



How to Import using Clockin / Time & Attendance

IRIS Payroll

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How To Import Using Clockin / Time & Attendance

Clock-in

CLOCKIN files are ones that enable you to import information into payroll that has been generated either from a time and attendance or clock-in system, or from a database.

This information does not come in through the **Import Data** option: its presence is detected automatically by IRIS Payroll when you click **Enter Variations**.

Clock-in Files

Time and Attendance or clock-in details must be stored in a Clock-in file (CLOCKIN.xxx where xxx is the company number) The Clock-in file needs to be saved in the same folder as the program files (for example C:\IRIS Payroll). If a Clock-in file is present when you go into **Enter Variations**, the program will read the information for each employee.

CLOCKIN File Layout

There are three formats for Clock-in file:

- Fixed Length
- CSV
- Database

Fixed Length

A Fixed Length Clock-in file needs to be created using the following specification:

NNNNNNNNNNXX99999999

Where:

- NNNNNNNNNN is the Employee Code
- XX is the Payment Type Identifier (for example rate, bonus, salary)
- 99999999 is the Amount (amounts are in pence, hours x 100 or rate number x 100)

The identifier and amount can be repeated up to 20 times on the same record and an employee can have up to 50 records. The file should be in employee code order.

Payment Type Identifier

- 01 to 12 this is the identifier for hours at factors 1 to 12
- 21 to 32 this is the hourly rate identifier for the above hours. If you do not issue an identifier it will default to rate 1
- 41 to 80 this identifies Payments or Deductions 1 to 40
- 91 Salary
- 92 SSP
- 93 SMP
- 95 Holiday Taken
- 96 Advance Number of Holiday Periods
- 97 SAP
- 98 SPP

Amount

- For identifiers from 1 to 12 the amount is in hundredths of hours
- For identifiers from 21 to 32, the amounts are 100, 200, 300, 400 or 500 for the first 5 hourly rates of pay
- All remaining amounts are in pence
- If a negative value is required, the first character of the amount should be a (minus sign)

Example

To pay employee 47 16 hours at rate number 3, together with 4 hours at the same rate but at time and a half (factor 2), in fixed length this would be displayed as follows:

Fixed Length Breakdown based on above example

00000000470100001600 (0000000047 – employee code, 01 – Factor ID, 00001600 – Number of hours)

00000000472100000300 (0000000047 – employee code, 21 - Links factor to rate, 00000300 – Rate ID)

00000000470200000400 (0000000047 – employee code, 02 – Factor ID, 00000400 – Number of hours)

00000000472200000300 (0000000047 – employee code, 22 - Links factor to rate, 00000300 – Rate ID)

Note

In Fixed Length format you cannot access payment/deductions beyond No 40.

CSV Files

You can also create the clock-in file in comma-separated format. It requires the same field sequence as Fixed Length, except a comma separates the field and there is no requirement for fixed lengths or zero/space padding. The values are as above (pence for amounts and hours times 100 for hours.)

If the amount / hours field has a decimal point there must be two digits after it as the point is ignored when converting the field to a number. For example 17.1 would be read as £1.71 whereas 17.10 would be read as £17.10.

The employee code can be enclosed in quotes if required.

IRIS Payroll will only accept values for payment and deduction numbers 0001 to 0040 using the normal file layout. However if the CSV version is used, identifiers 10001 to 10099 can be used for payment / deductions 1 to 99.

After import, the clock-in file must either be overwritten or deleted.

Example

To pay employee 47 16 hours at rate number 3, together with 4 hours at the same rate but at time and a half (factor 2), in fixed length this would be displayed as follows:

CSV Breakdown based on above example

47,01,1600 (47 – employee code, 01 – Factor ID, 1600 – Number of hours)

47,21,300 (47 – employee code, 21 - Links factor to rate, 300 – Rate ID)

47,02,400 (47 – employee code, 02 – Factor ID, 400 – Number of hours)

47,22,300 (47 – employee code, 22 - Links factor to rate, 300 – Rate ID)

CLOCKIN.mdb

To import data from a database, there must be a file called CLOCKIN.mdb present in the program folder.

When you click **Enter Variations**, IRIS Payroll before looking for a text-based time & attendance file, checks first for the presence of CLOCKIN.mdb and that there are entries for the company.

Layout of CLOCKIN.mdb

The ID and Value fields of the database are the same as the text based fields, except:

- The Value should be in pounds and pence
- Rates should not be multiplied by 100

The database version works in exactly the same way as the other Clock-in files, except the source data is now period specific.

The period has to be in the program's standard form:

- yyyyPnn

where:

- yyyy is the year
- P=1 for Monthly or =0 for (multi) Weekly
- nn is the Period number

For example, week 47 of tax year 2012/13 would be 2012047 and month 3 of 2012/13 would be 2012103.

If you require further information on the Database version, please contact IRIS Payroll Support.

Example showing comparison between Fixed Length & CSV

This is a simple example of the format for a file that imports the following data:

- Employee No 1 has worked 20 hours at pay rate No 4 and Overtime factor No 1
- Employee No 1 has worked 8 hours at pay rate No 2 and Overtime factor No 2
- Employee No 1 has received a £50.00 for payment (Bonus) No 1
- Employee No 2 has worked 32 hours at pay rate No 3 and Overtime factor No 1
- Employee No 2 has received SSP at £81.60
- Employee No 3 has worked 35 hours at pay rate No 3 and Overtime factor No 1
- Employee No 3 has received a £25.00 for payment (Expenses) No 2

Fixed Length Format	CSV Format
00000000010100002000	1,01,2000
00000000012100000400	1,21,400
00000000010200000800	1,02,800
00000000012200000200	1,22,200
00000000014100005000	1,41,5000
00000000020100003200	2,01,3200
00000000022100000300	2,21,300
00000000029200008160	2,92,8160
00000000030100003500	3,01,3500
00000000032100000300	3,21,300
00000000034200002500	3,42,2500

Note

In Fixed Length format you cannot access payment/deductions beyond No 40.

This limitation is overcome in CSV by having the format as:

10000 + the payment or deduction number. For example payment number 55 would become 10055

Creating a CSV File from a Spreadsheet

To create a CSV for CLOCKIN from a spreadsheet, open a blank workbook in Excel. There are only 3 columns needed which contain the employee code, the identifier and the amount.

Column A

In column A, record the employee code for the individual

Column B

In column B, record the identifier i.e. the factor ID if using pay rates; the payment ID if making a payment. For instance, for SSP use the identifier of 92.

Note: If using CLOCKIN for entering pay rates information, a pay rate needs to be set up in the **Employee Details, Pay Elements** tab with an amount in the **£/hour** column.

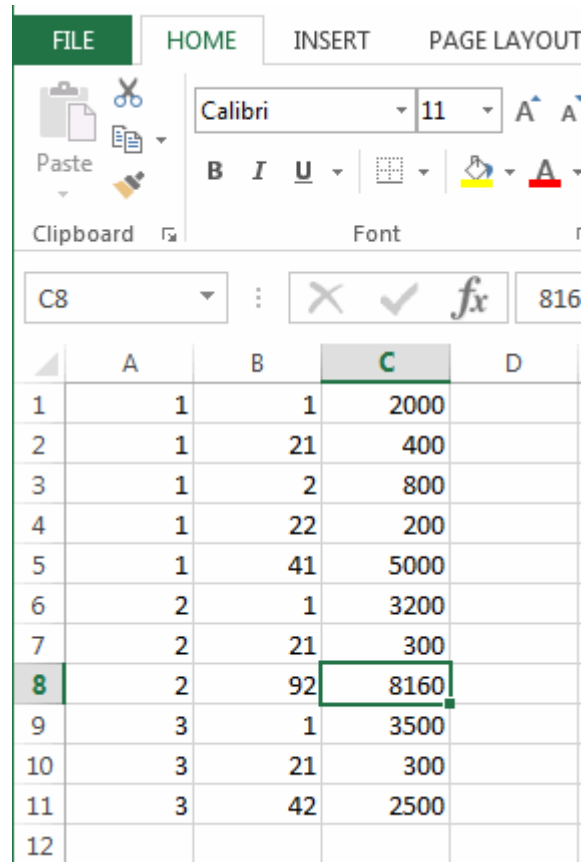
Column C

Enter in column C the amount, for example:

- 5000 (this would be £50.00) – this would link to payments or deductions
- the number of hours being paid – 2000 (20 hours)
- the rate ID x 100 – 400 (Rate 4)

The images below show how this simple example would show in a CSV file:

- Employee No 1 has worked 20 hours at pay rate No 4 and Overtime factor No 1
- Employee No 1 has worked 8 hours at pay rate No 2 and Overtime factor No 2
- Employee No 1 has received £50.00 for payment No 1 (Bonus)
- Employee No 2 has worked 32 hours at pay rate No 3 and Overtime factor No 2
Employee No 2 has received SSP at £81.60
- Employee No 3 has worked 35 hours at pay rate No 3 and Overtime factor No 1
- Employee No 3 has received £25.00 for payment (Expenses) No 2



	A	B	C	D
1	1	1	2000	
2	1	21	400	
3	1	2	800	
4	1	22	200	
5	1	41	5000	
6	2	1	3200	
7	2	21	300	
8	2	92	816.00	
9	3	1	3500	
10	3	21	300	
11	3	42	2500	
12				

Using the above data this is an example of a spreadsheet that could be used for CLOCKIN.

Column A shows the Employee Code

Column B shows the payment Identifier

Column C shows the amount

The spreadsheet has been saved as Clockin.csv.

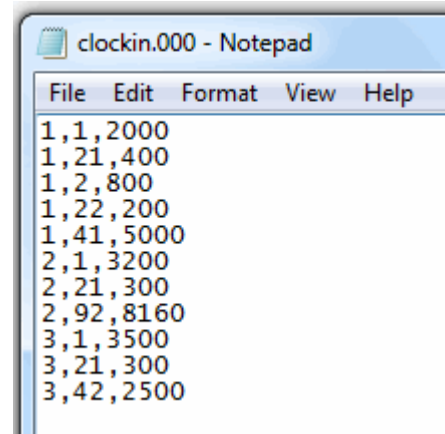
Once saved as Clockin.csv, you will need to rename the Clockin.csv to clockin.xxx (where xxx is the Company No). In this instance the extension is 000 as we are using the Demonstration Company.

This is how the above CLOCKIN information would look in notepad. From the title bar you can see the name of the file clockin.000.

A breakdown of the first 2 lines is as follows:

Line 1

- 1 = employee code
- 1 = Factor ID
- 2000 = 20 hours



Line 2

- 1 = employee code
- 21 = this identifier links the rate that follows to the factor in line 1. Identifiers are used to link the rate number with the number of hours at a given factor. In this example the 2 is the identifier and the factor is 1 resulting in 21
- 400 = this is the Rate id which in this case is 4

Once the information has been entered into the spreadsheet (as per the screenshot earlier in this topic), click on the **File** menu then choose **Save As** and save the document as a CSV file with the name CLOCKIN. Save this document into a convenient location. Once saved, locate the file CLOCKIN.csv and right click and rename. Rename the file to CLOCKIN.000 (in this guide we are using the Demonstration Company which is ID 000, if you were in Company 1 you would rename the file to CLOCKIN.001). Then right click on the CLOCKIN.000 file and click copy. Once copied the CLOCKIN.000 file needs to be pasted into the IRIS Payroll folder. You can check the location of your installation by clicking on the **Help** tab and **About IRIS Payroll** and then clicking **More Details**. This will display the program location.

Once the CLOCKIN file is in the IRIS Payroll directory, the next time you **Enter Variations** for the next payroll it will read the clock-in information.

Additional Software and Services Available

IRIS AE Suite™

The IRIS AE Suite™ works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary contributions, produce files in the right format for your pension provider* and generate the necessary employee communications.

IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite™.

IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600	Tel: 0300 200 3200
Fax: 0844 366 7828	Tel: 0300 200 3211 (new business)
Email: helpdesk@ir-efile.gov.uk	

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0844 815 5700	Tel: 0844 815 5677
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk

Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0844 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0844 815 5661	ipsupport@iris.co.uk
IRIS Payroll Professional	0844 815 5671	payrollpro@iris.co.uk
IRIS GP Payroll	0844 815 5681	support@gppayroll.co.uk
IRIS GP Accounts	0844 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0844 815 5671	support@earnie.co.uk