Shift, Overtime, Hours row-based data feed uploader

Uploading data from Spreadsheets · https://paiyroll.com/kb/shift-overtime-hours-data-feed-uploader/

Follow this guide to create **Shift pay definitions and a Data feed report definition**, which together can be used to upload shifts, overtime or hours from a typical multi-row time and attendance spreadsheet. These can be used with Excel XLSX or CSV (ensure you save as CSV UTF-8 format) files.

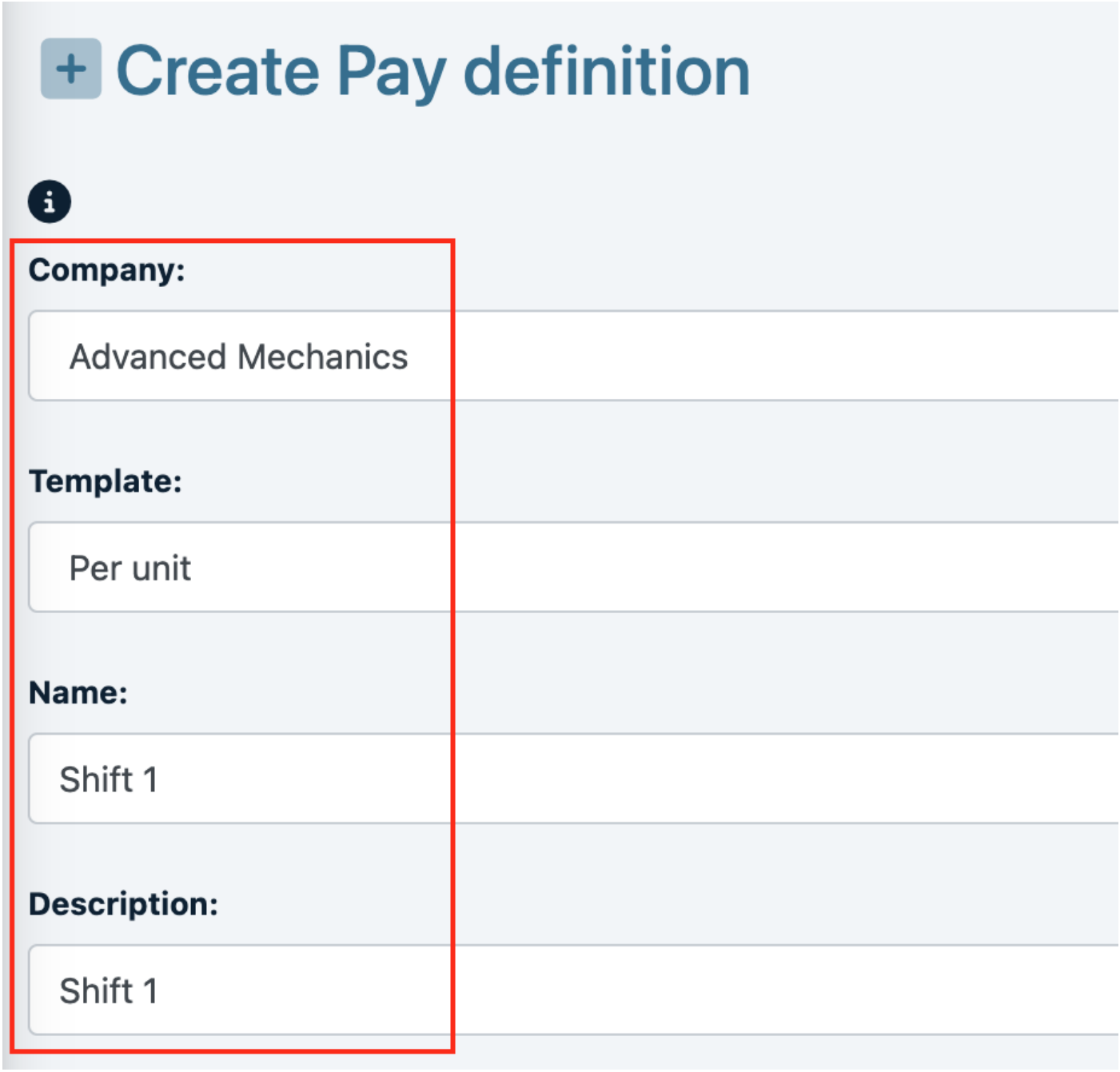
Shift [Overtime or Hour] Pay Definitions

Create the 1st Pay Definition

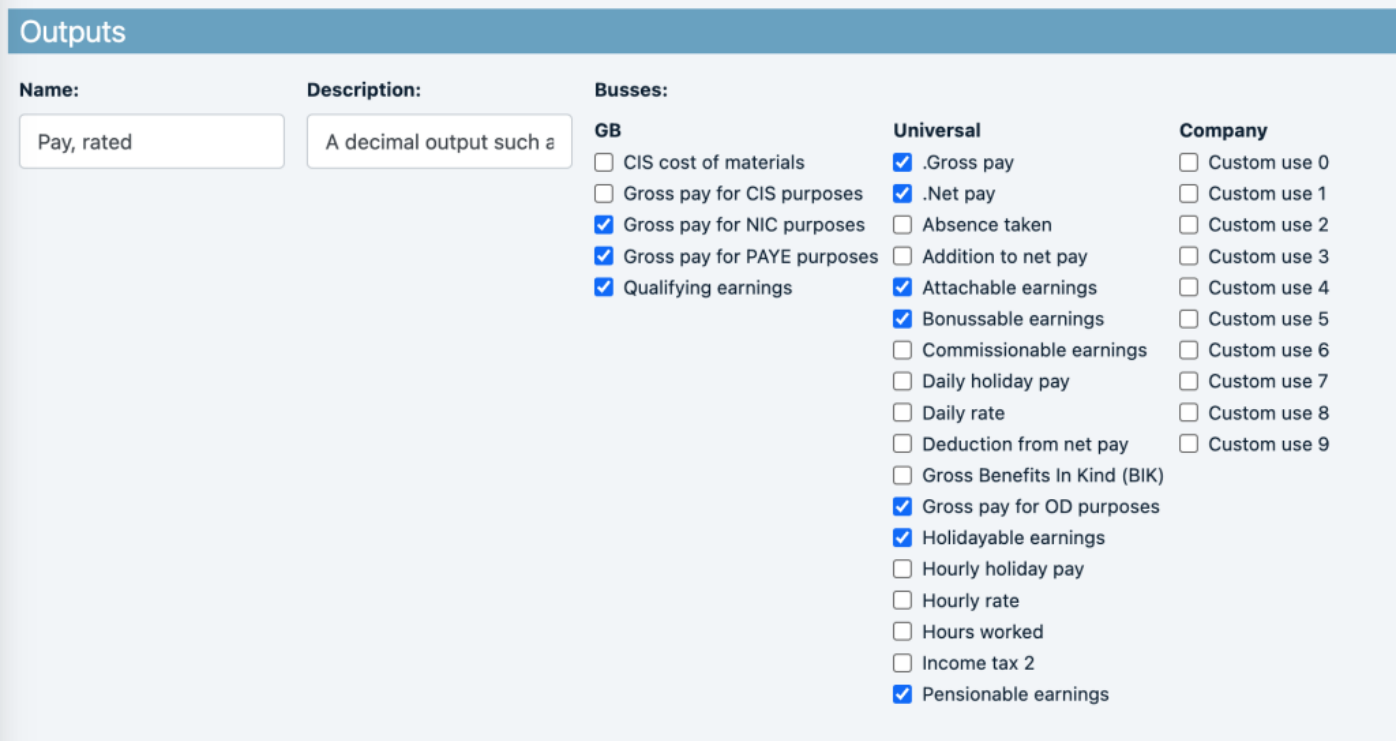
Company set up > Pay Definitions > Add...

Generally, you will select the **Pay Unit** Template. You can also use **Minimum Wage** or **Salary Overtime.**

Name the definition as required ensuring you have a number 1 at the end e.g. **Shift 1**, **Hour 1** or **Overtime 1**



In general, pay definition **Outputs** are set up for full gross payment. If you need to amend this configuration, then clear or set any appropriate busses. For example, clear Bonussable earnings if the shift item should not contribute to bonuses:



Click **Add**

Create additional Pay definitions

You will need to create as many pay definitions as needed up to the maximum number of pay items you want to process in a particular pay run. For example, if you are operating a monthly payroll and you know you may need one shift per day, then you will need 31 pay definitions numbered **Shift 1**, **Shift 2**... **Shift 31** etc.

if you have a small number, you may find it easier just to add them as above and labelling the second one **Shift 2**, **Shift 3**. If you have a large number to create, then follow the guide here for bulk upload/download and return to complete the steps.

Data feed Uploader

Company set up > Report Definitions > Add...

Enter the **Shift** Template

Add the columns (see below for full description)

Click **Add**

The new data feed will now appear in **My data feeds** and can be run by clicking **Upload**

if you subsequently discover that you need more shift pay definitions, these can be added later. Just be sure to continue numbering from the highest number

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Column Example

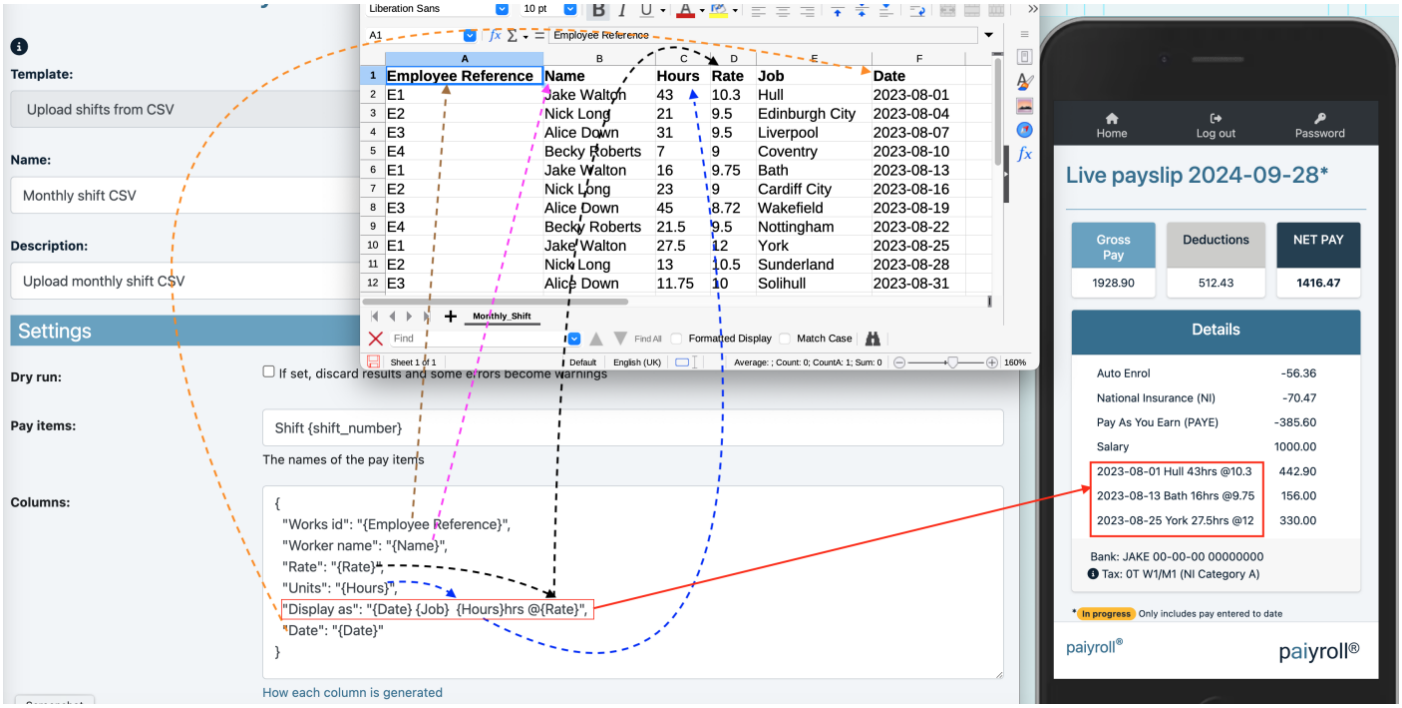
The column *mini language* allows you to read virtually any spreadsheet format and display any columns on the payslip to create your own custom display descriptions.

The column specification is quite simple: each row has a double quoted **""** left part before the colon **:** and a right part. Below is an example:

```
"Works id"         :  "{Employee Reference}",
"Worker name"  :  "{Name}",
"Rate"                :  "{Rate}",
"Units"               :  "{Hours}",
"Display as"       :  "{Date} {Job}  {Hours}hrs @{Rate}",
"Date"                :  "{Date}"
```

- The left part **names** are fixed and indicate the fields required by paiyroll®
  - "**Works id**" "**Rate**" and "**Hours**" must be provided
  - **"Worker name"** is optional and used for error reporting only
  - "**Display as**" is used to create custom display text
  - "**Date"** is optional but commonly used for automated holiday pay calculation
  - optional fields have double quotes"" on the right
- The right part after the colon used your spreadsheet column names in **curly brackets** arranged as required
  - {**Employee Reference**} {**Name**} {**Hours**} {**Rate**} {**Job**} and **{Date}**
  - Change these to your column names.

Below is an example of the columns used to read a shift spreadsheet and the resulting custom payslip:



There is no limit to the complexity you can create for the payslip **Display as** from your own spreadsheet. We suggest you include the **date**, **location** or **job** together with the **hours** and **rate** to ensure the worker can identify each shift easily.

New DictEditor

There is now a new editor that makes entering these values much easier.

If your file has a new column, you will need to map that column to the new pay definition. You do that either

- in the data feeds by clicking on the name of the report, or
- Setup > Report Definitions > Update

Follow these steps:

- Click " New " to create a new entry.
- Select the pay definitions for the **paiyroll column**
- **Your file column specification** will be whatever is in the file, wrapped in curly brackets **{New Pay}**
- **Create**
- **Update**