TIMETEC HR

Import User File – Guideline

1. Please complete the MANDATORY details for successful data migration.
2. For each subsidiary company, you will need a separate template to import staff listing.
3. Please fill in for all the mandatory fields. You may notice some of the fields are optional but will become mandatory if you subscribe to the Payroll module.
4. Note that certain optional fields can be left empty, but there are optional fields that the column must be removed if not in use, as it will prompt out an error message if left empty.

No.	Field Name	Optional / Mandatory	Attribute & Format	Description
1	Name	Mandatory	Alphabet	Name of employee. Please refrain from using special characters (example: "_"&/ etc).
2	Employee ID	Optional	Alpha-Numeric	Employee code based on company preference.
3	Alias	Optional	Alphabet	Short name of employee.
4	Gender	Optional, but Mandatory if using Payroll	Alphabet	Please input either Male / Female.
5	Date of Birth	Optional, but Mandatory if using Payroll	Date – DD/MM/YYYY	Birth date of employee. Please input according to the stated format.
6	Nationality	Optional, but Mandatory if using Payroll	Alphabet	Please input the Country name (example: Malaysia, Singapore, etc.).
7	Time Zone	Optional	UTC+/-HH:MM	Please insert between UTC-12:00 and UTC+14:00 only.
8	Race	Optional, but Mandatory if using Payroll	Alphabet	Race of employee. Please refrain from using special characters (example: "_"&/ etc).
9	Religion	Optional, but Mandatory if using Payroll	Alphabet	Religion of employee. Please refrain from using special characters (example: "_"&/ etc).
10	Joined Date	Optional, but Mandatory if using Leave and Payroll	Date – DD/MM/YYYY	Joined date of employee. Please input according to the stated format.
11	Designation	Optional	Alphabet	Designation or job title of employee. Maximum 50 characters.
12	Position Level	Optional	Alphabet, to insert based on the option list	Position level of employee. Need to insert according to the available option from profile field:

				▫ Non-Executive
				▫ Fresh/Entry
				▫ Junior Executive
				▫ Senior Executive
				▫ Manager
				▫ Senior Manager
				Kindly refer here to add more options for Position Level field.
13	User ID	Mandatory	Numeric, maximum 9 digits	TimeTec User ID. If using terminals, please ensure user ID is similar with terminal user id. Numeric only, does not support alpha numeric.
14	Login User Name (email)	Optional, but Mandatory for mobile clocking users and System Administrator	xxx@yyy.com	Please insert employee email address for system login. Required for web portal and mobile apps login and clocking.
15	Account Issuance Date	Mandatory	Date – DD/MM/YYYY	Attendance start date. Any clocking data prior to this date will not be generated into the attendance sheet.
16	Account Expiry Date	Optional	Date – DD/MM/YYYY	Attendance end date. Any clocking data beyond this date will not be generated into the attendance sheet.
17	Group Duty Roster	Optional. Do not leave it blank. Please remove column if not in used	Numeric	Group duty roster number. Please ensure to create group duty roster first. If to import without assigning users into group duty roster, kindly remove this column.
18	Rate/Hour	Optional	Numeric	Rate per hour for wages calculation. Kindly remove this column if not in use.
19	Device Username	Optional	Alphabet, maximum 30 characters	Employee username to display during scanning on biometric terminals.

20	Card ID	Optional	Numeric, maximum 10 characters	Employee card ID for biometric terminals
21	Web (View Only)	Optional. Do not leave it blank. Please remove column if not in used	Yes / No	For web portal access control. If "Yes", user will be able to login into TimeTec website to monitor own records. If "No", user will not be able to login. Need to set "Yes" for web view only option to allow access for mobile login and clocking.
22	Web Clocking	Optional. Do not leave it blank. Please remove column if not in used	Yes / No	For web clocking option. If "Yes", user will be able to perform web clocking. If "No", user will still be able to login if Web view only option is enabled, but unable to perform clocking from web browser.
23	Mobile (View Only)	Optional. Do not leave it blank. Please remove column if not in used	Yes / No	For mobile login access right. If "Yes", user will be able to login into TimeTec HR app to monitor own records. If "No", user will not be able to login from the apps. Need to set "Yes" if require user to login and able to perform mobile clocking as well.
24	Mobile Clocking	Optional. Do not leave it blank. Please remove column if not in used	Yes / No	For mobile clocking option. If "Yes", user will be able to perform clocking from mobile apps. If "No", user will not be able to do mobile clocking.
25	National ID	Optional, but Mandatory if using Payroll	Alphanumeric, maximum 20 characters	Employee national ID.
26	Old NRIC	Optional	Alphanumeric	Employee old national ID.

27	Citizenship	Optional, but Mandatory if using Payroll	Local / Foreign	Employee citizenship status. Please insert between Local / Foreign.
28	Marital Status	Optional, but Mandatory if using Payroll	Alphabet, to insert based on the option list	Employee marital status. Need to insert according to the available option from profile field: ▫ Married ▫ Single ▫ Divorced Kindly refer here to add more options for Marital Status field.
29	Residence	Optional, but Mandatory if using Payroll	Local / Foreign	Employee residence status. Please insert between Local / Foreign.
30	PCB Residence	Optional, but Mandatory if using Payroll	Local / Foreign	PCB Residence status. Please insert between Local / Foreign.
31	Personal Contact No.	Optional	Alphanumeric	Employee contact no.
32	Passport ID	Optional, but Mandatory for Foreign employee if using Payroll	Alphanumeric, maximum 50 characters	Foreign employee passport ID.
33	Passport Issue Date	Optional	Date - DD/MM/YYYY	Employee passport issue date.
34	Passport Expiry Date	Optional	Date - DD/MM/YYYY	Employee passport expiry date.
35	Permit No.	Optional	Alphanumeric, maximum 15 characters	Employee permit ID.
36	Permit Issue Date	Optional	Date – DD/MM/YYYY	Employee permit issue date.
37	Permit Expiry Date	Optional	Date – DD/MM/YYYY	Employee permit expiry date.
38	Contract Expiry Date	Optional	Date – DD/MM/YYYY	Employee contract expiry date.

| 39 | Payroll Account | Optional, but Mandatory if using Payroll | Alphanumeric, to insert based on the option list | For newly created Payroll account, if there is no selection yet, you may leave this field blank. Otherwise, please insert according to the created payroll account list. |