Earnie

Guide to Spreadsheet Import

Contents

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What is Spreadsheet Import?

Spreadsheet Import is a simple way of importing pay information directly into the payroll run, without having to create a complicated CSV file.

For example, you may run a bureau and receive spreadsheets with hours or payments on them each week from your client. Spreadsheet Import makes transferring this information from the spreadsheet into Earnie quick and easy.

This feature can also be used to speed up manual payroll data entry. For example, if you need to pay everyone a bonus at Christmas - you can quickly type in the bonus amounts on one screen against the relevant employee, without having to scroll through each person's payroll screen one at a time.

> **The Spreadsheet Import is used for variable payroll data only. If you need to import any standard employee or company data you should use the File/Import feature.**

Spreadsheet Import has two main stages:

- Configuring your template containing the pay elements to be imported
- Importing data into this template from a Microsoft Excel spreadsheet (or manually entering amounts into the template)

This guide will take you through both stages, step by step.

How to create a new Spreadsheet Import template - step by step

1. On the **'Payroll'** menu, select **'Spreadsheet Import'** then **'Configure Templates'**

   Click **'Add'** to open a blank template screen
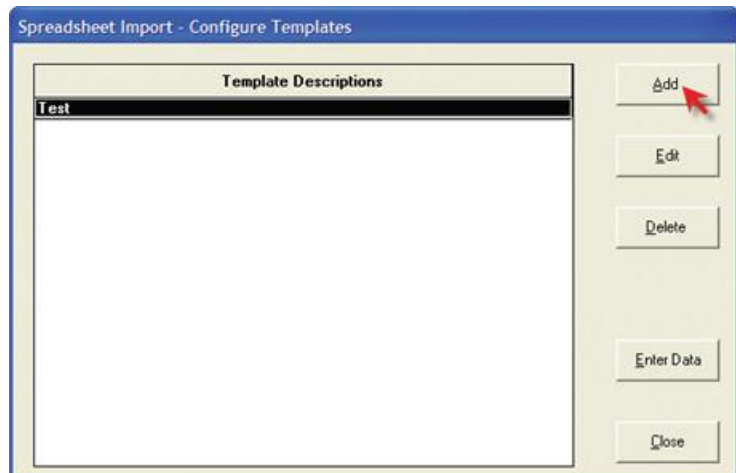
2. Enter a name for the template in the **Title** field

3. If you already have, or intend to create, a Microsoft Excel spreadsheet containing all your pay information, enter its name and location in the **Default Spreadsheet** field. Or, click on the browse button to search for the file on your system

4. If you would like the template to open complete with a list of all your current employees, tick the **'Pre-populate with employees'** box. Select the order in which you would like the employees to appear from the drop-down list to the right of the tick box
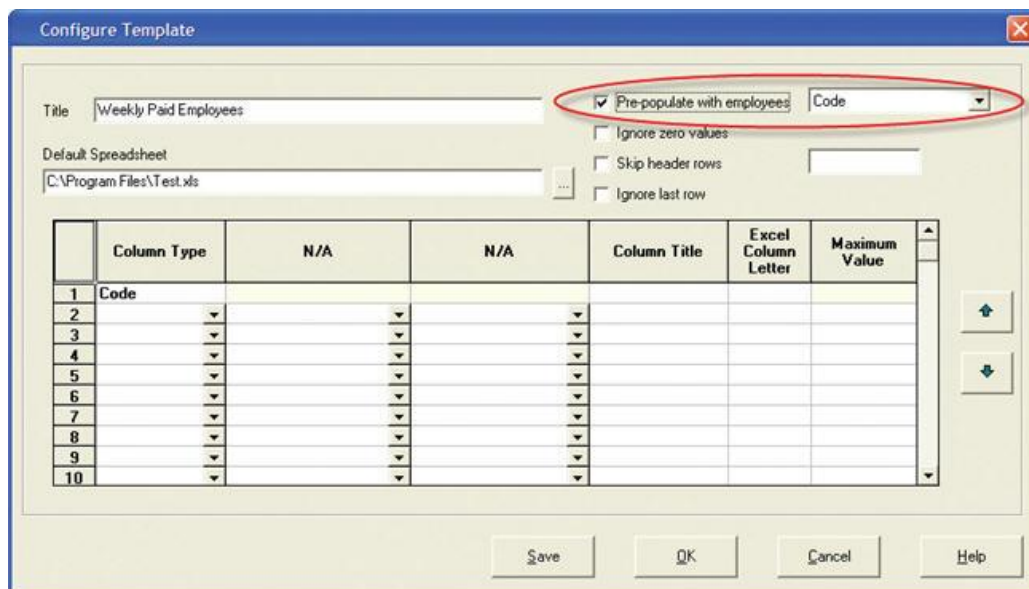
5. If you are linking to a default spreadsheet, tick the other boxes as needed.

   - **Pre-populate with employees** - tick to automatically list your employees on the template in the Spreadsheet Import entry screen. Once ticked, there are four options to order the employees, **Code**, **Surname**, **Dept/Code**, **Dept/Surname**
   - **Ignore zero values** - allows any zero values in the linked Microsoft Excel spreadsheet

to be ignored. This stops any data already entered for a pay element being accidentally overwritten when the pay information is imported

- **Skip header rows** - allows data to be imported into the Spreadsheet Import entry screen without reading the header rows in the linked Microsoft Excel spreadsheet. Enter the amount of header rows to be ignored in the text box to the right
- **Ignore last row** - stops the last row of the spreadsheet from being imported into the Spreadsheet Import entry screen

6. The first column must always be **Code**, as in **Employee Code**, and is therefore already in place for you. If you would like the **Code** column to have a different name on the template, enter that name under **Column Name**. If you are linking to a default spreadsheet, you must enter the column letter that **Code** appears under in your Microsoft Excel spreadsheet

7. After setting up row 1 for **Code**, click the down arrow within the first blank cell in row 2 to select the next pay element. Do this for each pay element you wish to import, as follows:

a. From the drop-down list, select the element you wish to import. Depending on which you select, different columns will be available and will have different names
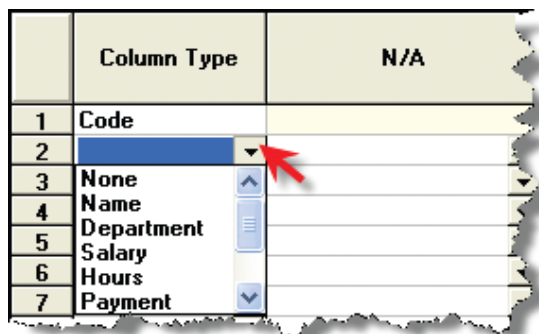
b. If the next item you want on your spreadsheet is **Name**, select it from the list and the second, third and last columns become unavailable. You can enter in a **Column Title** and a **Excel Column Letter**, if one exists. The same applies if you select **Department**

c. **Salary** is slightly different, in that the sixth column, **Maximum Value**, becomes available. Use this to set a maximum possible salary value to be imported

d. If **Hours** is selected, all of the columns become available. The second column name becomes **Rate**, and the third **Factor**. **Rate** lists all rates configured in the current company. **Factor** lists all overtime factors configured in the current company. Select the required **Rate** and **Factor** from the drop-down lists. Again, you can enter in a **Column Title** and a **Excel Column Letter**, if one exists. Use **Maximum Value** to set a

maximum possible amount of hours to be imported

e. If **Payment** is selected, all of the columns are available. The second column name becomes **Payment**, and the third **Mode**. Payment lists all payments configured in the current company. The options for **Mode** are **Overwrite** and **Add To**. Select **Overwrite** to overwrite any standard amount brought through from the employee's details. Select **Add to**, to add to a standard amount which exists in the employee's details. Select the required **Payment** and **Mode** from the drop-down lists. Again, you can enter in a **Column Title** and a **Excel Column Letter**, if one exists. Use **Maximum Value** to set a maximum possible payment amount to be imported

f. If **Deduction** is selected, all of the columns are available. The second column name becomes **Deduction**, and the third **Mode**. **Deduction** lists all deductions configured in the current company. Select the required **Deduction** and **Mode** from the drop-down lists. The choices for **Mode** are **Overwrite** and **Add To**. Select **Overwrite** to overwrite any standard amount which exists in the employee's details. Select **Add to**, to add to a standard amount brought through from the employee's details. Again, you can enter a **Column Title** and a **Excel Column Letter**, if one exists. Use **Maximum Value** to set a maximum possible deduction amount to be imported

g. **Holiday** is slightly different in that it only locks up the third column. The second column becomes **Type**. The options in the **Type** column are **Units** and **Advance Weeks**. This means, depending on how you have Holidays set up, you can either import an amount of **Holiday**, as in **Hours**, **Days** or **Weeks**, or advance an employee for a number of pay periods. Again, you can enter a **Column Title** and a **Excel Column Letter**. Use **Maximum Value** to set a maximum possible amount to be imported

h. **Statutory** allows you to import statutory payment information. Only the third column is unavailable, with the second column becoming **Type**. The choices in the **Type** column are **SSP, SMP, SAP** and **SPP**. Again, you can enter in a **Column Title** and a **Excel Column Letter**. Use **Maximum Value** to set a maximum possible value amount to be imported

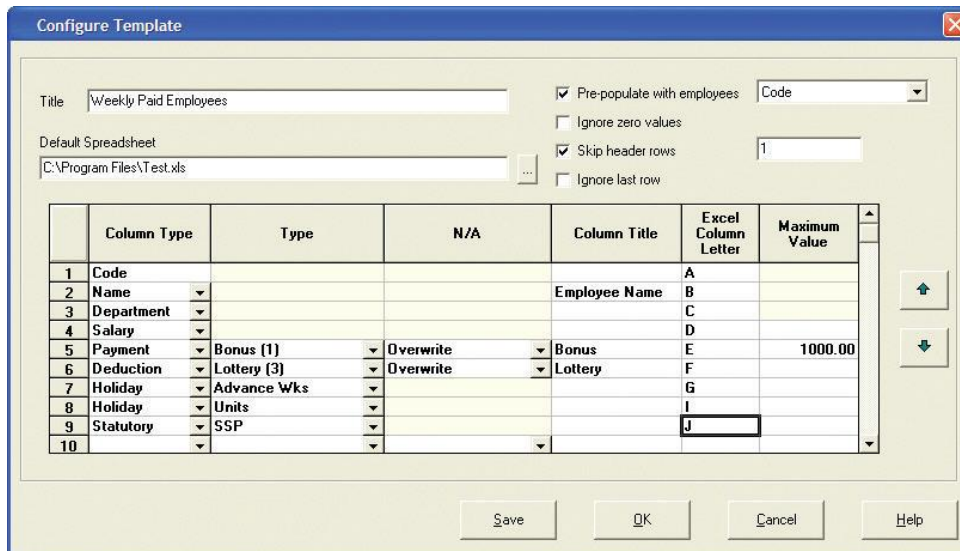## Table showing columns available when selecting different Column Types

Column Type selection	Column 2 Title	Column 3 Title	Maximum Value column
None	Select this to clear all the entries in a row		
Name	Not available	Not available	Not available
Department	Not available	Not available	Not available

Salary	Not available	Not available	✓
Hours	Rate	Factor	✓
	Drop-downs in these columns give you the choice of all Rates and Factors set up in the current company		
Payment	Payment	Mode	✓
	The Payment column has a drop-down containing all payments set up in the current company. The Mode column contains two options, Overwrite and Add To		
Deduction	Deduction	Mode	✓
	The Deduction column has a drop-down list containing all deductions set up in the current company. The Mode column contains two options, Overwrite and Add To		
Holiday	Type	Not available	✓
	The Type column has a drop-down list with 2 options, Units and Advance Wks		
Statutory	Type	Not available	✓
	The Type column is a drop-down with 4 options, SMP, SAP, SPP and SSP		

Other template columns

- **Column Title** - If you want to change the title of the column, enter the new title here

- **Excel Column Letter** - if the template is being linked to a Microsoft Excel spreadsheet, enter the column letter corresponding to the relevant value here

- **Maximum Value** - use this to set a maximum amount to be imported

Example of a completed spreadsheet template:

When you have finished creating your template, click on **'OK'**. This will save your template and take you back to the list of configured templates for the current company.
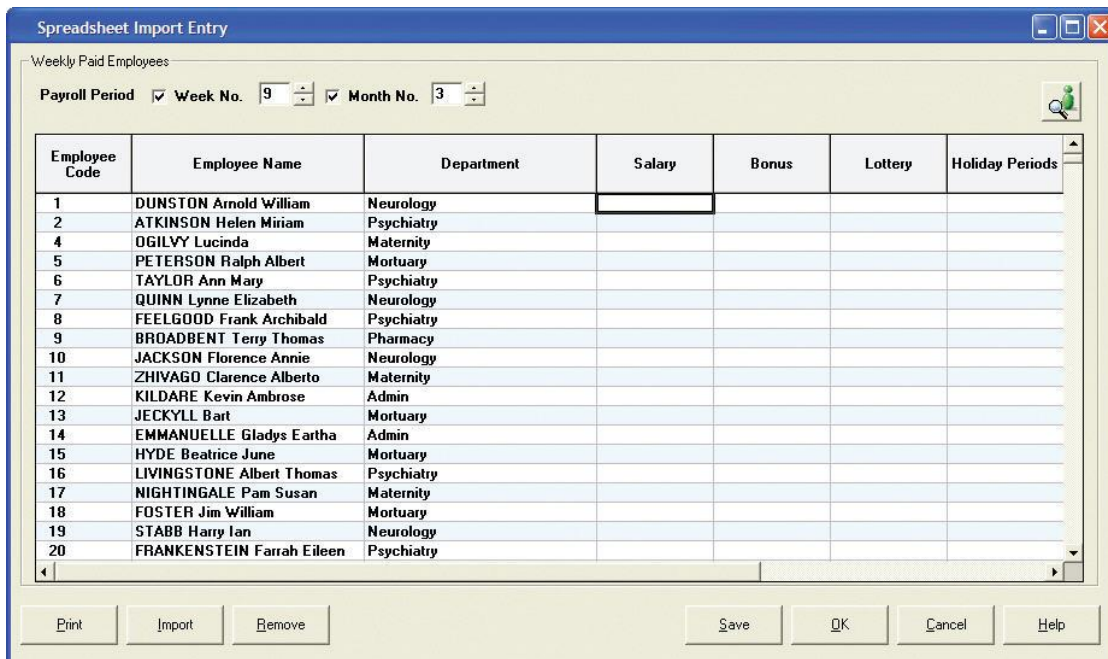
Points to note when configuring a template

- Highlighting a row and clicking the up and down arrows will move that row to the required position in the template

- Items can easily be removed from the template by selecting **'None'** from the **Column Type** drop-down list. This will clear all entries in the selected row

- When linking to a default spreadsheet, all columns you wish to import from Microsoft Excel must have an entry in the Microsoft **Excel Column Letter** column

- If **Pre-populate with employees** is not ticked, the Spreadsheet Import entry screen will just consist of empty columns with headers as specified in the template

How to import pay details - step by step

1. On the **'Payroll'** menu, select **'Spreadsheet Import'** then **'Input Data'**

2. Highlight the required template and then click **'Enter Data'**.

   This screen shows the employee and pay details set up in the configuration screen. All current employees will be listed on the template if the **Pre-populate with Employees** option was selected during configuration. If not, the grid will be empty with just the column headers visible.

The **Payroll Periods** shown at the top of the screen match the current payroll date. If you remove the tick from **Week No** or **Month No**, those employees who are due to be paid in that week or month will be removed from the template.

You can also move these periods forward to enter amounts for a future period, or move them back to look at entries for historical periods.

There are 2 ways of entering data into this screen. You can simply type it in manually, or you can import directly from a Microsoft Excel spreadsheet.
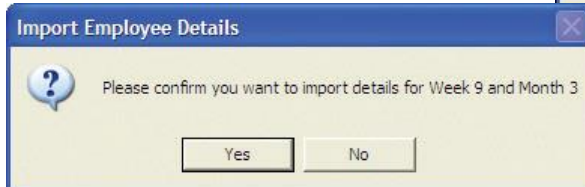
If the template is not linked to a Microsoft Excel spreadsheet, click into each cell as needed and enter your pay details. You can use the cursor keys on your keyboard to navigate within the grid without using your mouse. Use the scroll bar along the bottom of the screen to reach columns to the far right.

3. If the template you created was linked to an existing Microsoft Excel spreadsheet, click on the Import button to bring the data through to this screen.

   a. A message will appear, asking you to confirm that details should be imported for the selected pay periods

   Import Employee Details

   Please confirm you want to import details for Week 9 and Month 3

   Yes   No

   b. If the pay periods shown are correct, click **'Yes'** to proceed with the import

   c. You will then be asked to enter the location of the spreadsheet. If a Default Spreadsheet Location was entered when configuring the template, that location will be displayed. Type into the field or use the Browse button if you need to change the location. You also need to specify a worksheet number:

   Spreadsheet Location

   Please enter the location of the spreadsheet

   Import File Name   C:\Program Files\Test.xls   ....

   Work Sheet No.   1

   OK   Cancel
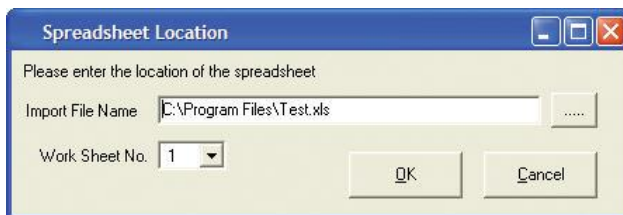
   d. Click **'OK'** to accept the location and proceed

   e. The system will then import the data into the Spreadsheet Import entry screen. On completion a message will be displayed detailing how many employee records have been imported

   f. Click **'OK'** and the data should now be visible on the Spreadsheet Import entry screen. It is possible to edit the data by clicking into each cell and overtyping

4. Use the **Select Employee** button to add a particular employee to the spreadsheet. If you need to remove a single employee, highlight their details and click **'Remove'**

5. Clicking '**Save'** as you type will save the details on the spreadsheet for payroll processing and leave it open, allowing you to continue inputting data

6. If you want to keep a printed record of the data you have entered or imported click **'Print'** when you have finished inputting data. This is not essential as any data you have saved will

16	LIVINGSTONE Albert Thomas	Psy
17	NIGHTINGALE Pam Susan	Mater
4	OGILVY Lucinda	Mater
5	PETERSON Ralph Albert	Mortua
7	QUINN Lynne Elizabeth	Neur
19	STABB Harry Ian	Neuro
6	TAYLOR Ann Mary	Psych
11	ZHIVAGO Clarence Alberto	Mater
2	ATKINSON Helen Miriam	Psych

Print   Import   Remove

be available to view historically

7. Clicking **'OK'** will save the details on the spreadsheet for payroll processing and close it

8. When ready, run payroll as normal and the data from the template should appear in each employee's payroll details screen. If you do not need to make any further manual amendments you can simply run the payroll automatically. Please note, you may receive a warning on those employees with no data entered. If you want to turn this warning off, please do so under **Company/Alter Company Options/Payroll** and set the **If No Clock-in Details** to **'Never Stop'**

Points to note when importing from a Microsoft Excel spreadsheet

- Data imported for leavers will appear in red text. However as the payroll cannot be run for leavers the data will not be used

- Data is only imported to the template at this stage. It is saved for payroll processing by clicking the **Save** or **OK** buttons

- Invalid employee codes are not imported

- Data imported with more than two decimal places will be rounded to 2 prior to display on the screen

Points to note about Spreadsheet Import entry

- Data entered but not processed in a payroll run will appear in black text and can be amended

- Data entered and already processed in a payroll run will appear in red text and cannot be amended. If you need to amend any of the information already processed you have 3 options:

  a. Open the payroll screen and amend the information in here
  b. Undo the payroll, amend the template and re-run the payroll
  c. Add a new line to the template and import information to correct what has already been imported

- Any data entered previously for leavers will appear in red text and cannot be amended

- Where no data exists for a leaver or the Pre-populate with employees option is selected

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leavers will not appear

- Data entered in this module is only temporary data for the specified payroll run. It will not amend any standard information in **Employee Details**

- Data can still be imported when an employee has already been paid for a period

Further information on the Spreadsheet Import screens can be found in Chapter 7 of Earnie Help. Contact Support if you have any further questions.

Software available from IRIS

Earnie Intro
An introduction to payroll software for small businesses with up to 30 employees

Earnie Business
Suitable for growing businesses with up to 100 employees

Earnie Executive
Suitable for larger organisations with over 100 employees and bureaus

Earnie IQ
Based on the latest SQL technology, Earnie IQ is suitable for those companies with more complex requirements

IRIS HR Manager
The easy way to keep employee data up-to-date

IRIS OpenPayslips
A secure web based solution that allows your employees to access, and download their e-payslips via an online portal

Stationery order line

0844 815 5676

HMRC online service helpdesk

Tel: 0845 605 5999
Fax: 0844 366 7828
Email: helpdesk@ir-efile.gov.uk

HMRC employer helpline

Tel: 0845 7143 143

HMRC employer helpline** (for new business)

Tel: 0845 607 0143

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Tel: 0844 815 5676
Fax: 0844 815 5680
Email: sales@earnie.co.uk

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