

# PaySauce Worksheet File Format

2 September 2021

## CSV File Format

### Header

Name	Type	Reqd	Description
Date	String	Y	The date of the work record in either YYYYMMDD or DD/MM/YYYY format.
IrdNo	String	Y	The IRD number of the employee must match that of the employee record in PaySauce <i>in the pay run that is currently receiving the import</i> . Can be an 8 digit or 9 digit number, with or without intervening - (dashes)
Factor / Type	String / Number	N	Code or number that represents the payroll instruction / <i>factor</i> . If a code is present then this must match a corresponding label field of the tag set setup on the timesheet template. See <i>Type Codes</i> below. If a number, then this represents the factor directly. If this value is not supplied then the factor will default to 1.
Total / Hours / Leave / Quantity / Amount	Numeric	Y	<p>The unit quantity of the line item. Any of the five field names are acceptable. The recommended name is Quantity or Total as this represents the most generic form of the data.</p> <p>If the data value represents hours (either normal or leave), then it will be in decimal form. e.g. 5 hours and 15 minutes = 5.25.</p>
xxxCode	String	N	Any number of additional fields that either represent costing or rate codes. These need to be setup in the timesheet template and depending on their configuration will map accordingly. See Additional Code Fields below.

This allows for an infinite number of cost centres and also allows for them to be named according to the source system. The only restriction is that the field name must end in Code (case insensitive). If this field is not supplied then no cost centres will be applied to the line item and instead default costing will apply according to the allowance and employee master setup.



1. Header fields are required
2. The filename is flexible and has the only requirement that PaySauce (case insensitive) appear somewhere in the filename. e.g. *My PaySauce Worksheet for 2021-08-01.csv* is perfectly acceptable as is *paysauce-upload.csv* for example.
3. You can use any template type for the upload. The type of the template (Simple, Factor or Rate and Factor) only limits / extends the mapping options available, so careful understanding of the client requirement is necessary in order to provide the correct most simplest setup for the solution.

## Factor Codes

Factor / Type codes are divided into two sets:

1. Those that control the factor, e.g. Time and a half, Double time etc
2. Those that control the pay card allowances that appear after the worksheet import.

If codes are defined, then they must also be on a PaySauce tag set and must be configured on a timesheet template under the Factor setting. This means that the template type must be either *Factor* or *Rate and Factor*.

If numbers are supplied then this has the added advantage of less configuration in PaySauce as no Factor tag set is required as well as the ability to use an infinite number of factors (as the data is simply numeric) as well as the ability to use *Simple* template option.

However, using codes over straight numerical values has the added option of being able to import leave as well as fixed payment allowances (either taxable or non taxable). These allowances when uploaded this way will appear on the pay card *as well* as appearing on



the primary payment timesheet. When appearing on the timesheet these allowances will appear as separate views labeled *Leave* and *Allowances*.

When allowances are loaded this way, they are loaded on a daily basis, however will appear on the pay card as a summary (read only) item and are only editable in the timesheet Allowances view.

When leave is loaded this way it will appear as read only on the pay card (in the normal way) but will be editable both on the timesheet Leave view and well as the Leave Management View and the Leave Popup view.

The following type codes are examples of how you might instruct PaySauce to pay out different factors that are applied for things like holiday pay and ordinary time.

### Factor Codes

Label	Value	Action
ORD	1	The payment is ordinary
TQ	1.25	The payment is ordinary but paid out at the appropriate factor
TH	1.5	
DT	2	
TT	3	

### Factor Codes

Label	Value	Action
AL	allowance.leave.annual	Creates an annual leave payment at the rate as determined by payroll settings
SL	allowance.leave.sick	Creates and records a sick leave payment
ALT	allowance.leave.alttaken	Creates and records an alternate leave payment
BL	allowance.leave.bereavement	Creates and records a bereavement leave payment



LWOP	allowance.leave.withoutpay	Records leave without pay
EXP	allowance.fixed	Supplies a fixed payment to the <i>matched</i> payment EXP in PaySauce. Can be other things like Reimbursement, Rent etc, whatever you want to supply on the import file that is meaningful.
EXPNTX	allowanance.fixedntx	Same as EXP, but allows for non taxable allowances, things like Mileage, Uniform etc



The Label field is configurable and depends on how external systems might be set up. The key takeaway is that the Value field controls the behaviour. If the value field is numeric, then a Factor is applied, if the Value field is one of the preset instruction values then a pay card allowance instruction is applied.

## Additional Code Fields

Any field that ends with “Code” (case insensitive) will be treated as a candidate for costing and rate overrides. This allows for example a line item to be costed to say the *Shady Glade* farm and doing say the *Fencing* activity. You are limited here only by what you configure in PaySauce and what your external data capture systems are collecting.

In addition an override rate can be applied to a line item that will give full control for rates changing on a daily basis.

Rates are codes and are configured in the same way as factors. For example the HCA-1 (Healthcare Assistance) rate might have a value of 25 and HCA-2 might be 27, meaning for different line items, different hourly rates can be applied.

Rates are configured on the timesheet template and are auto discovered on the worksheet import file.

## Importing into an allowance other than the Primary Payment

PaySauce allows for an employee to have an unlimited number of allowances. Allowances are grouped on a pay card and a pay card is calculated accordingly. For things like determining an employee current rate (for leave purposes) and being able to import data, a *Primary Payment* needs to be defined.

The primary payment is precisely what it says - it is the goto payment to use in absence of any other payment reference. This is fine for simple cases, however when additional data is required to be imported (like piece rates for example) and the primary payment is set to the timesheet hours, we need to explicitly define which payment we require the source data to be imported into.

This is easily achieved by using a code field (call it what you like, it only needs to end with code) and placing a value in that code field *that matches the Title field of the allowance you wish to import into*.

Every allowance has a Title field and this is used to refer to it both on the pay card and the payslip and furthermore for clarity this should be unique per employee.

This means we can, for example, import data into the primary payment (without defining an allowance code), or into a piece rate allowance by calling it say, *Piece Rate* and / or even into a zero hours rated timesheet by calling it say *Piece Rate Hours Worked* or similar.

This allows us to import data into multiple allowances on the pay card in a single file upload.

### Sample

1	Date, IrdNo, Factor, Quantity, Allowance_Code, Rate Code, LocationCode, ActivityCode
2	20210801,111-111-111,,8,,, Meadowvale, Fencing
3	20210801,111-111-111, TQ,2,,, Meadowvale, Fencing
4	20210802,111-111-111,1.5,6,,, Meadowvale, Milking
5	20210803,111-111-111, Rent,400,,,,,



6	20210804,111-111-111, Tools,25,,,,
7	20210803,111-111-111,,200, Piece Rate,, ShadyGlade, Apple Picking
8	20210803,111-111-111,,75, Piece Rate,Golden, ShadyGlade, Apple Picking
9	20210803,111-111-111,,6,, Piece Hours, ShadyGlade,
10	20210804,111-111-111,,6,,Living, ShadyGlade, Cropping
11	20210805,111-111-111,,7,,Minimum, ShadyGlade, Trench Digging
12	20210806,111-111-111, AL, 8,,,,

### Line by Line analysis of the sample

Given the following pay card setup for employee 111-111-111.

Settings **Payments** Deductions

**CURRENT ALLOWANCES**

P	L	Title	Taxable	Rule	Frequency	Actions
<input checked="" type="checkbox"/>		Hours / Rate	Yes	Hours x Rate of 0.0000 x \$22.0000	Variable	
		Piece Rate	Yes	Rate x Quantity of \$0.0220 x 0.0000	Variable	

#	Description
1	This is the header line configured as per the rules outlined under Header above
2	Imports 8 hours of ordinary time for the 1/8/2021, into the Primary Payment, to be costed to the Meadowvale farm doing Fencing
3	Imports 2 hours of time for the 1/8/2021, to be paid at Time and a Quarter into the Primary Payment, to be costed to the Meadowvale farm doing Fencing
4	Import 6 hours of time for the 2/8/2021 to be multiplied out by 1.5 into the Primary Payment to be costed to the Meadowvale farm doing



<i>Milking</i>	
5	Import a taxable <i>Rent</i> allowance of \$400 to appear under the <i>Allowances</i> view of the <i>Primary Payment</i> on the 3/8/2021.
6	Import a non taxable <i>Tools</i> allowance of \$25 to appear under the <i>Allowances</i> view of the <i>Primary Payment</i> on the 4/8/2021.
7	Import 200 baskets of apples for the 3/8/2021, into the <i>Piece Rate</i> allowance (to be paid out at the base rate), to be costed to the <i>ShadyGlade</i> orchard under the activity of <i>Apple Picking</i>
8	Import 75 baskets of apples for the 3/8/2021, into the <i>Piece Rate</i> allowance (to be paid out at the <i>Golden</i> apples override rate), to be costed to the <i>ShadyGlade</i> orchard under the activity of <i>Apple Picking</i>
9	Import 6 hours of <i>zero rated time</i> for the 3/8/2021 into the <i>Primary Payment</i> to be costed to the <i>ShadyGlade</i> orchard
10	Import 6 hours of time for the 4/8/2021 into the <i>Primary Payment</i> , to be paid at the <i>Living</i> wage on the <i>ShadyGlade</i> orchard for <i>Cropping</i> trees.
11	Import 7 hours of time for the 5/8/2021 into the <i>Primary Payment</i> , to be paid at the <i>Minimum</i> wage on the <i>ShadyGlade</i> orchard for <i>Trench Digging</i> .
12	Import 8 hours of <i>Annual Leave</i> for the 6/8/2021

## Intra period imports and API

For those clients that require up to date data in the payroll, the PaySauce file format is the only file format that can be imported on an intra period basis. This means the file can be either imported as an entire period (meaning existing data for employees in the import will be erased) or on a daily basis meaning data is kept in the period and removed only for the days coming in on the intra period file.

As a further extension, this will be the format of the API that will be able to be embedded into third party applications to allow them to send payroll data as required from inside their own apps.