

Your friendly Partner in HRIS & Payroll Solution

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 Fil	le Template Format		
Column A	Employee No		
Column B	Period		OT Legend:
Column C	Cycle		$OT1 \rightarrow OT1.0C$
Column D	Date		OT3 → OT2.0C
Column E	OT1	ר ו	OT4 → OT3.0C
Column F	OT2		OT5 → OT1.0L
Column G	OT3		016 → 011.5L 017 → 0T2.0L
	•	-	OT8 → OT3.0L

3. Save the file as.xls

				Sample OT_	Data templa	ate		
	021	-		f_{x}				
	А	В	С	D	E	F	G	н
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



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4. Click on Setup

ВАТС	H ENTRY F	OR PERIOD 201305 END MONTH									
Setup) Im	port Expor	t									
BATCH ENTRY FOR PERIOD 201305 END MONTH Setup Import Export OT Shift/NPL ALLOWANCE Select Cycle EMP_NO EMP_NAME DATE O											
EMP_	NO	EMP_NAME	DATE	от							
Þ											

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

	Excel Ter	nplate				
	Template: 0	T TEMPLATE1				
	SEQ_NO	FIELD_CODE	COLUMN_NO	MAP_COLUMN_NO	MAPDESC	
Þ	•	EMP_NO	A			_
		PERIOD	в			
		CYCLE	с			
		DATE	D			
_		OT1	E			_
_		OT2	F			_
L		ОТЗ	G			
						e

8. Go to Import

-								
		BAT	CH ENTI	RY FOR PERIOD	201305 END MC	NTH		
Γ	Se	etup	Import 🕽	Export				
ľ	0	т	Shift/NP	ALLOWANCE	Select Cycle			
L		EMP	NO	EMP_NAME		DATE	OT1.0C	OT1.5C
L	▶							
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- 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

🔲 Import Ex	ccel Dialog Period:201305 Cycle:E		
Filename :	C:\Documents and Settings\sheila.TIMES-SG\Desktop\OT Data.xls		
Starting Rows :	0		
Template:	Template1-OT		
Status			
			[
		Import	

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.

	BATCH EN	IRY FOR PE	RIOD 201305	5 END MONT	Н											
50	etup <u>I</u> mport	Export	uer Leaters e	S												
			NCE Select C		TE	OT1 AC	011.50	012.00	013.00	071.01	074.51	012.01	073.01	1Y PH(C)	1Y DH/L)	2Y PD
╟╸	0013	0013 EMDL (WEE	17.0	05/2013	4.00	7.00	2.00	0.00	0.00	0.00	0.00	0.00	1×11(0)	1XTH(E)	
-	0013	0013 EMPLC	VEE	17.0	05/2013	4.00	7.00	2.00	0.00	0.00	0.00	0.00	0.00	0	0	
-	0050	0050 EMPL (VEE	17/	05/2013	5.00	8.00	3.00	0.00	0.00	0.00	0.00	0.00	0		_
-	0083	0083 EMPL (VEE	17/0	05/2013	5.00	8.00	3.00	0.00	0.00	0.00	0.00	0.00	0	0	
	-															
																~
																>
	New	<u>S</u> ave	<u>D</u> elete	<u>C</u> ancel	Арр	end Allw	Delete OT	Entry <u>C</u>	reate OT Er	ntry Pr	eview				j	L <u>C</u> lose

- 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.



Period Initialize	
Transfer Pay Transaction for END	MONTH Period : 201305
Cycle : End Month	
Ver 9.14	Process X Cancel

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22. Click on Close

Payroll Initialization	
Transfer Batch Employee : 0013	~
Transfer Batch Employee : 0022 Transfer Batch Employee : 0050	
Transfer Batch Employee : 0083	
- COMPLETED -	
	~
	<u>[</u> <u>C</u> lose

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

🧱 [Modify	Pay Record] - Currei	nt Period : 2	013	05 Cycle	: E				_	
Employee #	0013	▼ Name	# 0013 EMPL	ΟΥΕ	E			•			
Leave Qui	ick Menu Pe	riod 20130	5 💌								
Pay Group S	STD Oth	er Cycle	Paid N	1onth	ly P	eriod	05/E Type	: HR-1 C	PF/Lev		1
Hour Worke	d 0.00	Basic Pay	0.0	0 A	ge : 29.2	!5 <mark>D</mark>	aily Rate	200.00 Hou	r ly Rat	<mark>e</mark> 10	0.00
NPL Day-C	200.000000	0.00	0.00				Allowances	Z Deductio	ns		
NPL Hr-C	100.00	0.00	0.00		Code	Des	scription		Amou	int T	<u>^</u>
Absent-C	200.00	0.00	0.00		•						
Overtime	Total No	Pay leave	0.0	00							
OT1.0C	100.00	4.00	400.00								
0T1.5C	150.00	7.00	1050.00								
0T2.0C	200.00	2.00	400.00								
01.16		a	1050		CDE Contr	ibutio	D	Total War			~
Shift	lotal	overtime	1850.0		🖾 Emplo	yer 🗌	296.00	Total Allow	ance [(0.00
					C · ·	vee	-370.00	Total Dedu	ction	(0.00
			-				4.62	0.005.1	и Г	105	
				┛.			4.03	CPEN	wage	1850	.00
RestD ay	Т	otal Shift	0.	00	βų Fi		0.00	Gross V	Vage	1850	0.00
0.5D Day	100.0	00.00	0.00		M 🕅			Nett \	Nage	1480	0.00
0.5LDay#	100.0	0.00	0.00	• -	1			1			
	Res	t Day Pay	0.0	10 ^B *	ink 🔁 <u>R</u> e	calcu	late 🗸 <u>S</u> a	ive X C	ancel		se

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