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TIMES SOFTWARE PTE LTD (ROC #: 199804415D)

OT Import

(Batch Data Entry)

User Manual

Version History				
Version	Description	Total Pages	Author	Date
1.0	Initial document release	6	Sheila	17 May 2013

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

1. Ensure to process the payroll before performing the OT Import.
2. Prepare the Excel File with format as follows:

Excel File Template Format	
Column A	Employee No
Column B	Period
Column C	Cycle
Column D	Date
Column E	OT1
Column F	OT2
Column G	OT3

OT Legend:

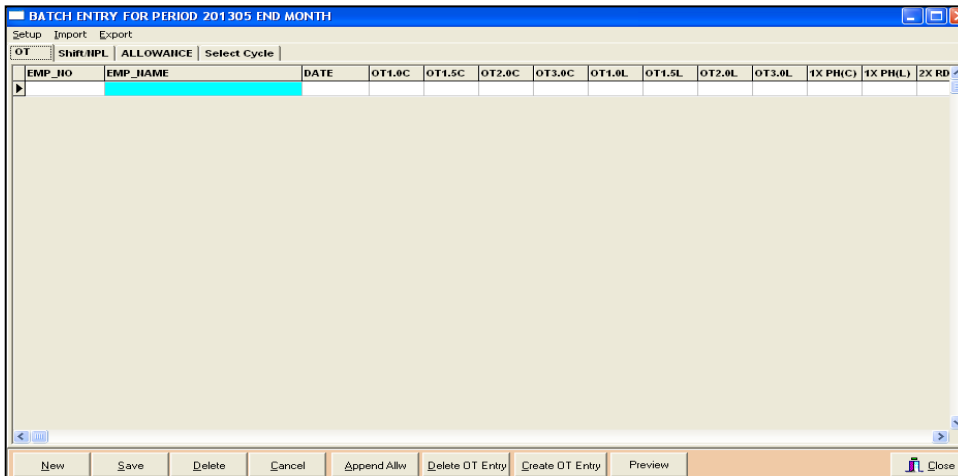
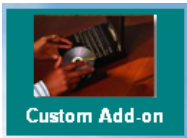
- OT1 → OT1.0C
- OT2 → OT1.5C
- OT3 → OT2.0C
- OT4 → OT3.0C
- OT5 → OT1.0L
- OT6 → OT1.5L
- OT7 → OT2.0L
- OT8 → OT3.0L

3. Save the file as.xls

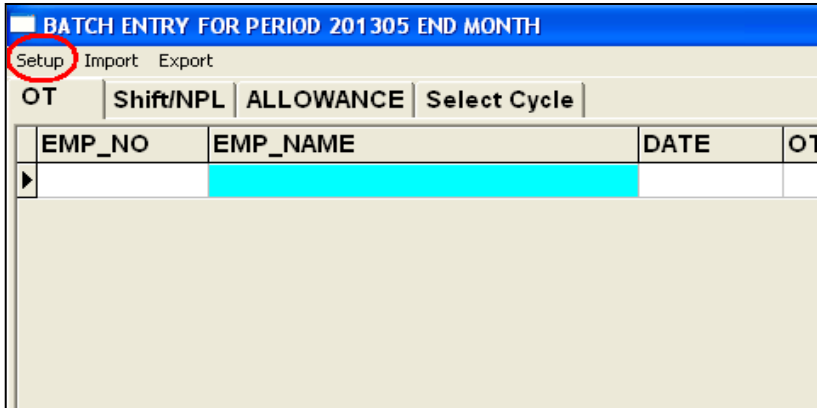
Sample OT_Data template

O21		fx						
	A	B	C	D	E	F	G	H
1	0013	201305	E	17/05/2013	4	7	2	
2	0022	201305	E	17/05/2013	4	7	2	
3	0050	201305	E	17/05/2013	5	8	3	
4	0083	201305	E	17/05/2013	5	8	3	
5								
6								

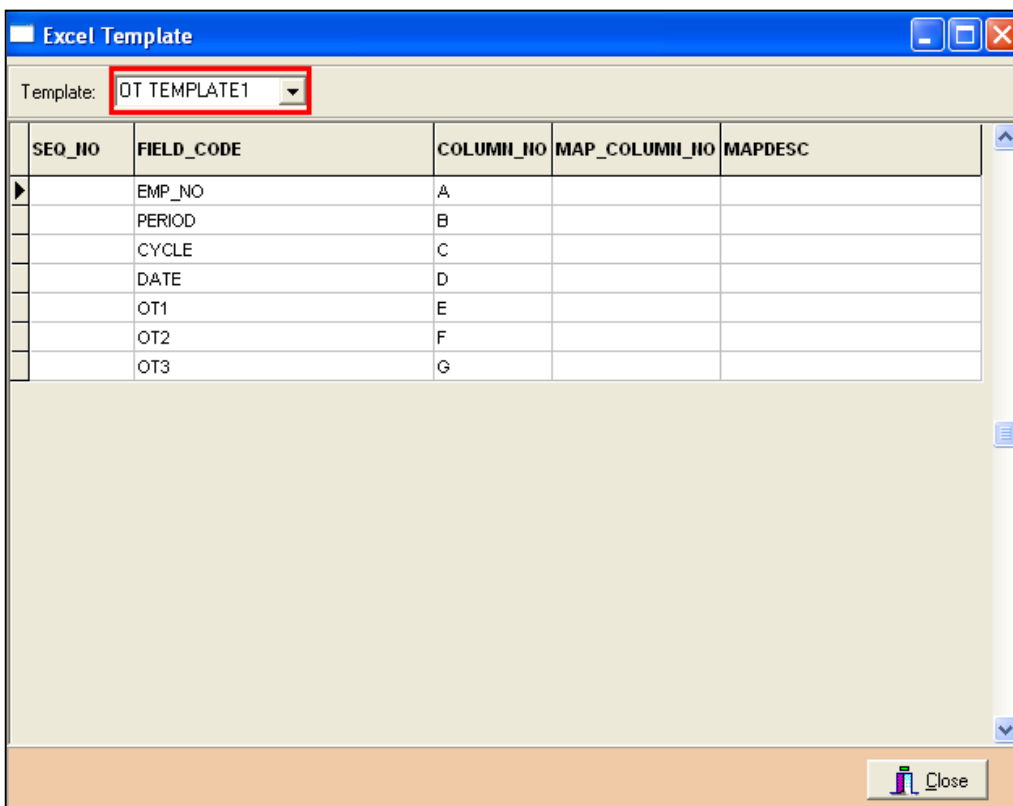
2. Go to **Custom Add-on > Batch Data Entry**

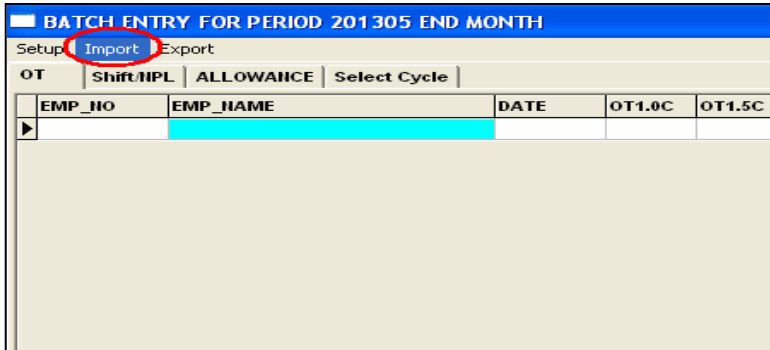


- Click on **Setup**

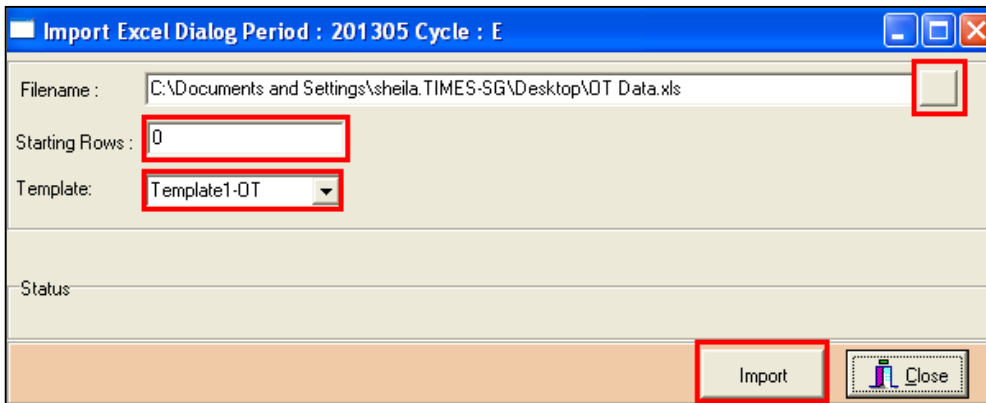


- On *Template* drop-down list choose **OT TEMPLATE1**
- Set the **Field_Code** and **Column_No** based on the excel file (sample is *OT_Data.xls*)
- Click on **Close**

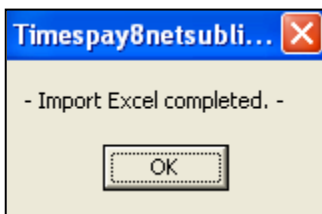


8. Go to **Import**

9. Click on  to browse the excel file.
10. On *Starting Rows* textbox key in **0**.
11. Set the *Template* as **Template1-OT**
12. Click on **Import** button



13. Upon successful import, system will prompt completed.



14. Click on **OK** button
15. Click on **Close**.

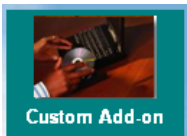
16. The list of employee and overtime hours being imported will be shown on **OT** tab.
17. Verify and check if the no. of OT hours is correct.
18. Click on **Close**.

The screenshot shows a window titled "BATCH ENTRY FOR PERIOD 201305 END MONTH". It has tabs for "Setup", "Import", and "Export". The "OT" tab is active, with sub-tabs for "Shift/NPL", "ALLOWANCE", and "Select Cycle". Below the tabs is a table with the following data:

EMP_NO	EMP_NAME	DATE	OT1.0C	OT1.5C	OT2.0C	OT3.0C	OT1.0L	OT1.5L	OT2.0L	OT3.0L	1X PH(C)	1X PH(L)	2X RD
0013	0013 EMPLOYEE	17/05/2013	4.00	7.00	2.00	0.00	0.00	0.00	0.00	0.00	0	0	
0022	0022 EMPLOYEE	17/05/2013	4.00	7.00	2.00	0.00	0.00	0.00	0.00	0.00	0	0	
0050	0050 EMPLOYEE	17/05/2013	5.00	8.00	3.00	0.00	0.00	0.00	0.00	0.00	0	0	
0083	0083 EMPLOYEE	17/05/2013	5.00	8.00	3.00	0.00	0.00	0.00	0.00	0.00	0	0	

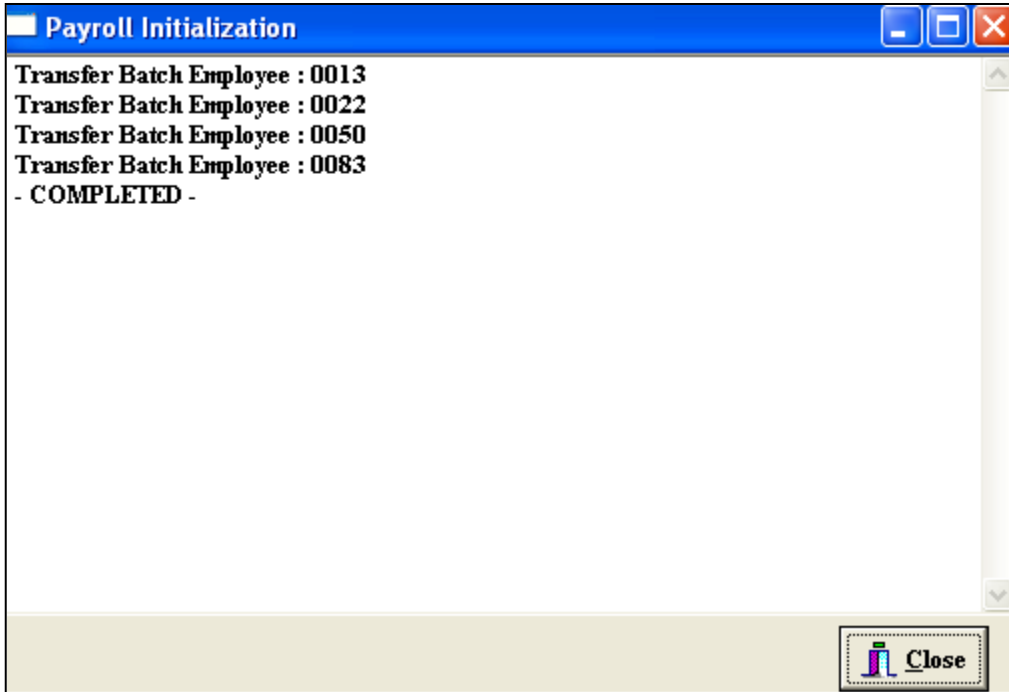
At the bottom of the window, there are buttons: New, Save, Delete, Cancel, Append Allw, Delete OT Entry, Create OT Entry, Preview, and Close.

19. Go to **Custom Add-on > Batch Data Transfer**
20. Select the **Cycle**
21. Click on **Process** button to transfer the OT hours to Modify Record.



The screenshot shows a dialog box titled "Period Initialize" with a subtitle "Transfer Pay Transaction for END MONTH Period : 201305". It contains a "Cycle:" label and a dropdown menu with "End Month" selected. At the bottom, there are "Process" and "Cancel" buttons. The version "Ver 9.14" is displayed in the bottom left corner.

22. Click on Close



23. Go to Modify Record to check the OT hours.

