PL+ Web
Time Import Specifications

CSV (Comma Separated Values)

- **The file should contain one row for each employee earning (i.e., one row per Pay Code).** For example, if an employee has regular hours, overtime hours, and sick pay in a given pay period, they would need three rows of data in the file, one for each pay code.
- Each row must always have all of the columns indicated below, even if a column is left blank. Therefore, each row should always have 8 commas.
- There should be no blank lines in the file.

Column	Description	Required?	Notes
1	Employee Clock Number	Y	Employee's six-digit clock number. Must match the employee's clock number field in PL+ Web Employee Detail page.
2	Employee Name	N	For informational purposes only
3	Pay Code	Y	Pay code for this earning. Must match a corresponding pay code in PL+ Web Client Earnings page. Click for a list of default pay codes
4	Hours	Y	In decimal values. For example, 4 and half hours should be **4.5** Note: *Each row should have <u>either</u> Hours or an Amount. If you put **both** Hours and Amount, the system will create TWO payroll entries—one for the Hours and one for Amount.*
5	Amount	Y	In decimal values, without $ sign. For example, $243.50 should be **243.50**
6	Shift Code	N	Set to 1, 2, or 3. Shifts are set up in the PL+ Web Client Detail page.
7	Rate Code	N	Set to 2 or 3. Pay Rates 2 and 3 are set up in the PL+ Web EE Earnings page.
8	Work Department	N	Work department for this earning. Must match a corresponding department in PL+ Web Client Departments page.
9	Override Rate	N	Override rate for this one specific earning.

Sample CSV File

Clock,Name,Pay Code,Hours,Amount,Shift Code,Rate Code,Work Department,Override Rate
000001,Joe Smith,1,40,,3,2,DEPT56,15
000001,Joe Smith,2,5,,,,DEPT13,
000001,Joe Smith,5,5,,,,,18
000002,Lisa Davis,1,40,,3,,DEPT01,
000003,Mars Lewis,10,,245.5,,,,
000004,,1,40,,,,,24.5
000005,Kim Norwalk,1,40,,,2,DEPT19,12

Excel

- **The file should contain one row for each employee earning (i.e., one row per Pay Code).** For example, if an employee has regular hours, overtime hours, and sick pay in a given pay period, they would need three rows of data in the file, one for each pay code.
- The Excel worksheet must be named **Sheet1**.
- The Excel worksheet must have a header row with labels for each column.
- Both .xls and .xlsx format are accepted.

Column	Description	Required?	Notes
1	Employee Clock Number	Y	Employee's six-digit clock number. Must match the employee's clock number field in PL+ Web Employee Detail page.
2	Employee Name	N	For informational purposes only
3	Pay Code	Y	Pay code for this earning. Must match a corresponding pay code in PL+ Web Client Earnings page. Click for a list of default pay codes
4	Hours	Y	In decimal values. For example, 4 and half hours should be **4.5** Note: *Each row should have* either *Hours or an Amount. If you put* **both** *Hours and Amount, the system will create TWO payroll entries—one for the Hours and one for Amount.*
5	Amount	Y	In decimal values, without $ sign. For example, $243.50 should be **243.50**
6	Shift Code	N	Set to 1, 2, or 3. Shifts are set up in the PL+ Web Client Detail page.
7	Rate Code	N	Set to 2 or 3. Pay Rates 2 and 3 are set up in the PL+ Web EE Earnings page.
8	Work Department	N	Work department for this earning. Must match a corresponding department in PL+ Web Client Departments page.
9	Override Rate	N	Override rate for this one specific earning.

Sample Excel File

Employee Clock Number	Employee Name	Pay Code	Hours	Amount	Shift Code	Rate Code	Department Code	Override Rate
000001	Joe Smith	1	40		3	2	DEPT56	15
000001	Joe Smith	2	5				DEPT13	
000001	Joe Smith	5	5					18
000002	Lisa Davis	1	40		3		DEPT01	
000003	Mars Lewis	10		245.5				
000004		1	40					24.5
000005	Kim Norwalk	1	40			2	DEPT19	12

Fixed-Width

Field Name	Positions	Field Length	A = Alphanumeric N = Numeric	Comments
Record Type	1	1	A	Set to "D" (which stands for data record)
Employee Clock Number	2-7	6	NNNNNN	Employee's six-digit clock number. Must match the employee's clock number field in PL+ Web Employee Detail page.
Rate Code	8	1	N	Set to 2 or 3. Pay Rates 2 and 3 are set up in the PL+ Web EE Earnings page.
Regular Hours	9-14	6	NNNNNN	Regular hours worked. Two decimal places. For example, hours of 42.58 should be indicated as 004258.
Overtime Hours	15-19	5	NNNNN	Overtime hours worked. Two decimal places. For example, hours of 42.58 should be indicated as 04258.
Coded Hours	20-26	7	NNNNNNN	Special hours worked *(e.g.: Vac, Hol, Sick)*. Two decimal places. For example, hours of 42.58 should be indicated as 0004258.
Hours Code	27-28	2	NN	Pay code for this Coded Hours. Must match a corresponding pay code in PL+ Web Client Earnings page. Click for a list of default pay codes
Earnings 1	29-36	8	NNNNNNNN	Earnings 1 amount for this period. Two decimal places. For example, an amount of $155.25 should be indicated as 00015525.
Earn Code 1	37-38	2	NN	Pay code for Earnings 1. Set to *blank* for employee's Regular salary
Earnings 2	39-46	8	NNNNNNNN	Earnings 2 amount for this period. Two decimal places. For example, an amount of $155.25 should be indicated as 00015525.
Earn Code 2	47-48	2	NN	Pay code for Earnings 2. Set to *blank* for employee's Regular salary
Override Rate	49-54	6	NNNNNN	This override rate will apply to apply to ALL paid hours that precedes it. Three decimal places. For example, a rate of 11.50 should be indicated as 001150.
Work Department	55-60	6	NNNNNN	Work department for this earning. Must match a corresponding department in PL+ Web Client Departments page.
Shift Code	61	1	N	Set to 1, 2, or 3. Shifts are set up in the PL+ Web Client Detail page.
Frequency	62	1	A	Exception tax frequency for this entire check: *(W=Weekly;B=BiWeekly; S=SemiMonthly; M=Monthly;Q=Quarterly; H=Semi-Annually; Y=Yearly)*
Batch Number	63-65	3	NNN	Default is 001. Valid entries are 1-127.
Set Check Department	66-67	1	A	If Work Department, above, is indicated, then an "F" here tells the system to not only use that department for the earning line, but to also "F"orce the department designation on the check. The only thing this affects is check print order.
Carriage Return/ Line Feed	67-**68**	2	A	Valid Entry (in this sequence) is \r\n
Total Length:		**68**		

Sample Fixed-Width File

Below is a sample file.

Line 1 represents a header record. It is ignored because ONLY type 'D' records are read.

Lines 2-4 represent an employee that had earnings distributed to three departments.

   Line 2 indicates that the department associated with the check should be forced to 300.

Line 5 represents an employee that had regular & sick pay

Line 6 represents an employee that has regular & bonus pay

Line 7 represents an employee that has only commission

Line 8 represents an employee that has regular and overtime hours.

Line 9 represents an employee that has tips.

Line 10 represents an employee that has regular & bonus pay

Line 11 represents an employee that has regular and vacation pay.

Line 12 represents an employee that has regular pay at rate 2.

Line 13 represents an employee that has regular pay at a temp pay rate.

Line 14 represents an employee that is receiving a BONUS (code 19) that is to be taxed at an ANNUAL (or Yearly) rate.

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HPTA1000110/12/99TimeClock Plus 2.0 for Windows        N10/03/99
D000001 00172500000000000000                            000200  001
D000001 00172500000000000000                            000300  001F
D000001 00055000000000000000                            000100  001
D000002 00160000000000240025                            000200  001
D000003 00400000000000000000     5000019                000100  001
D000004 00000000000000000000              20000027      000100  001
D000005 00400000500000000000                            000100  001
D000006 00240000000000000000    2750021                 000100  001
D000007 00400000000000000000     500019                 000300  001
D000008 00480000000000080024                            000300  001
D0000092004000000000000000000                           000300  001
D000010 00400000000000000000              010000000300  001
D000011 00400000000000000000              010000000300 Y001
```

Rec Type	EE Clock	Number	Type Code	Regular Code	Hours Regular	Over time	Hours	Coded	Hours	HC oo ud re s Hours Coded	E 1 Earnings	EC ao rd ne i n1 a s Earning1	E 2 Earnings	EC ao rd ne i n2 a s Earning2	E Exception	Rate	E Exception	Dept	SF hr ie fq tu Pe rn ec mv Shift Freq Per Dec mv	BNF auo tmr cbc hee r .D .e .p t Bon Auto Mtr .Dept

PrimeLink+ Web Default Pay Codes

These are default PL+ Web pay codes. However, these codes can be customized. For more details on pay codes, consult with your PrimePay payroll specialist.

Pay Code	Description
1	Regular
2	Overtime
19	Bonus
20	Double Time
21	Tips
22	Meals
23	Vacation
24	Holiday
25	Sick
26	Personal
27	Commission
28	Other
29	Retro

Importing Deductions

You can import payroll deductions directly into PL+ Web.

- You need one column to identify the Deduction Code. The employee must be assigned this deduction in PL+ Web's Employee Deduction screen prior to importing the file into PL+.

- You need one column to identify the Deduction Amount

- Currently, we do not support Deduction *Rate* in this import.

Sample:

Employee Clock Number	Employee Name	Description	Deduction Code	Deduction Amount
000001	Joe Smith	Uniform	UN	45.22
000001	Joe Smith	Tools	TL	108.75