

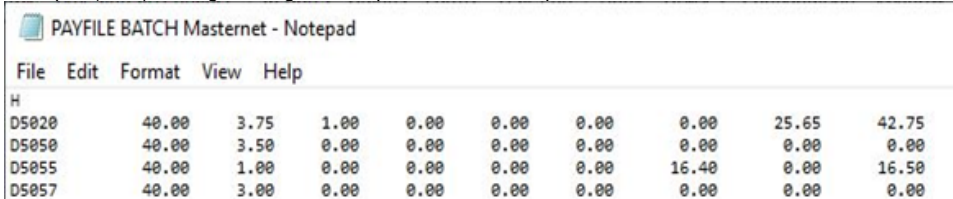
# Clarity - How to setup Import Paycard for tab-delimited file

## How to setup Import Paycard for tab-delimited file

A tab-delimited text file is a file containing tabs that separate information with one record per line. A tab delimited file is often used to upload data to a system. The most common program used to create these files is Notepad (.TXT)

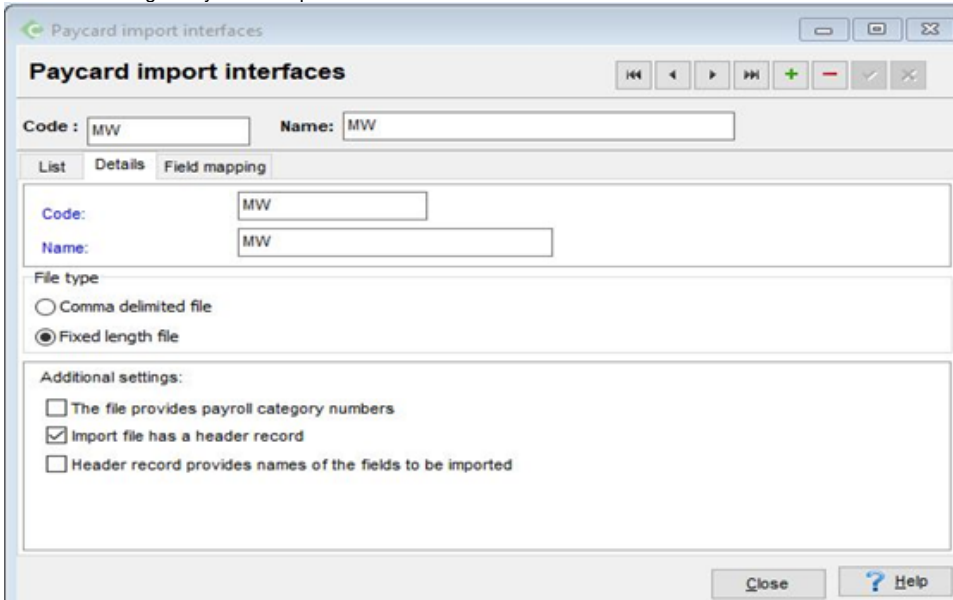
Steps:

1. Open your Layout by Notepad and check the structure of this layout.  
Example: (.TXT) file might change. It is depends on software provider.



H									
D5020	40.00	3.75	1.00	0.00	0.00	0.00	0.00	25.65	42.75
D5050	40.00	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D5055	40.00	1.00	0.00	0.00	0.00	0.00	16.40	0.00	16.50
D5057	40.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2. Go to Configuration > Interfaces > Paycard import interfaces / Then click on (+) sign to create a new layout
3. On Details tab add Code, Name of the new layout  
File Type= Fixed length file  
Additional settings: only check Import file has a header record



Paycard import interfaces

Code : MW Name: MW

List Details Field mapping

Code: MW

Name: MW

File type

☐ Comma delimited file

☒ Fixed length file

Additional settings:

☐ The file provides payroll category numbers

☒ Import file has a header record

☐ Header record provides names of the fields to be imported

Close Help

4. Click on tab "Filed mapping".  
This is an Example base of the (.TXT) file in **step 1**.
5. Click Add button to add the line. Click on the Source field cell to activate the drop down list. Select the datasource, enter the Start and End position.

**Paycard import interfaces**

Code :  Name:

List Details Field mapping

Source field	Source start position	Source end position	Sequence
Detail Record ("D")	1	1	0
Employee number	2	14	0
Number of units for 01st earning of unit type	15	24	0
Number of units for 02nd earning of unit type	25	33	0
Number of units for 03rd earning of unit type	34	42	0
Number of units for 04th earning of unit type	43	51	0
Number of units for 05th earning of unit type	52	60	0
Number of units for 06th earning of unit type	61	71	0
Amount for 01st earning of amount type	71	80	0
Amount for 02nd earning of amount type	81	91	0
Amount for 03rd earning of amount type	92	103	0
Amount for 04th earning of amount type	104	108	0

- Employee Number:** Base on (.TXT) file **Step 1** Employee number start in the position tab number 2 and stop in number 14.
- Repeat the steps for each source field, and click on save button (check-mark symbol).
  - Go to Payroll > Process Paycards > Batch Payroll.
  - Make the selection > click Next.

**Create paycards wizard**

Selected payroll to be run

Payroll group:

Pay period:  To

Pay date:

Run type:

Payroll processing steps

Step 1. Import from a file - Create paycards ONLY for employees with import entries ☒

Step 2. Create paycards ONLY for employees with job cost entries ☐

Step 3. Create paycards ONLY for employees with no import entries and no job cost entries ☐

Step 4. Create cost allocation entries ONLY if employees are set up to use cost allocation ☒

9. Select import interface name and browse for the file to be imported. Click next (at the bottom).

Create paycards wizard

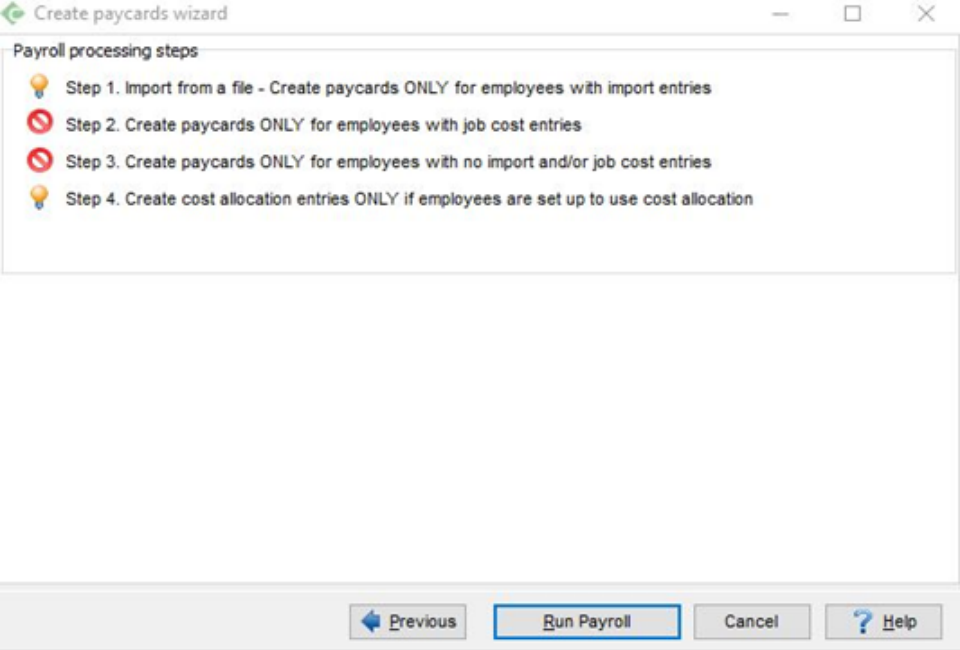
Import Codes

Import interface name :  
MW

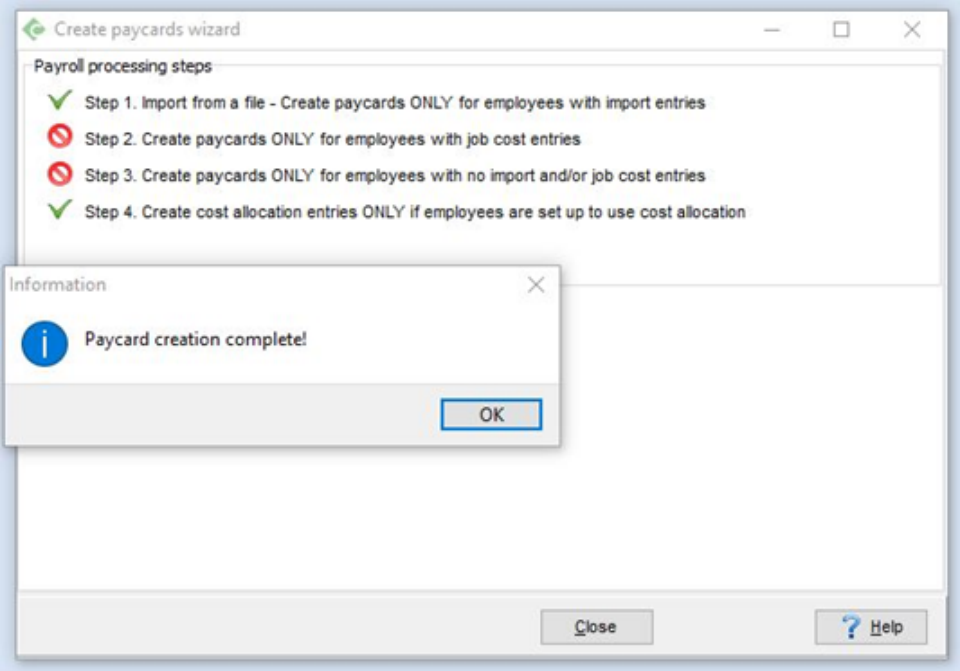
Import file name :  
C:\001.txt

Previous Next Cancel ? Help

10. Click Run Payroll.



A successful import will produce the following screen



11. To check Employee paycard Go to Payroll > Process Paycards > Edit Paycards

12. Double click on your employee.

Payroll processing

Payroll processing

Number: 5020

Name: Employee Test 1

List

Paycard

			Units		Rate	Amount
100	ADJ					0.00
102	Hrly Wages	Hours	40.0000	Rate	27.5000	1100.00
103	OT 1	Hours	3.7500	Rate	41.2500	154.69
104	OT 2	Hours	1.0000	Rate	55.0000	55.00
107	Stat Hol	Hours	0.0000	Rate	27.5000	0.00
108	Act Prem					42.75
109	AFT					0.00
110	NGT					25.65
111	Bonus					0.00
112	Notice					0.00
113	Term					0.00
114	Bereave	Hours	0.0000	Rate	27.5000	0.00

Totals

Earnings :

1378.09

Deductions :

367.78

Net pay :

1010.31

Paycard type:

Regular

Tax province:

Ontario

Payment method:

Deposit

Paystub type:

By paper

Memo to employee :

Cost allocation (F7)

Job cost (F8)

Notepad

Close

Help

13. If the entry is not coming or is in the wrong place, review and check your (TXT) File until your fields coming in the right place. You can Overwrite on the Batch Paycard wizard as many time as you want.

[illegible]