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Simple Import Program for Career Progression Records

Strongly Advice to Backup Database Before doing any Data Import

This feature allow user to upload the latest department, cost centre, category..etc for a group of employee using excel template

1) First, the user has to prepare an Excel file with format as follows and save as XLS file. (Date format: DD/MM/YYYY)

| | А | В | С | D | E | F |
|---|----------|-------------------------|----------------|-----------------|---|---|
| 1 | Emp Code | Career Progression Code | Effective Date | Department Code | | |
| 2 | E001 | TRANS | 10/01/2012 | MGT | | |
| 3 | E002 | TRANS | 10/01/2012 | ACCT | | |
| 4 | E003 | TRANS | 10/01/2012 | SALES | | |
| 5 | | | | | | |

2) Get ready with the Import file, please **backup your database** first before you log on to 'Custom Add-on'. After that select the option 'Import Career Data'.

| Custom Add-on Hourly Costing Report Batch Data Entry Batch Data Transfer Increment Run | Import Career Data Employment Status Report Attendance Report |
|---|---|
|---|---|

| Data Import Ver 9.04 | Anno Caso Travalle | | × |
|--|--------------------|---|--------|
| Import file C:\timesoft\tp8\career.csv | | | 2 |
| Format Format 6- Excel Template | | • | |
| | | | |
| | | | |
| Clear Record Template | | | IMPORT |

Select option 'Format 6- Excel Template' and click the 'Template' to do the code mapping before import the file.

The information and screenshots in this manual are as correct at the time of printing. Times Software reserves the right to change/amend without prior notice given to clients. Creation date: 11/10/2012 Modified by Henry

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| 1 | Excel Tem | plate | the area of | iquitares, col- | | ٢ |
|---|-------------|--------------------|-------------|-----------------|---------|---|
| | Femplate: T | emplate3-DT | | | | |
| | SEQ_NO | FIELD_CODE | COLUMN_NO | MAP_COLUMN_NO | MAPDESC | * |
| | 1 | EMP_CODE | А | | | - |
| | 2 | CODE | В | | | |
| | 3 | PAY_EFFECTIVE_DATE | С | | | |
| | 4 | PROGRESSION_DATE | С | | | |
| | 5 | DEPARTMENT | D | | | |

3) In the template setup, please do the necessary mapping accordingly.

| Data Impor | t Ver 9.04 | Concerting and the | | | × |
|-------------|----------------------------|--------------------|---|--------|---|
| Import file | C:\timesoft\tp8\career.csv | | | | 1 |
| Format | Format 6- Excel Template | | • | | |
| | | | | | |
| | | | | | |
| Clear Re | cord Template | | | IMPORT | |

4) Click the 'browse' to look for the path where the excel file located.

5) Click the 'Import' button to do the global career import.

| Pay Period (Pay Group) |
|---------------------------|
| Community Funds/SDF |
| CPF Tables |
| Bank Codes |
| Foreign Worker Levy Table |
| National Service Pay |
| Allowance/Deduction Table |
| Others Code Table |
| Cost Centre Table |

6) You must go to the Payroll Setup, Others Code Table to insert the missing code, missing description manually if you have codes are newly created.

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