

Timecard Import Logos.NET

Interface File Specification

Version 1.2

Version	Modification	Date
7.0	Updated for HR Next Gen	1/12/2011
9.0	Added field description	6/24/2014

Table of Contents

Timecard Import Logos.NET 1

Interface File Specification..... 1

Version 1.1 1

Table of Contents 2

Standard Import Formats: 3

- CSV 3

Standard Import Formats:

- CSV

New World Systems Time Card Interface * Format = CSV			
Field #	Field Name	Max Length	Description
1	*Employee Number	9	The Employee Number as found in New World Systems
2	*Hours Worked	10,4	The Hours Worked for the Work Date/Period for the Hours Code in field 3
3	*Hours Code	16	The Hours Code the time is associated to, as found in New World Systems.
4	*Work Date	12	The date the time is entered under. If you are entering daily hours then the Work Date should be the day the hours were assigned. If you are entering period hours then use the pay end date.
5	Other Pay Amount	19,2	Flat Dollar amount paid to employee. Payment not calculated off Hours Worked.
6	Separate Check Code	16	Allows employee to have multiple checks in the same batch, as found in New World Systems.
7	Override Pay Rate	10	Pay Rate if not using Employees default Pay Rate.
8	Shift Code	16	Shift Code as found in New World Systems
9	Override GL Organization	64	Override GL Organization Code, or GL account number depending on set up, as found in New World Systems
10	Reason Code	100	Reason Code for hours as found in New World Systems
11	Project Code	16	Project Code to which hours are assigned, as found in New World Systems.
12	Override Grade Code	16	Override Grade Code as found in New World Systems.
13	Override Step Code	4	Override Step Code as found in New World Systems.
14	Override Department	16	Override Department Code as found in New World Systems. This field must be provided if the time is not being applied to the employee's primary department.
15	Comments	64	Free form comment
16	Override Job Title	64	Override Job Title as found in New World Systems
17	Override Position	20	Override Position as found in New World Systems

Minimum File Requirements	
Field 1	Required
Field 3	Required
Field 4	Required

Field 2	Required - For payments for which you are tracking hours.
<or>	
Field 5	Required - For payments for which you are NOT tracking hours, flat dollar amounts.

Optional Fields	
Field 6	If a separate check this field must contain the separate check code found in New World Systems. If an employee has multiple checks in a batch multiple check codes must be entered on all but one check.
Field 7	Field 7 must be populated if overriding the employee's Pay Rate; else, the employee's default Pay Rate will be used. Can only be used if override grade does not have any steps.
Field 8	Field 8 should be populated to track the shift.
Field 9	Field 9 must be populated to override the employee's default GL distribution; else, the employee's default GL Distribution will be used.
Field 10	Use Field 10 to track comments associated to, or reasons for, the hours. (Example: Sick time may be excused (Doctor's note provided) or unexcused (No note from doctor).
Field 11	Field 11 must be populated if assigning the hours to a project.
Field 12	Field 12 must be populated if not using the employees default Grade; else, the employee's default Grade will be used. If employee is set up to use Grade/ Rates.
Field 13	Field 13 must be populated if not using the employees default Step structure; else, the employee's default Step structure will be used. If employee is set up to use Grade/ Rates.
Field 14	Field 14 must be populated if not using the employee's primary department; else, the employee's primary department will be used.
Field 15	Field 15 free form comment
Field 16	If populated it needs to match the Job/Position setup on the employee otherwise the employee's primary job will be used.
Field 17	If populated, it needs to match the position number on the employee; otherwise, the employee's primary job will be used.