

Clarity - How to setup Import Paycard for .CSV comma-delimited file (Hours/Amount/payroll category by Columns)

You can import hours and amounts from CSV file to Clarity.

1. You need to delete the header record from the Excel file
2. Change Excel file type to CSV (Comma delimited)
3. Keep the CSV file. Sample below is an example with two employees and two payroll categories (In this example Column A contain Employee code, Column B is the first Payroll category and column C is second.

First Sample: Layout2.csv

	A	B	C	D	E	F
1	JF	10	15	400		
2	WLH	5	20	300		
3						
4						
5	Employee Code	Firts Payroll category Hours	Second Payroll Category Hours	Firts Payroll category Amount		
6						
7						

4. Go to Configuration > Interfaces > Paycard import interfaces
5. Click + sign at the top and create a new import interface.

Paycard import interfaces

Code: ST_COMM2 Name: STANDARD COMM2

List Details Field mapping

Code: ST_COMM2

Name: STANDARD COMM2

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

6. Click at the top "Field mapping tab" and include field mapping by the add button. Include as much as you want depending on your import layout requirements.

Paycard import interfaces

Code : Name:

List Details Field mapping

Source field	Source column	Sequence
Employee number	1	
Number of units for 01st earning of unit type	2	
Number of units for 02nd earning of unit type	3	
Amount for 01st earning of amount type	4	

Add Remove

Close Help

7. Select your Pay period by Payroll > Select pay period.
8. Go to Payroll > Process paycards > Batch payroll.
9. Select only the first option and 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 ☒

Previous Next Cancel Help

10. Select your import interface name and your import file location.

Create paycards wizard

Import

Codes

Import interface name :
STANDARD COMM2

Import file name :
C:\Users\David\Desktop\Layout2.csv

Previous

Next

Cancel

Help

11. Click at the top tab codes and mapping payroll categories codes.

Create paycards wizard

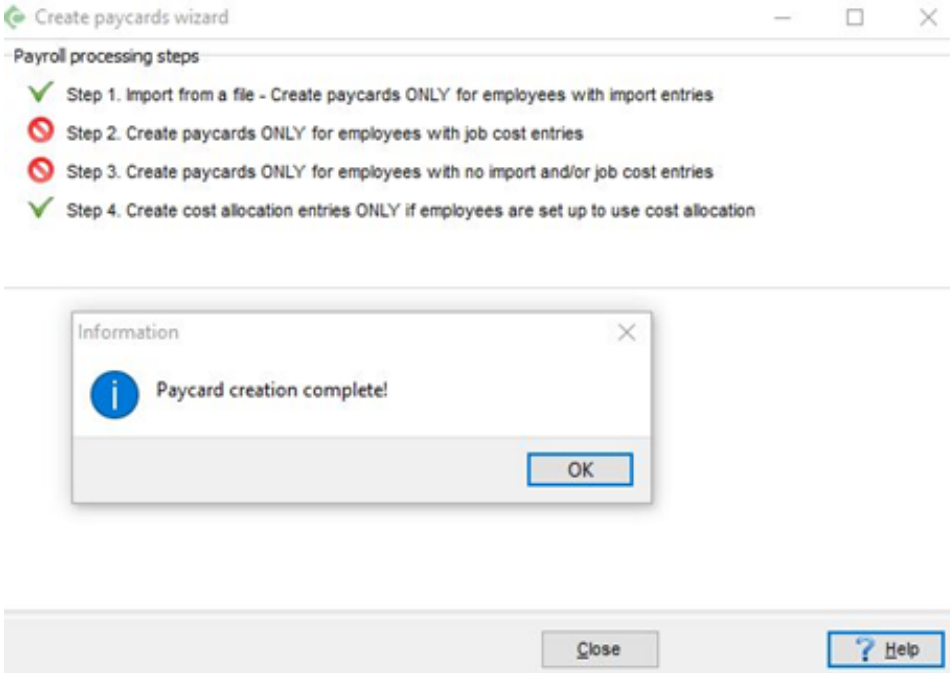
Import

Codes

Description	Category
Earning category to use for Unit type 01	Hourly Wages
Earning category to use for Unit type 02	Overtime 1
Earning category to use for Unit type 03	
Earning category to use for Unit type 04	
Earning category to use for Unit type 05	
Earning category to use for Unit type 06	
Earning category to use for Unit type 07	
Earning category to use for Unit type 08	
Earning category to use for Unit type 09	
Earning category to use for Unit type 10	
Earning category to use for Unit type 11	
Earning category to use for Unit type 12	
Earning category to use for Unit type 13	
Earning category to use for Unit type 14	
Earning category to use for Unit type 15	
Earning category to use for Unit type 16	
Earning category to use for Unit type 17	
Earning category to use for Unit type 18	
Earning category to use for Unit type 19	
Earning category to use for Unit type 20	
Earning category to use for Amount type 01	Bonus2
Earning category to use for Amount type 02	
Earning category to use for Amount type 03	

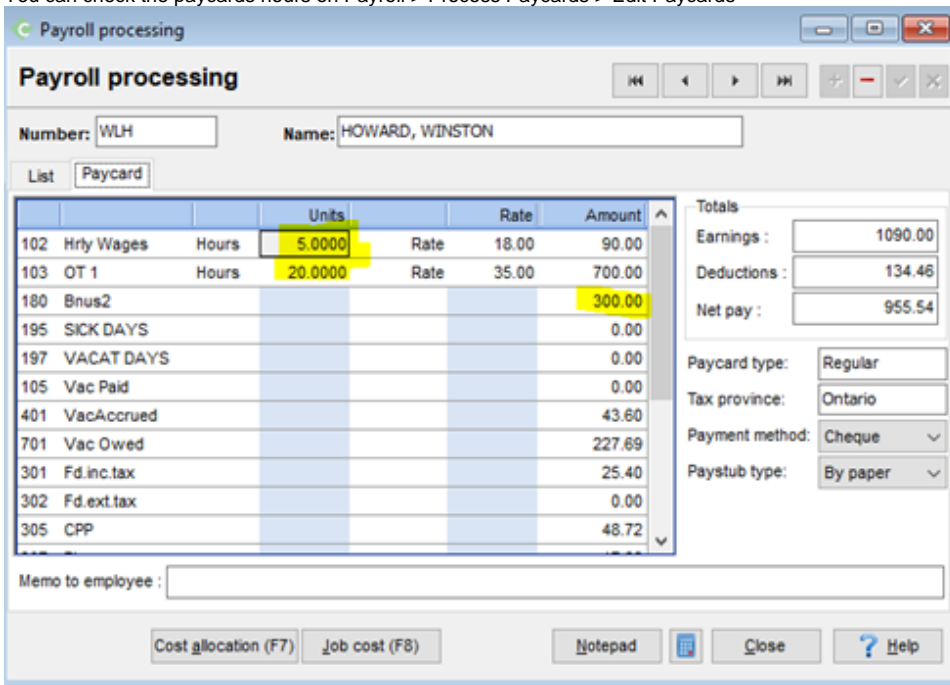
12. Click Next.

13. Run Payroll,



If you get Paycard creation complete this means paycard batch has imported successfully.

14. You can check the paycards hours on Payroll > Process Paycards > Edit Paycards



Note: Please try this setup in a "SANDBOX" TEST company then if the test is ok you can do in your live company.