

DATATIME™ BADGE READER FILE TRANSLATION OPTION (PAY3X)

PURPOSE

The purpose of this optional program is to translate the Payroll Interface file from the Timetrak™ Time Management System by Time Data Systems (file name TC08) into a standard HOURS.PAY file for DATASMITH™ Custom Payroll. This file represents data which has been collected from one or more local or remote Badge Readers, and which has been verified and edited as necessary so that the hours and Pay Categories in the file are accurate. This option also works with similar Time Clock/Badge Reader systems.

The translation process consists of:

1. Summarizing all entries with identical rates and pay categories into a single HOURS.PAY entry.
2. Converting Timetrak Pay Categories into DATASMITH Payroll Pay Categories.
3. Extracting Shift Premium information and summarizing hours at each Shift Premium rate into a single HOURS.PAY entry using a user-selected DATASMITH Payroll Pay Category.

Through the use of the User-Defined Pay Category feature of DATASMITH Payroll, the user can control the titling of each of the above entries as it appears on the payroll check stub, and thus produce accurate and easily-understood pay checks.

OPERATION OVERVIEW

The operation of this program is controlled by four ASCII text files named XPCODE.PAY, XSHIFTP.PAY, XPATH.PAY, and TTXDEF.PAY which are located in the applicable payroll data directory. If multiple payrolls are used, different translation parameters may be used with each payroll.

The translation program is accessed from the Periodic Entries menu of Custom Payroll as selection "BX". It must be run before using the Transfer Hours (TH) function. During operation, it may report items which cannot be processed. These discrepancies should be resolved by either changing the contents of the TC08 file or by changing the File Translation Program Control files to permit proper handling. After corrections have been made, re-run BX until an error-free translation is achieved.

The Transfer Hours function ("TH" on the Periodic Entries menu of Custom Payroll) is then run to move the hours data into the current Payroll Master file. During this process, salaried employees appearing in the same payroll may be paid automatically during the transfer process. At this time, hours data for any employees NOT appearing in the current Payroll Master file will cause an error message to appear. If such messages appear, the operator should note the affected employee ID, enter the appropriate employee data into Payroll from the Federal W-4 and corresponding State and company forms, and re-run the Transfer Hours function.

If circumstances require re-running the Transfer Hours (TH) function of Periodic Entries, it is NOT necessary to re-run BX first: the Transfer Hours function does not modify the contents of the HOURS.PAY file.

Once hours have been entered into the current Payroll Master file (MASTER.PAY) by the Transfer Hours function, they may be listed on the Hours Report, edited, and/or combined with hours data from any other source in the normal manner. Data for hourly employees which is not collected by the Timetrak system may be entered at any time using the single Employee Code entry method.

The All Employees entry option should generally NOT be used after the Transfer Hours function, as it will require the operator to identify the disposition of each employee record which already contains Badge Reader data (Re-Enter/Edit/Leave Unchanged). If you have a payroll containing a few employees who use the Badge Reader, run the All Employees entry first, skipping these employees, and then run Transfer Hours.

PAY CODES CONTROL FILE (XPCODE.PAY)

The purpose of the Pay Codes Control File is to establish the relationship between Badge Reader pay categories and the corresponding Payroll Pay Categories. In addition, this file defines the multiplier to be applied to rates received from the Badge Reader for each pay category used. This allows automatic calculation of Overtime and other premium rates.

The file is a comma-delimited ASCII file, which can be created with a word processor (use non-document mode) or text editor. The format of the Pay Codes Control file is:

```
{BADGE READER CATEGORY},{RATE MULTIPLIER},{PAYROLL CATEGORY NUMBER}
```

BADGE READER CATEGORY:

This is a three-character ASCII Text field, which should be enclosed in quotation marks. The characters must match exactly the characters sent by the Badge Reader. Spaces, capitalization, and any punctuation are significant and must be properly included. The program will reject any categories not included in this file.

RATE MULTIPLIER:

This is a numeric field which is interpreted as a multiplier to be applied to any rate, including the shift premium component of that rate, which is attached to the subject category. For straight time items, this entry should be 1.

PAYROLL CATEGORY NUMBER:

This is a numeric field containing the number of the Payroll category to be used for accumulating the pay for the subject Badge Reader Category. The category may be any of the Standard Predefined categories (1 through 8), or any of the available User-Defined Categories (9 through 16).

```

"REG" , 1, 1
"OT " , 1.5, 2
"VAC" , 1, 3
"HP " , 1, 4
"TIP" , 1, 5
"SCK" , 1, 6
"NCS" , 1, 7
"OTR" , 1, 8
"SUN" , 2, 11
"HPO" , 1.5, 12
    
```

Sample XPCODE.PAY File

In the sample XPCODE.PAY file above, all Timetrak Pay Categories except "OT", "SUN" and "HPO" are figured at straight time (multiplier = 1). Categories "OT" and "HPO" are figured at time-and-one-half (multiplier = 1.5), and "SUN" is figured at double time (multiplier = 2).

The Pay Categories will be translated as follows:

Timetrak Category	Number	----- Payroll Category ----- Name	Type
"REG"	1	REGULAR	Predefined
"OT "	2	OVERTIME	Predefined
"VAC"	3	VACATION	Predefined
"HP "	4	HOLIDAY	Predefined
"TIP"	5	TIPS	Predefined
"SCK"	6	SICK	Predefined
"NCS"	7	NON-CASH	Predefined
"OTR"	8	OTHER	Predefined
"SUN"	11	SUNDAY	User-Defined
"HPO"	12	HOLIDAY OT	User-Defined

SHIFT PREMIUM CONTROL FILE (XSHIFTP.PAY)

The purpose of the Shift Premium Control File is to establish any premium amounts associated with the pay rates for a given shift, and to define the Payroll Category used to detail these premium amounts on the pay stub. Premium amounts are assumed to be flat dollar/hour amounts which are already included in the Rates listed in the TC08 file.

The Badge Reader File Translation program removes the premium amount indicated from the rate, applies any category-specific multiplier dictated by the Pay Code Control File for

the Badge Reader Pay Category applicable to that line item to both the primary rate and the premium, and accumulates these amounts separately.

The file is a comma-delimited ASCII file, which can be created with a word processor (use non-document mode) or text editor. The format of the Shift Premium Control file is:

```
{SHIFT NUMBER},{PREMIUM AMOUNT PER HOUR},{PAYROLL CATEGORY NUMBER}
```

SHIFT NUMBER:

This is a numeric field containing shift numbers in the range 1 through 3. Each shift used must be listed on a separate line in this file.

PREMIUM AMOUNT PER HOUR:

This is a numeric field containing a positive (zero allowed) dollar-and-cents amount entered as a decimal number.

PAYROLL CATEGORY NUMBER:

This is a numeric field containing the number of the Payroll category to be used for accumulating the premium portion of pay for the subject shift. The category should be any of the available User-Defined Categories (9 through 16). The name of the category should begin with a plus sign ("+") to signify that this is a Premium or Shift Differential amount and that the associated hours should not be added again into total hours worked.

```
1,0,1  
2,.10,9  
3,.20,10
```

Sample XSHIFTP.PAY File

In the sample XSHIFTP.PAY file above:

Shift 1 has no premium.

Shift 2 is assigned a \$0.10 per hour premium.

Shift 3 is assigned a \$0.20 per hour premium.

Custom Payroll will report the Premiums associated with these shifts as follows:

Shift 1 premium will be reported as Payroll Category 1. Category 1 is the Predefined Category named "REGULAR".

Shift 2 premium will be reported as Payroll Category 9. Category 9 is a User-Defined Pay Category, which has been named "+Shf 2 Prm", and is treated as fully-taxable pay with REGULAR handling in the following pay stub examples.

Shift 3 premium will be reported as Payroll Category 10. Category 10 is a User-Defined Pay Category, which has been named "+Shf 3 Prm", and is treated as fully-taxable pay with REGULAR handling in the following pay stub examples.

BADGE DATA PATH DEFINITION FILE (XPATH.PAY)

The purpose of this file is to define the PATH to the Badge Reader's TC08 Payroll Interface File.

There is only a single entry in this file, consisting of the complete path specification. The program expects this data in ASCII: quotation marks are optional.

A:

Sample XPATH.PAY file

PAYROLL INTERFACE FILE FORMAT DEFINITION FILE (TTXDEF.PAY)

The purpose of the Payroll Interface File Definition File is to establish the location of items needed to build an HOURS.PAY file within each TC08 Payroll Interface File record.

The Badge Reader File Translation program extracts the Employee ID, Hours, Rate, Shift, and Category information from each TC08 file record using the specifications contained in the TTXDEF.PAY Payroll Interface File Definition File.

The file is a comma-delimited ASCII file containing exactly five lines, which can be created with a word processor (use non-document mode) or text editor. The format of the Payroll Interface File Definition File is:

```
{EMPLOYEE ID Field Starting Character}, {EMPLOYEE ID Field Length}, {EMPLOYEE ID Field minimum converted length}

{HOURS Field Starting Character}, {HOURS Field Length}, {HOURS Field Decimal Places}

{RATE Field Starting Character}, {RATE Field Length}, {RATE Field Decimal Places}

{SHIFT Field Starting Character}, {SHIFT Field Length}, 0

{CATEGORY Field Starting Character}, {CATEGORY Field Length}, 0
```

Payroll Interface File Format Definition File Layout

EMPLOYEE ID Field Minimum Converted Length:

This is a numeric field containing the minimum length the Employee ID should have after conversion from a number (in the TC08 file) to an ASCII string (in the HOURS.PAY file). To obtain the correct number of characters, leading "0" characters are added if necessary. Numbers longer than the specified minimum are converted to the minimum length necessary to represent the number by removing leading zeros.

EXAMPLE: If Minimum Converted Length is four,

12 will be converted to '0012'
196 will be converted to '0196'
15322 will be converted to '15322'

```
47, 9, 4
33, 4, 2
60, 6, 3
29, 1, 0
26, 3, 0
```

Sample TTXDEF.PAY File

In the sample TTXDEF.PAY file above:

The Employee ID Field starts at Character 47 and is 9 characters long. Numeric ID's are adjusted to at least 4 characters by the automatic addition of leading zeros if necessary.

The Hours Field starts at Character 33 and is 4 characters long. The Hours field is understood to contain two decimal places.

The Rate Field starts at Character 60 and is 6 characters long. The

DATETIME™ Badge Reader File Translation

Hours field is understood to contain three decimal places.

The Shift Field starts at Character 29 and is 1 character long.

The Category Field starts at Character 26 and is 3 characters long.

```

000000002000064170071806 REG11000620900305001700000150101 007980
000000002000064170071806 REG31000310900305001700000150101 008180
000000002000065170071806 REG11000620900306001700000150101 007980
000000002000065170071806 REG31000300900306001700000150101 008180
000000002000066170071806 REG11000500900307001700000150101 007980
000000002000066170071806 REG31000310900307001700000150101 008180
000000002000067170071806 HP 11000800900308001700000150101 007980
000000002000071170071806 REG11000610900312001700000150101 007980
000000002000071170071806 REG31000300900312001700000150101 008180
000000002000072170071806 REG11000600900313001700000150101 007980
000000002000072170071806 REG31000310900313001700000150101 008180
000000002000073170071806 REG11000610900314001700000150101 007980
000000002000073170071806 REG31000300900314001700000150101 008180
000000002000074170071806 REG11000650900315001700000150101 007980
000000002000074170071806 REG31000300900315001700000150101 008180
000000002000075170071806 REG31000310900316001700000150101 008180
000000002000075170071806 REG11000010900316001700000150101 007980
000000002000075170071806 OT 11500260900316001700000150101 007980
    
```

Sample TC08 File for Employee 1501

PAY	BRUCE A. CLINTON		Emp # 1501	Check #	0
	Hours	Rate	Gross 000-11-2222	Current	Year
REGULAR	66.60	7.98	531.47 HOURS	77.20	77.20
OVERTIME	2.60	11.97	31.12 GROSS	631.31	631.31
HOLIDAY	8.00	7.98	63.84 FED TAX	68.16	68.16
+Shf 3 Prm	24.40	0.20	4.88 WISCONSIN	38.41	38.41
-----			FICA TAX	47.41	47.41
VACATION AVAILABLE	80.00 Hrs		NET	477.33	477.33

Sample Pay Stub for Employee # 1501

```

000000003000064510071805 REG31000360900305000400000150201 007810
000000003000064510071805 REG11000610900305000400000150201 007610
000000003000065510071805 REG31000250900306000400000150201 007810
000000003000065510071805 REG11000610900306000400000150201 007610
000000003000066510071805 REG31000250900307000400000150201 007810
000000003000066510071805 REG11000610900307000400000150201 007610
000000003000071510071805 REG31000360900312000400000150201 007810
000000003000071510071805 REG11000610900312000400000150201 007610
000000003000072510071805 REG31000260900313000400000150201 007810
000000003000072510071805 REG11000600900313000400000150201 007610
000000003000073510071805 REG31000250900314000400000150201 007810
000000003000073510071805 REG11000610900314000400000150201 007610
000000003000074510071805 HP 11000800900315000400000150201 007610
000000003000075510071805 OT 11500160900316000400000150201 007610
000000003000075510071805 REG11000510900316000400000150201 007610
    
```

Sample TC08 File for Employee 1502

MARY JANE WEAVER			Emp # 1502	Check #	0
Hours	Rate	Gross	333-44-8765	Current	Year
REGULAR 58.90	7.61	448.23	HOURS	68.50	68.50
OVERTIME 1.60	11.42	18.27	GROSS	527.69	527.69
HOLIDAY 8.00	7.61	60.88	FED TAX	52.62	52.62
+Shf 3 Prm 17.30	0.20	3.46	WISCONSIN	29.79	29.79
UNADJUSTED GROSS		530.84	FICA TAX	39.63	39.63
Insurance		-3.15			
ADJUSTED GROSS		527.69	NET PAY	405.65	405.65

Sample Pay Stub for Employee # 1502

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```

000000004000063170071806 REG21000130900304001700000142501 008080
000000004000063170071806 REG31000740900304001700000142501 008180
000000004000064170071806 REG11000030900305001700000142501 007980
000000004000064170071806 REG31000750900305001700000142501 008180
000000004000064170071806 REG21000110900305001700000142501 008080
000000004000065170071806 REG31000700900306001700000142501 008180
000000004000065170071806 REG21000090900306001700000142501 008080
000000004000066170071806 REG21000110900307001700000142501 008080
000000004000066170071806 REG31000700900307001700000142501 008180
000000004000068170071806 REG11000440900309001700000142501 007980
000000004000068170071806 OT 11500010900309001700000142501 007980
000000004000068170071806 REG31000200900309001700000142501 008180
000000004000070170071806 SUN12000010900311001700000142501 007980
000000004000070170071806 SUN22000090900311001700000142501 008080
000000004000070170071806 SUN32000750900311001700000142501 008180
000000004000072170071806 REG11000060900313001700000142501 007980
000000004000072170071806 REG31000740900313001700000142501 008180
000000004000073170071806 REG11000020900314001700000142501 007980
000000004000073170071806 REG21000050900314001700000142501 008080
000000004000073170071806 REG31000750900314001700000142501 008180
000000004000074170071806 REG11000050900315001700000142501 007980
000000004000074170071806 REG21000050900315001700000142501 008080
000000004000074170071806 REG31000750900315001700000142501 008180
000000004000075170071806 REG31000210900316001700000142501 008180
000000004000075170071806 REG11000330900316001700000142501 007980
    
```

Sample TC08 File for Employee 1425

HAROLD W. JOHNSON		Emp # 1425		Check # 0	
REGULAR	Hours	Rate	Gross	Current	Year
REGULAR	70.10	7.98	559.40 HOURS	78.70	78.70
OVERTIME	0.10	11.97	1.20 GROSS	703.86	703.86
Sunday	8.50	15.96	135.66 FED TAX	67.50	67.50
+Shf 2 Prm	6.30	0.10	0.63 WISCONSIN	45.30	45.30
+Shf 3 Prm	62.90	0.20	12.58 FICA TAX	52.86	52.86
UNADJUSTED GROSS			709.47		
Insurance			-5.61 NET PAY	538.20	538.20
ADJUSTED GROSS			703.86		

VACATION AVAILABLE		40.00 Hrs			
ADVANCE AMT		\$300.00			

Sample Pay Stub for Employee # 1425

```

000000005000065500071801 REG21000040900306000100000155001 006260
000000005000065500071801 REG11000750900306000100000155001 006160
000000005000066500071801 REG11000380900307000100000155001 006160
000000005000071500071801 REG21000040900312000100000155001 006260
000000005000071500071801 REG11000750900312000100000155001 006160
000000005000072500071801 REG31000010900313000100000155001 006360
000000005000072500071801 REG11000750900313000100000155001 006160
000000005000072500071801 REG21000050900313000100000155001 006260
000000005000073500071801 REG31000010900314000100000155001 006360
000000005000073500071801 REG11000750900314000100000155001 006160
000000005000073500071801 REG21000060900314000100000155001 006260
000000005000074500071801 REG21000050900315000100000155001 006260
000000005000074500071801 REG11000750900315000100000155001 006160
    
```

Sample TC08 File for Employee 1550

TIMOTHY W. McINTYRE		Emp # 1550		Check #	
Hours	Rate	Gross	123-45-6000	Current	Year
REGULAR	43.90	6.16	270.42 HOURS	43.90	43.90
+Shf 2 Prm	2.40	0.10	0.24 GROSS	267.51	267.51
+Shf 3 Prm	0.20	0.20	0.04 FED TAX	31.18	31.18
UNADJUSTED GROSS		270.70	WISCONSIN	11.20	11.20
Insurance		-3.19	FICA TAX	20.09	20.09
ADJUSTED GROSS		267.51			
-----			NET PAY	205.04	205.04

Sample Pay Stub for Employee # 1550

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