

Harmony P - Setting Up Your Time Import Interface

Harmony comes prepackaged with many of the most popular Time Clock / Time Import interfaces out of the box, but it is also possible to create your own should none of them fit your needs.

Pre-Requisites

- Are able to export your existing time entries file into a comma delimited (.CSV) file format
- Can identify which columns in your file is referring to a field in Harmony
- Have set up your payroll categories
Note: Only unit-based payroll categories can be imported if you do not have the Labor sub-module. Ensure that the "Basis" of these payroll categories are set to '**Units**'. If you have the Labor sub-module, the "Basis" can be either '**Salary**' or '**Units**'.
- Have set up your Labor sub-module (if applicable)
- Have imported or created your employees

Steps

1. Navigate to Payroll > Admin Settings > Interfaces > Import Interfaces.
2. Click on the "+ New" button to create a new import interface. You will be presented with two options for import interface types, depending on if your license includes the Labor sub-module or not.

Timesheet Single Category Per Row

Labor

3. Enter the required fields.

Code	<input type="text" value="TIME_IMPORT"/>	Name	<input type="text" value="Time Import from Time Clock"/>
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Field Name	Description
Code	The unique code or short name of the time import interface.
Name	The long name of the time import interface.

4. Identify whether the import file has headers or not. If this checkbox is ticked, the import will ignore the first row of the file.

☒ Import file has a header

- a. If you are using the "Timesheet" import interface type, select from the following fields and map them to a corresponding column number in your file. For example, if you enter the column number "1" for 'Employee Number', this means that the employee number in your file is in the first column (e.g. column "A" or "1").

Note: Ensure that you include all required fields in the import. Required fields are indicated by an asterisk (*) in the field name.

Target Field	Description
Employee Number*	The unique employee ID or number in Harmony.
Category Code*	The payroll category code (pay code) that will be imported. For example, "102" for 'Hourly Wages'. Note: Only unit-based payroll categories can be imported for the <i>Timesheet</i> import interface type. Ensure that the " <u>Basis</u> " of these payroll categories are set to ' Units '.
Work Date	The date of which the employee worked. Ensure that you also select the correct date format.
Units	The number of units (days, hours, etc.) that will be imported.
Amount	The employee's per-unit rate (e.g. \$15.00 an hour).

- b. If you are using the "Labor" import interface type, select from the following fields and give the fields a corresponding column number in the import file.

Note: If you are unsure of what some of these fields refer to regarding your Labor module, please refer to the [Setting Up Your Labor Module](#) article.

Target Field	Description
Employee Number *	The unique employee ID or number in Harmony.
Category Code *	The payroll category code (pay code) that will be imported. For example, "102" for 'Hourly Wages'. Note: Only payroll categories that are used in labor can be imported using the labor import interface type. Navigate to Payroll > Payroll Setup > Labor Setup > Setup > 'Categories' tab to confirm.
Work Date	The date of which the employee worked. Ensure that you also select the correct date format.
Units	The number of units (days, hours, etc.) that will be imported.
Amount	The total amount that employees are paid.
Rate	The employee's per-unit rate (e.g. \$15.00 an hour).
Dimension Codes	The dimensions of which the units are allocated to (e.g. branches, dimensions, jobs, projects), related to your Labor module setup.
Department Code	The department code of which the units are allocated to.
Location Code	The location code of which the units are allocated to.
Text	The text fields of which the units are allocated to, related to your Labor module setup.

5. Click the 'save' button to save your changes.
6. Ensure you have selected the import template to be active with the toggle. Keep in mind, only one interface can be active at a time.