



# **Guyana Sugar Corporation**

**Time & Attendance Data Upload Application**

**User Manual**

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## REVISION LOG

Revision Number	Revision Details	Revised by	Approved by	Date
1.0	No previous document	Satesh Persaud		11/13/2014

# Accessing the Application

To access the **Time & Attendance Data Upload** application:

1. Open Internet Explorer
2. In the **URL box**, type <http://projserv2>
3. Press Enter on your keyboard
4. If you do not have access to the application you will be presented with the following screen.

## Time and Attendance Data Upload

**You are not authorized for this application. Kindly contact ISD's HelpDesk for assistance.**



5. If you require access, kindly contact ISD's HelpDesk for assistance.

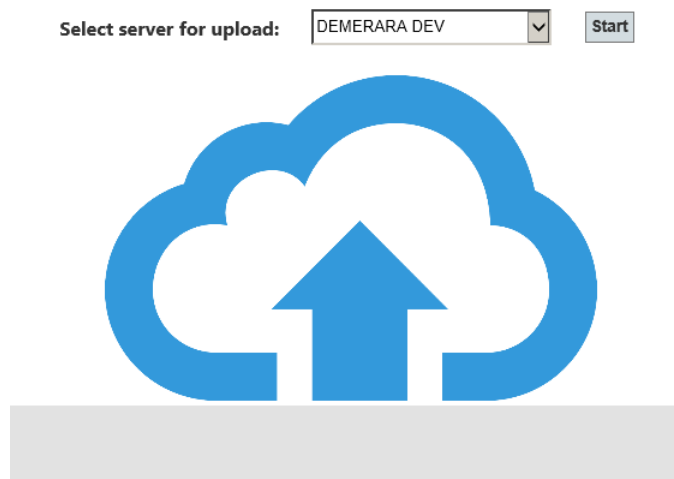
# Selecting a Server to Upload To

If you have access to multiple servers in the application, you must select one before you can upload data. If you only have access to one server, you will be auto logged in.

To select a server:

1. Open the application. The **Select Server** screen is displayed:

## Time and Attendance Data Upload




2. Select the server in the **Select server for upload** drop down list. There are four options available from which you may be assigned:
  - a. **DEMERARA DEV** – Test server for LBI, EHP, GV & ICBU
  - b. **BERBICE DEV** – Test server for RH, BCF, AN & SWR
  - c. **DEMERARA** – Production server for LBI, EHP, GV & ICBU
  - d. **BERBICE**– Production server for RH, BCF, AN & SWR
3. Click on the **Start** button.

# Change Server to Upload To

If you have already selected a server for upload and wish to change to another:

1. Click on the **CHANGE** button at the top right of the application window next to the name of the current server being uploaded to:



## Time and Attendance Data Upload

Time Detail   Piece Time   Split Time   Piece Work   Other Earnings   Not Required   User Manual

Split Time  
Records available for upload: 88

[Select All](#) / [Unselect All](#)   [Upload to Database](#)   [Refresh Table](#)

:: DEMERARA DEV | [CHANGE](#)


#	Select	Name First   Last	Emp. Seq No	Est. Emp No	Work Date	Time From   To	Over Night	Has Split	SS From   To	Rate	Acti Master
1	<input type="checkbox"/>	CHANDA   CHARITAR	60798	3813	11/4/2014	07:00:00   10:55:00	No	Y	06:55:00   10:55:00	-	-
2	<input type="checkbox"/>	CHANDA   CHARITAR	60798	3813	11/4/2014	11:55:00   15:53:00	No	Y	11:55:00   15:53:00	-	-
3	<input type="checkbox"/>	PETER   BEERBALL	18369	9821	11/4/2014	07:00:00   10:56:00	No	Y	06:55:00   10:56:00	-	-

2. The **Select Server** screen will be displayed. Follow the steps outlined above on how to select a server.

# Uploading Data

Once you have access to the application, and have selected the relevant Server to upload to, you must then select the type of entry to be uploaded.

1. There are six types of entries available for upload:
  - a. Time Detail
  - b. Piece Time
  - c. Split Time
  - d. Piece Work
  - e. Other Earnings
  - f. Not Required
2. Click on the one needed for the upload. If there are records available to be uploaded it will be displayed as shown below (*example of Time Detail records*):



## Time and Attendance Data Upload

Time Detail Piece Time Split Time Piece Work Other Earnings Not Required User Manual

DEMERARA DEV | [CHANGE](#)

### Time Detail

Records available for upload: 223

[Select All](#) / [Unselect All](#) [Upload to Database](#) [Refresh Table](#)

#	Select	Name		Emp. Seq No	Est. Emp No	Work Date	Time		Over Night	Has Split	SS		Rate	Master
		First	Last				From	To			From	To		
1	<input type="checkbox"/>	NARDEO	RAMDEEN	16679	21774	11/2/2014	08:00:00	16:00:00	No	N	08:00:00	16:00:00	-	-
2	<input type="checkbox"/>	PAULINE	MURRAY	17699	22699	11/2/2014	07:00:00	15:00:00	No	N	07:00:00	15:00:00	-	-
3	<input type="checkbox"/>	STEVE	LANFERMAN	17782	22924	11/2/2014	00:01:00	08:00:00	Yes	N	00:01:00	08:00:00	-	-
4	<input type="checkbox"/>	SHAUN	MARTIN	28885	25541	11/2/2014	00:01:00	08:00:00	Yes	N	00:01:00	08:00:00	-	-
5	<input type="checkbox"/>	DONWES	AUSTIN	37801	25973	11/2/2014	16:00:00	23:59:00	Yes	N	16:00:00	23:59:00	-	-
6	<input type="checkbox"/>	DONALD	BOBB	47387	26262	11/2/2014	07:00:00	15:00:00	No	N	07:00:00	15:00:00	-	-
7	<input type="checkbox"/>	SHAWN	BROWER	88127	27154	11/2/2014	00:01:00	08:00:00	Yes	N	00:01:00	08:00:00	-	-
8	<input type="checkbox"/>	MOHAMMED	7AHFID	88729	27169	11/2/2014	06:00:00	14:00:00	Yes	N	06:00:00	14:00:00	-	-

3. If no record is available to be uploaded, you will be presented with:



## Time and Attendance Data Upload

[Time Detail](#) [Piece Time](#) [Split Time](#) [Piece Work](#) [Other Earnings](#) [Not Required](#) [User Manual](#)

:: DEMERARA DEV | [CHANGE](#)

### Piece Work

No data available for upload.

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4. The number of records available for upload will be displayed next to the label **Records available for upload**. The table that displays the records only shows fifty lines at a time. You will have to scroll to the bottom of the table and click on another page to view other records. *The example below shows there are five pages in this table and it is currently on the first page:*

11/8/2014	07:00:00	14:04:00	No	Y	07:00:00	14:04:00	-	-	569	-	-	-	ICBU	ICBU
11/6/2014	07:00:00	15:59:00	No	N	06:59:00	15:59:00	-	-	589	-	-	-	ICBU	ICBU
11/5/2014	07:00:00	15:56:00	No	Y	06:53:00	15:56:00	-	-	569	-	-	-	ICBU	ICBU
11/6/2014	07:00:00	15:54:00	No	Y	06:55:00	15:54:00	-	-	569	-	-	-	ICBU	ICBU
11/7/2014	07:00:00	15:37:00	No	N	06:59:00	15:37:00	-	-	569	-	-	-	ICBU	ICBU
11/7/2014	08:00:00	16:01:00	No	Y	07:59:00	16:01:00	-	-	589	-	-	-	ICBU	ICBU
Page 1 of 5														
1 2 3 4 5														
<   >														
<a href="#">Select All</a> / <a href="#">Unselect All</a> <a href="#">Upload to Database</a> <a href="#">Refresh Table</a>														

5. Select the record(s) you wish to upload by checking the check box under the **Select** column:



#	Select	Name		Emp. Seq No	Est. Emp No	Work Date	Time		Over Night	Has Split	SS		Rate	Master
		First	Last				From	To			From	To		
1	<input checked="" type="checkbox"/>	NARDEO	RAMDEEN	16679	21774	11/2/2014	08:00:00	16:00:00	No	N	08:00:00	16:00:00	-	-
2	<input type="checkbox"/>	PAULINE	MURRAY	17699	22699	11/2/2014	07:00:00	15:00:00	No	N	07:00:00	15:00:00	-	-
3	<input checked="" type="checkbox"/>	STEVE	LANFERMAN	17782	22924	11/2/2014	00:01:00	08:00:00	Yes	N	00:01:00	08:00:00	-	-
4	<input type="checkbox"/>	SHAUN	MARTIN	28885	25541	11/2/2014	00:01:00	08:00:00	Yes	N	00:01:00	08:00:00	-	-
5	<input checked="" type="checkbox"/>	DONWES	AUSTIN	37801	25973	11/2/2014	16:00:00	23:59:00	Yes	N	16:00:00	23:59:00	-	-
6	<input checked="" type="checkbox"/>	DONALD	BOBB	47387	26262	11/2/2014	07:00:00	15:00:00	No	N	07:00:00	15:00:00	-	-
7	<input type="checkbox"/>	SHAWN	BROWER	88127	27154	11/2/2014	00:01:00	08:00:00	Yes	N	00:01:00	08:00:00	-	-
8	<input checked="" type="checkbox"/>	MOHAMMED	ZAHEID	88729	27169	11/2/2014	06:00:00	14:00:00	Yes	N	06:00:00	14:00:00	-	-
9	<input type="checkbox"/>	HARIPERSAUD	MILTON	18846	1518	11/4/2014	10:57:00	15:56:00	No	N	10:57:00	15:56:00	-	-
10	<input type="checkbox"/>	CHARLES	MEDAS	18317	3625	11/4/2014	07:00:00	10:46:00	No	N	06:55:00	10:46:00	-	-

6. If you want to select all the records on the current table page, click on the **Select All** button:

Time Detail														
Records available for upload: 223														
<a href="#">Select All</a> / <a href="#">Unselect All</a>		<a href="#">Upload to Database</a> <a href="#">Refresh Table</a>												
Work Date	Time		Over Night	Has Split	SS		Rate	Activity		Holding AccCode	Location	Charged To	Estate Location	Estate
	From	To			From	To		Master	Code					
11/2/2014	08:00:00	16:00:00	No	N	08:00:00	16:00:00	-	-	511	-	-	-	ICBU	ICBU
11/2/2014	07:00:00	15:00:00	No	N	07:00:00	15:00:00	-	-	509	-	-	-	ICBU	ICBU
11/2/2014	00:01:00	08:00:00	Yes	N	00:01:00	08:00:00	-	-	539	-	-	-	ICBU	ICBU
11/2/2014	00:01:00	08:00:00	Yes	N	00:01:00	08:00:00	-	-	569	-	-	-	ICBU	ICBU
11/2/2014	16:00:00	23:59:00	Yes	N	16:00:00	23:59:00	-	-	539	-	-	-	ICBU	ICBU

7. To unselect all records, click on the **Unselect All** button.
8. When you are satisfied with your selection, click on the **Upload to Database** button to upload the records selected:

## Time Detail

Records available for upload: 223


[Select All](#) / [Unselect All](#)

[Upload to Database](#)

[Refresh Table](#)

#	Select	Name		Emp. Seq No	Est. Emp No	Work Date	Time		Over Night	Has Split	SS		Rate	Act Master
		First	Last				From	To			From	To		
1	<input checked="" type="checkbox"/>	NARDEO	RAMDEEN	16679	21774	11/2/2014	08:00:00	16:00:00	No	N	08:00:00	16:00:00	-	-
2	<input type="checkbox"/>	PAULINE	MURRAY	17699	22699	11/2/2014	07:00:00	15:00:00	No	N	07:00:00	15:00:00	-	-
3	<input checked="" type="checkbox"/>	STEVE	LANFERMAN	17782	22924	11/2/2014	00:01:00	08:00:00	Yes	N	00:01:00	08:00:00	-	-
4	<input type="checkbox"/>	SHAUN	MARTIN	28885	25541	11/2/2014	00:01:00	08:00:00	Yes	N	00:01:00	08:00:00	-	-
5	<input checked="" type="checkbox"/>	DONWES	AUSTIN	37801	25973	11/2/2014	16:00:00	23:59:00	Yes	N	16:00:00	23:59:00	-	-
6	<input checked="" type="checkbox"/>	DONALD	BOBB	47387	26262	11/2/2014	07:00:00	15:00:00	No	N	07:00:00	15:00:00	-	-
7	<input type="checkbox"/>	SHAWN	BROWER	88127	27154	11/2/2014	00:01:00	08:00:00	Yes	N	00:01:00	08:00:00	-	-

9. If the records were successfully uploaded, the table will be refreshed and the total number of records to be uploaded will be reduced. If any error occurred, the following message will be displayed:

**ERROR MESSAGE** 

An error occurred during upload. The following records were not uploaded: 28885. Kindly retry and if the error persists, contact ISD's HelpDesk for assistance.

In instances of an error occurring, retry the upload and if the error occurs again, contact ISD's HelpDesk on 227-0423 or [helpdesk@guysuco.com](mailto:helpdesk@guysuco.com) for assistance.