

EE Code	Earning Code	Hours or Amount	Temp Rate	Dept Code	Tax Profile Override	Labor Allocation	Rate Override
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Advanced Time Clock Import for Distributions (TAIO2)

March 30, 2020

File Features

1. Allows an Unlimited Number of Imported Earnings per Employee
2. Facilitates Import of Departmental Distributions
3. Allows Temporary Rate on corresponding Temp Rate Earnings (Rate code 6 earnings)

File Record Layout

Time and attendance data may be imported from a 3-8 column comma-delimited ASCII text file with the structure given below. This import layout is structured vertically with one earning per line. There are no restrictions on grouping an employee's earnings together.

Field Num	Fieldname	Width	Description
A	Employee_ID	C(10)	Employee Code, Social Security#, or ClockSeq#
B	Paycom_Earning_Code	C(3)	Any Valid Paycom Earning Code
C	Hours_Or_Amount	N(12,2)	Hours if Earning Accepts Hours, Amount Otherwise
D	Temporary_Rate	N(12,2)	Only used if earning is a Temporary Rate Earning
E	Distributed_Dept_Code	C(12)	Department to distribute to. If blank the employee's home department is used.
F	Tax Profile Override (OPTIONAL)	I(2)	Employee-specific Tax Profile ID
G	Labor Allocation (OPTIONAL)		Job Categories separated by pipe () characters
H	Rate Override	C(1)	Only used if the earning is a Rate 1-5 or 7 earning, not Temp

Excel Example

Columns D-H are OPTIONAL and have been shown in orange on the example below. Specifically, E-G are only used when

	A	B	C	D	E	F	G	H
1	EE Code	Earning Code	Hours or Amount	Temp Rate	Dept Code	Tax Profile Override	Labor Allocation	Rate Override
2								
3								
4								

File-Level Validation

- No Header Record should be included
- Only Paycom Employee IDs, Earning Codes and Departments will be accepted.
- **Do not** use single or double quotation marks to delimit character fields (" , or ')
- Currently the Maximum Acceptable File Size is 500,000 bytes.
- Each Record **must contain 4 or 5 commas** and end with a valid new-line character.

Specific Field-Level Validation

A) Employee ID

- Must Not Be Empty
- Must be valid Paycom Employee Code, Social Security #, or Clock Sequence # present in our system.
- IF using Social Security # as Employee_ID, you must omit dashes (use xxxxxxxxx not xxx-xx-xxxx)

B) Paycom Earning Code

- Must Not Be Empty
- Must be a valid Earning Code present in our system.
- Custom earning codes can be created. They must be alphanumeric and 3 characters in length.

C) Hours or Amount

- Must Not Be Empty
- If the earning code in field #02 is accepts hours, this should be a number of hours.
- If the earning code in field #02 accepts dollars, this should be a dollar amount.
- Negative Amounts and Hours are acceptable.

D) Temporary Rate Earning

- If the earning code in field #02 can accept a supplied rate (RATE_6 earning), then a rate must be supplied in this field.
- If the earning code in field #02 does not accept a supplied rate, and then this value will be ignored, and can optionally be left empty or contain a zero.