

Sage WageEasy

Importing employees into Sage WageEasy

Purpose: Designed to assist clients in completing a smooth and efficient transportation of data from their existing payroll system and into Sage WageEasy. This is achieved endeavouring to import as much data as possible from one system to the other and eliminate the need for manual entry of employee files.

Procedure:

Creating an excel spread sheet from the existing payroll system.

You will need to be able to create a report from your existing payroll system with as much employee information as possible. The effectiveness of this procedure will rely on the information and what format this information can be extracted out in from your old payroll system. For the Employee Importing Specification please see below.

The idea is to extract the CSV import file for directly importing the employee records into Sage WageEasy

Sage WageEasy can easily import employee records from an external source via a file containing employee records in standard CSV (Comma Separated Values) format!. Optionally, the first line of the file may be a comma-separated list of field names in the same order as the employee records. If you are unable to extract straight into CSV file, but can extract as Excel, please call Sage WageEasy support for assistance to convert the Excel file.

The following table details the data items that can be included in the import file. Data items can appear in any order in the import file.

Item	Type/Length	Comments
Employee Number	String(20)	Alphanumeric
Last Name	String(20)	Alphanumeric
First Name	String(20)	Alphanumeric
Second Name	String(20)	Alphanumeric
Date of Birth	Date	DD/MM/YYYY
Gender	String(1)	M or F
Address Line 1	String(120)	Alphanumeric
Address Line 2	String(120)	Alphanumeric
City	String(40)	Alphanumeric
State	String(3)	Alphanumeric
Postcode	String(5)	Numeric
Country	String(40)	Alphanumeric
Telephone	String(18)	Numeric
Email Address	String(50)	Alphanumeric
Employee Department	String(40)	Alphanumeric
Employment Date	Date	DD/MM/YYYY

Termination Date	Date	DD/MM/YYYY
Pay Rate	String(255)	Alphanumeric
Employee Award	String(255)	Alphanumeric
Employment Category	Integer	0 = Full Time, 1 = Part Time, and 2 = Casual
Pay Period	String	Alphanumeric
Salaried	Boolean	Y or N
FYTD Gross	Decimal	Numeric in format 999.99 (to 2 decimals)
FYTD Tax	Decimal	Numeric in format 999.99 (to 2 decimals)
FYTD Before Tax Allowances	Decimal	Numeric in format 999.99 (to 2 decimals)
FYTD After Tax Allowances	Decimal	Numeric in format 999.99 (to 2 decimals)
Pay Method	Integer	0 = Cash, 1 = Cheque, 2 = Bank, and 3 = Non-bank
Bank Name		
Bank Account Name	String(30)	Alphanumeric
Bank Account BSB	String(10)	Numeric
Bank Account Number	String(20)	Alphanumeric
Bank Amount	Decimal	Numeric in format 999.99 (to 2 decimals)
Tax Scale	String	Alphanumeric
Tax File Number	String(11)	Numeric
Super Fund Name	String	Alphanumeric
Super Number	String(40)	Alphanumeric
Super Contribution Type	String(3)	SGL = Super Guarantee, SS = Salary Sacrifice, ER = Employer Additional, EE = Employee Contribution
Super Amount	Decimal	Numeric in format (to 2 decimals) Per Pay Amount
Super % Amount	Boolean	Y or N
Super Include As RESC	Boolean	Y or N
Super YTD	Decimal	Numeric in format 999.99 (to 2 decimals)
Leave Carry Forward Date	Date	DD/MM/YYYY
Personal Leave Balance	Decimal	Numeric in format 999.99 (to 2 decimals)
Annual Leave Balance	Decimal	Numeric in format 999.99 (to 2 decimals)
Leave Loading	Decimal	Numeric in format 999.99 (to 2 decimals)
Sick Leave Balance	Decimal	Numeric in format 999.99 (to 2 decimals)
Long Service Leave Balance	Decimal	Numeric in format 999.99 (to 2 decimals)
Accrued Days Off Balance	Decimal	Numeric in format 999.99 (to 2 decimals)
Compassionate Leave Balance	Decimal	Numeric in format 999.99 (to 2 decimals)
Time in lieu	Decimal	Numeric in format 999.99 (to 2 decimals)
Family Leave Balance	Decimal	Numeric in format 999.99 (to 2 decimals)
Study Leave Balance	Decimal	Numeric in format 999.99 (to 2 decimals)
Other Leave Balance	Decimal	Numeric in format 999.99 (to 2 decimals)

Mandatory data item

1

Comma Separated Values (CSV) is a common and easily produced file exchange format that can be read/written by most databases and spreadsheets on the market.

The first line of a data file should be, (but does not have to be), the Header or a name that identifies the column's contents.

Each Row will contain one employee record. Each field within the record is delimited from the next by the comma (,) character. Fields (apart from Integer, Decimal and Date) within each record (including the column names in the first line if included) will also be quoted with the double quote character (").

Example

"EmployeeNo","LastName","FirstName","DOB","StartDate","EmailAddress","PayMethod", "YTDGross"

"1","Jones","Jason",09/04/1972,21/05/1999,"jjones@flexnet.com.au",0,1994.34

"2","Williams","Susan",18/11/1981,25/05/1999,,1,1832.61

"3","Martin","Duncan",15/01/1966,07/08/2000,"md1@aol.com",0,2107.97

CSV import file

2.1 Contents for the CSV

Please get as much of this information as possible. Entering in the information in here is much quicker than adding it manually for the Employees into Sage WageEasy after the importing has occurred. Once an Employee is imported into the database, any amendments must then be made through the Employee's file. It is not possible to import an Employee twice.

The potential information you can include is:

- Employee Number
- Last Name
- First Name
- Second Name
- Gender
- Date of Birth
- Address line 1
- Address line 2
- City
- State
- Postcode
- Country
- Phone Number
- Email
- Date Commenced
- Employment Category
- Salaried

- Pay method
- Pay Frequency
- Bank Name
- Bank BSB
- Bank Account Number
- Bank Account Name
- Super Fund Number
- Tax File Number
- Leave Carry Forward Date
- Leave balances ○ All types
- Financial YTD ○ Gross, tax, after tax allowances, super
- Super Contribution Type
- Super Amount Per Period (a number representing either a set dollar value or percentage)
- Super Per cent YN
- RESC YN / Super Include As RESC
- Employee Department
- Pay Rate
- Tax Scale
- Super Fund Name
- Employee Award

Gross

Check that the Gross in the existing payroll system is the Taxable Gross and includes all taxed allowances but does not include untaxed allowances or any salary sacrificed components. In some payroll systems 'gross' means different things.

Leave balances

The leave balances must be brought forward on the actual date the report was extracted from the old payroll system. You must have reports that you can balance "As on the Leave Carried Forward" date to in the old payroll system. Leave balances are in decimal hours in the exporter. Make sure you bring in total leave balances. Leave balance means the total amount of leave the Employee is entitled to "As At" a certain date. ie entitled, pro rata etc. You may need to add several values together depending on how your system reports leave. We need to import the value as at the specified date.

Banks

It is highly recommended that you have the banking details in your spread sheet. Adding banking details manually can leave room for error. You should also import the employees account name details i.e AB Smith. When you have extracted the CSV import file please check

- The totals for leave and YTDs (Gross, Tax, Net) to make sure they balance (add up the column, and cross reference the report to the existing reports)
- Please check that the Date of Birth is in the correct date order dd/mm/yyyy (look for a month being greater than 12). You may need to create a custom format dd/mm/yyyy

- Check that Line 1 on the spread sheet is the column headings. Make sure the field names on this report are one word of say less than 8 characters to avoid it wrapping on the import-mapping screen. A column heading with two words may not work.
- Add an additional line below the employee's record to import secondary bank accounts and salary sacrifice (Salary Sacrifice values must be shown as negatives)
- Check the Bank account BSB to check if the "0" has not been dropped off when "0" is the first number i.e. 063-526
- Remember to rename the Tax Scale (tax tables), department names and Awards according to Sage WageEasy, the importer will pick up exact description matches.
- Save the spread sheet and do a backup!

Save the spreadsheet as a CSV file

This file needs to be saved as a CSV (comma separated values) file. Excel is not good at creating a 'true' CSV file, so look for a program called 'Open office'. If you don't have Open office, the file can be emailed to the Sage WageEasy office support.WageEasy.au@sage.com and we can create the CSV file for you and email it back.

Things to check;

Once the csv file has been created please take a copy of this csv file and paste it to an alternate location. If you would like to view the contents of this copied csv file it can be Opened up in Word Pad. All text fields should have quotation marks around them. For example "Joe" "Bloggs" "3 Short Street". Date fields etc will have no "" but you will need to make sure that the date data is logical i.e.; day before month before year. If the last column on the CSV file has blank fields associated with it the employee(s) will not import. If this is the case, cut a column (any column that is filled with data) and paste it in the last column.

Company details required in the Database In Sage WageEasy

- In the Setup menu, please enter the details for
 - Banking Institutions, each bank name – Commonwealth, ANZ, etc.
 - Superannuation Funds - add a record for each Super fund in use.
 - Department Listings
 - Awards (which awards employees are on, even if in name only)
 - Pay rates (please see below for hints on entering salary pay rates)Export the information

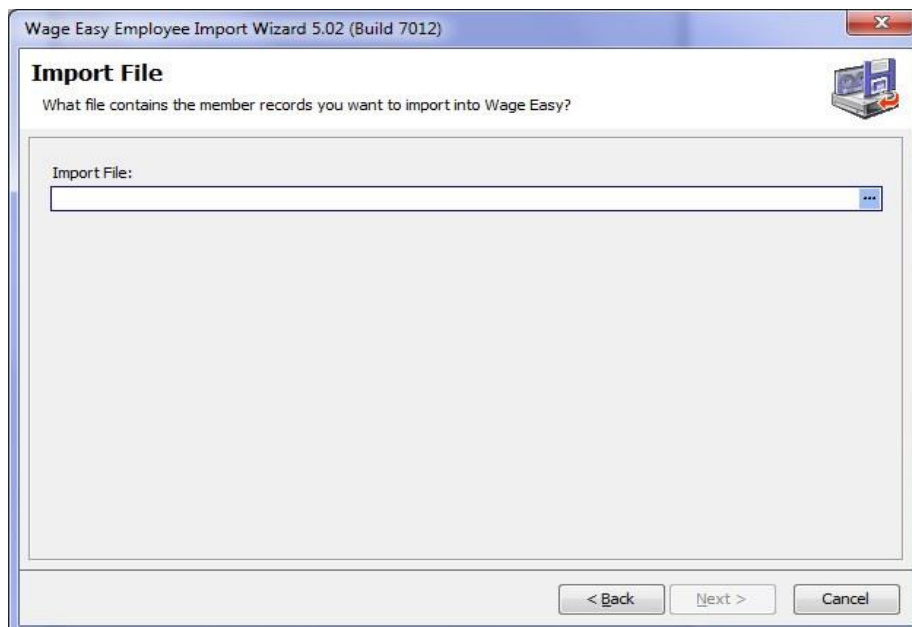
Things to check

- Make sure that EmployeeImporter.exe is installed in the default Sage WageEasy directory and the version is 5.2.5.7570
- If there are no bank details in the CSV import file set all employees at Cash on import and then add bank details once imported. There is a user-defined query that lists the payment methods of the Employees and can be used after this Importation process.
- When going through the importer, please make sure they are in dd/mm/yyyy format.
- Check if the financial year has been rolled over to the current financial year before extracting data

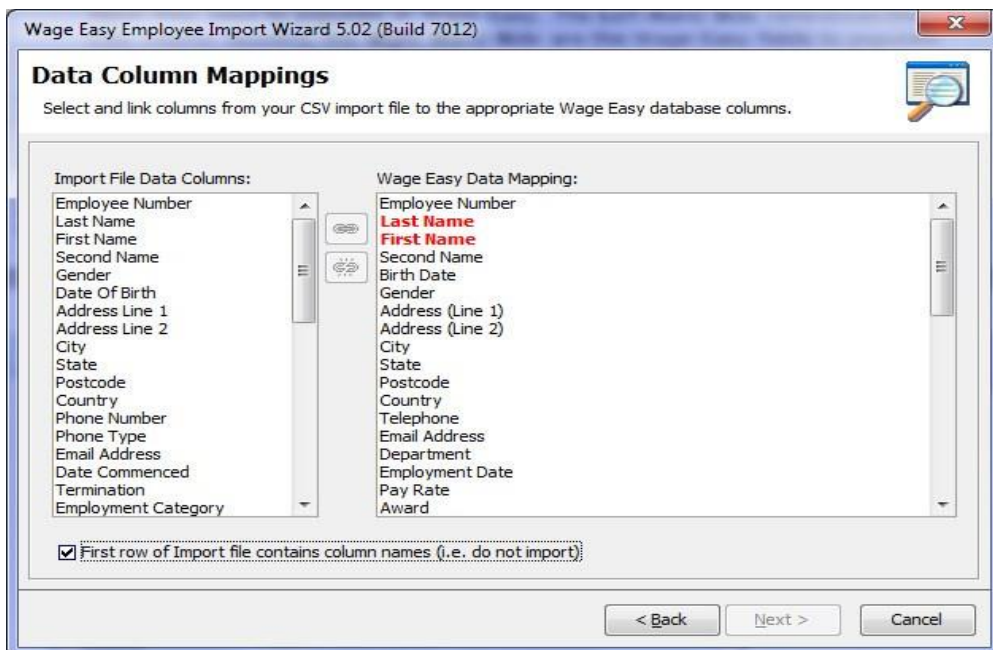
Import process

Once your file is checked you are ready to start. Warning – do not open your approved csv file. As advised before the best option is to take a copy and then open this copy using either Wordpad or Notepad

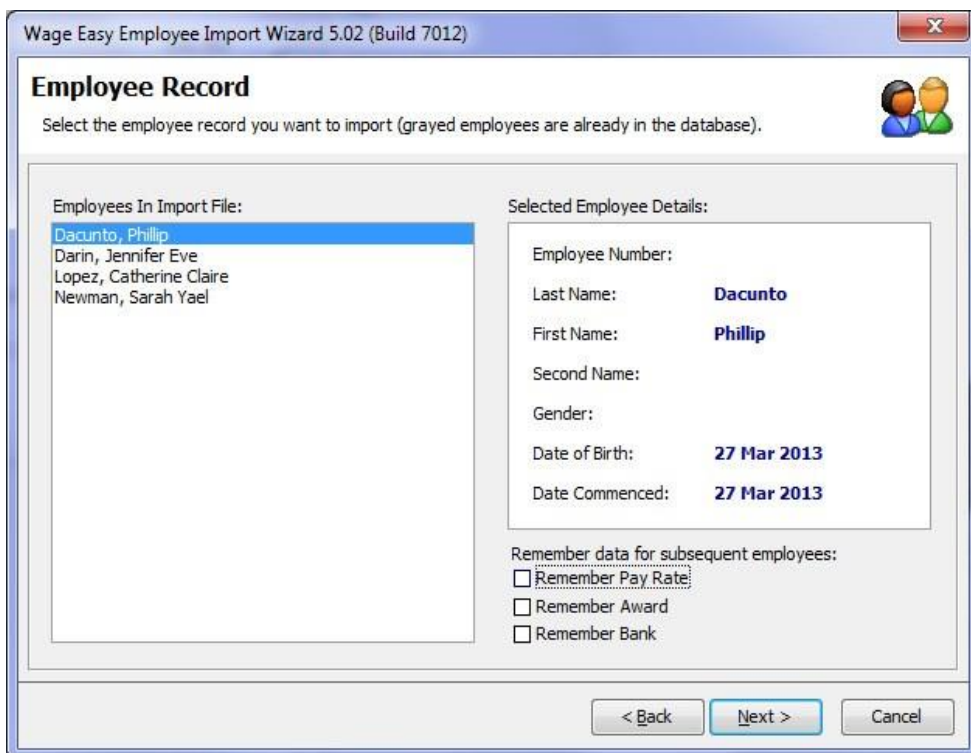
1. Make sure the Sage WageEasy program is closed.
2. From Start, All Programs, Sage WageEasy Payroll 7570, Utilities, Employee Importer
3. This screen is asking you to find your Sage WageEasy Database. Please use the three dots (ellipsis) and navigate to its location and attach. Next.
4. Locate your approved csv by clicking on the three dots (ellipsis) and navigating to its location and attach. Next and Next



5. This screen here is where you map the contents of the csv to the corresponding fields they need to populate in Sage WageEasy. The Left Hand Side references the CSV column headers, the Right Hand Side are the Sage WageEasy fields to populate. Click on LHS then the corresponding RHS and then click the Link button in the middle.



1. If you have incorrectly linked two items please use the broken link to detach.
2. Click on Next.
3. Tick that the first row of the import file contains the columns names and click Next



6. Ask the import file to remember last Payrate, Awards and Banks by ticking in the relevant boxes
7. Once you have completed your first employee, click Next to select another employee. Only click FINISH once you have imported all employees.

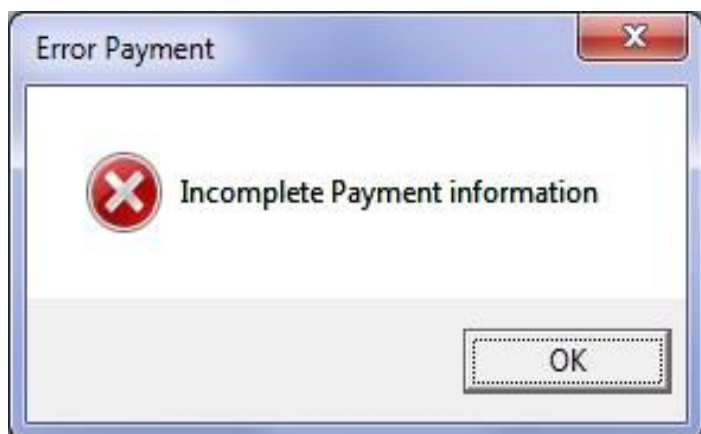
Adding in additional information

You can also add:

1. Additional bank accounts. If any employees have their pay deposited into more than one bank account that can added as an additional line below the employee record. The details you will need:
 - o Bank account name
 - o Bank account number
 - o Bank account BSB
 - o Amount paid into the secondary account
 - o Once you have more than one account, please check the correct bank account is set as the default
1. Employee salary sacrifice can also be directly imported from the CSV import file by adding an additional line below the respective employee record with the following information. The value **MUST** be entered as a **negative** value in the import file:
 - o YTD reportable super o Super Contribution Type
 - o Super Amount PP(if available)
 - o Super Per cent YN (if available)
 - o RESC YN
2. Superannuation, Please enter in any; o Employee additional superannuation per pay amounts (Year-to-date figures are not importable as these are not reportable amounts)
 - o Employer additional superannuation per pay amounts (These may be reportable amounts, if they are, ensure you have selected Y for RESC and the Super YTD value along with the per pay details)

Please note

- More than one person can import information at the same time.
- Don't hit finish unless you want to exit the exporter!
- If you do want to take a break, hit the 'Finish' button. You will need to link up the fields again. The people who have been imported should be shaded out.
- Note you may encounter an error (as seen in the snap shot below) due to the additional line added below the employee record to record the secondary bank account and salary sacrifice details. Manually enter the missing details to resolve the error



- Do lots of backups not overriding the last!

When you are finished

You would need to add if needed

1. Unions; Add unions to employee and the fortnightly amount.
2. Add the Allowances to the employee file. When you are adding to the employee file, please make sure that tool allowance and other award allowances show on the ATO payment summary.
3. Terminate all the terminated people – just put a termination date against their name. If any ETP payments have been made to them, you may need to adjust the lump sums on the ATO payment summaries.
4. Additional tax contributions – if any employees pay extra tax.
5. Additional HR information, as required. For instance, marital status and next of kin details.

Run reports

Once you have made sure that the Sage WageEasy reports match with the previous payroll system, print them out, attach them to the previous system's reports and get the financial controller to sign off on them. This is good to show that you have finished and for auditing purposes. You just need to keep in mind that Sage WageEasy will begin accruing Leave daily for those Employees set on Awards that have Yearly Accruals. Therefore from the date referenced when bringing Leave balances across, Sage WageEasy will have automatically added in the next date to begin accruing.

Remember there could be a difference between the leave accruals in old payroll system and Sage WageEasy due to the calculation of leave accruals in old system being in decimals and in hours and minutes in Sage WageEasy.