TIMETEC HR

Import User Leave Balance File – Guideline

1. Do not remove or reposition any column from the import user balance file as removing or repositioning the column will result in the error when importing the file or the balance being imported incorrectly.
2. The import balance template consist of 6 columns as follows:

No.	Field Name	Attributes / Format	Description
1	TimeTec User ID	Numeric	Need to follow TimeTec User ID
2	Name	Alphanumeric	Need to follow employee name
3	Leave Type	Alphanumeric	Need to follow exactly as the leave type preset in Leave Settings > Leave Type
4	Carry Over	Numeric	Initial Carry Over leave from last renewal. For reference only. You may leave this field blank if there is no carry over from previous year.
5	Carry Over Balance	Numeric	The total balance of Carry Over after being utilized, deducted from Carry Over amount
6	Balance	Numeric	The available up to date balance (including this year amount that is still available + carry over balance amount). Please do not add this year's balance yet if your organization is using the earn leave method (e.g. monthly earn basis) and only insert the amount for up-to-date balance.

Kindly refer below scenarios for example of determining the correct balance to be input during the import balance process.

Scenario 1

Ali's (user id: 1001) carried over from previous year is 10 days. Ali has utilized 6 days. Ali's allowance this year is 12 days, and he shall receive the full amount by calendar renewal, January this year. The import balance shall be as below:

TimeTec User ID	Name	Leave Type	Carry Over	Carry Over Balance	Balance
1001	Ali	Annual Leave	10	4	16

Scenario 2

Sara's (user id: 1002) carried over from previous year is 5 days. Sara has utilized 6 days of leave taken this year. The organization is using a monthly earn basis. Sara's yearly allowance is 12 days. If the current month is June, from January until June this year, Sara has already earned 6 days. The import balance shall be as below:

TimeTec User ID	Name	Leave Type	Carry Over	Carry Over Balance	Balance
1002	Sarah	Annual Leave	5	0	5

Note that the Balance amount inserted above is only 5 days which the calculation as follows:

Accrued balance (Jan – Jun)	+	Carry Over	-	Leave Taken	=	Balance
6 days	+	5 days	-	6 days	=	5 days

The balance shall only include the up-to-date balance only and exclude the future accrual balance in the calculation as these will be automatically earned into user's balance based on the accrual interval setting.

Kindly discuss with the assigned Implementer for further clarification regarding the import user's leave balance process.