONE	NONE	03/09/2008	03/09/2008	1500.00	0.00	1500.00
	AINC	SUPP	NONE	NONE	01/07/2009	01/07/2009	1500.00	500.00	2000.00

**Important note:**

1. To have this feature, you must have the TIMESPAY8.exe and PAY8DLL1.dll (modify date should be 21/08/2007 or latest)
2. System cannot support 2 career progressions for employee who have same progression date.

	A	B	C	D	E	F
1	EMP Code	Career Code	Effective Date	Paid Date	New Salary	Remark
2	T001	AINC	01/07/2009	01/07/2009	2000	NA
3	T001	PROM	01/07/2009	01/07/2009	2200	NA

3. If there is a need to import 2 career progressions, you must prepare 2 different excel file and perform the import for individual file.
4. MVC amount cannot be imported using this feature.