



Your friendly Partner in HRIS & Payroll Solution

TIMES SOFTWARE PTE LTD (ROC #: 199804415D)

Career Import

Format 4- Simple Format by New Salary

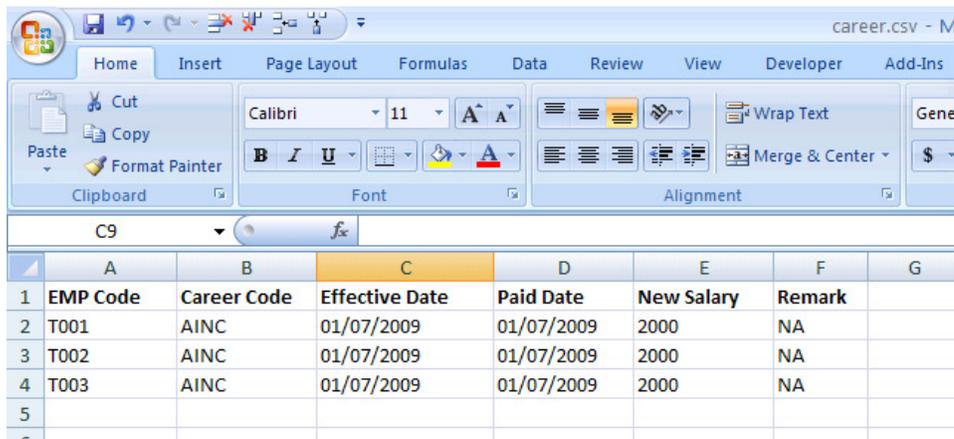
User Manual

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

Simple Import Program for Career Progression Records (New Salary)

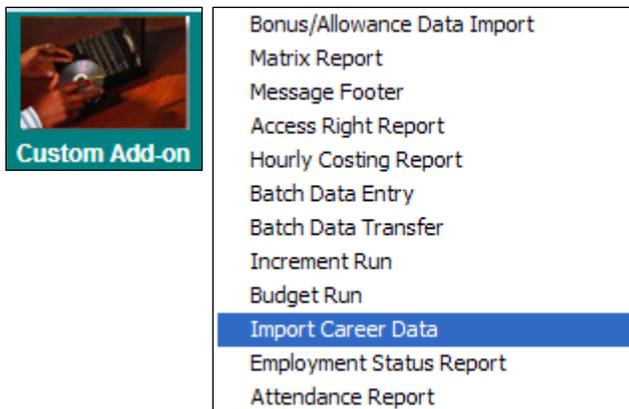
We strongly advise that you perform a back-up of your database before doing the data import.

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.

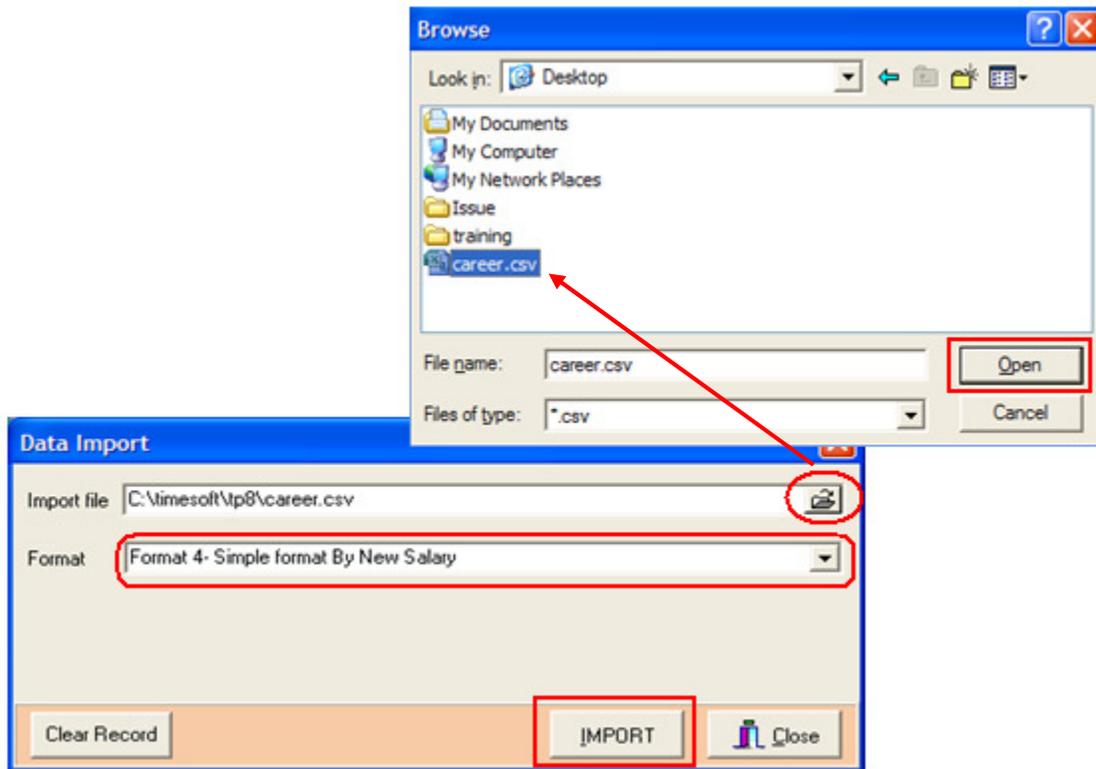


	A	B	C	D	E	F	G
1	EMP Code	Career Code	Effective Date	Paid Date	New Salary	Remark	
2	T001	AINC	01/07/2009	01/07/2009	2000	NA	
3	T002	AINC	01/07/2009	01/07/2009	2000	NA	
4	T003	AINC	01/07/2009	01/07/2009	2000	NA	
5							

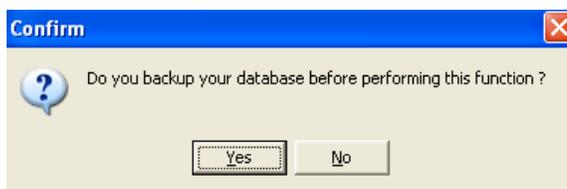
3. Login to Times Payroll.
4. Go to **Custom Add-on > Import Career Data**



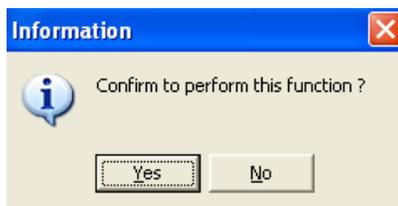
- Click on  to browse the csv file.
Highlight the file and click the button **Open** button
- On 'Format' drop-down list choose '**Format 4-Simple format By New Salary**'
- Click on **Import**.



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



- 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.