

PayPlus Generic Payroll Import

Basic payroll data may be imported into Payplus Entry by using the PayPlus Generic Payroll Import Utility. A standard ASCII text file and the following format may be used.

PayPlus Generic Payroll Import ASCII Text File Format

Fixed record length of 64 Characters

Data Element	Field Length	Record Position	Comments
Employee SSN	9	1-9	Required - No formatting - 9 numbers only
Check Type	1	10	Must be "C" - Computer
Check Sequence	2	11-12	Must be "01"
Code Type	1	13	Must be "A" for Earnings or "B" for Deductions
Earnings Code	2	14-15	Must Match existing defined Earnings codes: "01" - Regular, "02" - Overtime, etc. (See code list below)
Earnings Sequence	2	16-17	Blank
Department Code	5	18-22	Optional - Primary 5 character department code
Job Code	5	23-27	Optional - Secondary 5 character department /job code
Workers Compensation Code	7	28-34	Optional - W/C classification. Will pull from employee master if omitted. If used, must be "FLXXXX"
Hours	10	35-44	Hours Worked - Required - use decimal and 4 places - right justify - zero fill - no negatives, i.e.: 00000.00
Rate	9	45-53	Pay Rate - Optional - use decimal and 2 places - right justify - zero fill - no negatives, i.e.: 000000.00
Amount	11	54-64	Amount - Optional - use decimal and 2 places - right justify - zero fill - no negatives, i.e.: 00000000.00

Sample Payroll Import File

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123456789C01A01          00040.00000000000000000000.00
123456789C01A02          00005.00000000000000000000.00
111222333C01A01  02      00024.00000000000000000000.00
111222333C01A16  02      00000.0000000000000000000140.00
333555777C01A01  01      00040.00000000000000000000.00
333555777C01A02  01      00008.00000000000000000000.00
666333999C01A01  02      00040.00000000000000000000.00
321654987C01A01  02  AJA2 FL5474 00039.25000000000000000000.00
654321987C01A01  02  TIN1 FL5213 00040.00000000000000000000.00
654321987C01A02  02  TIN1 FL5213 00005.00000000000000000000.00
    
```

Earnings Codes:

Code Description

A01 - Regular Hours	A08 - Holiday Pay
A02 - Overtime Hours	A12 - Other Earnings
A03 - Double-time Hours	A16 - Travel Pay
A04 - Bonus	ARH - Retro Reg Hours
A05 - Commission	ARO - Retro Ovtm Hours
A06 - Vacation Pay	ATI - Tips In/Out
A07 - Sick Pay	ATC - Credit Card Tips

Deduction Codes:

Code Description

BEA - Employee Advance	BTS - Transportation
BEL - Employee Loan	BUN - Uniforms
BCP - Cell Phone	
BDT - Drug Test	
BML - Meals	
BOT - Other Deduction	
BTL - Tools	