Uploading/ downloading data overview

Uploading data from Spreadsheets · https://paiyroll.com/kb/uploading-data-overview/

This article explains the different types of data and methods available for upload and download.

Files always contain a header row and can be in Excel **XLSX**/OpenDocument Format **ODF** (single or multi-sheet), **CSV** (UTF-8).

The majority of uploaders are for use with **row-based** files. That means each data is on a different row and each row can use a dynamic set of columns. For example, a payment or deduction only needs one value but any other complex pay time (Salaries, shifts employees) can be fully uploaded. Shift-based files typically include multiple rows per worker to allow for unlimited shift, overtime or hours data. Every input on a pension Pay Item can be uploaded including Scheme, Worker %.

Downloads are always row-based.

This powerful approach allows any data in paiyroll® to be uploaded/ downloaded and edited - this not only includes **operational** day-to-day data as well as setup data:

Row-based data uploads	**Direct Download or Upload**	**Data-feed upload**
Formats	Upload **XLSX multi-sheet, CSV** or **ODF** Download **CSV** or **XLSX Pay Items workbook**	**XLSX single-sheet**, **CSV**
Location	Local [or mounted] **file**	Local [or mounted] **file** or **Network SFTP**
Setup data	Companies Cost centres Departments Pay definitions (including **Schemes**) Pay schedules Report definitions Workflow definitions	

Row-based data uploads	**Direct Download or Upload**	**Data-feed upload**
Operational day-to-day data	Employees Pay Items	Workers Salaries Shifts [Overtime, Hours] Salaries Holidays SSP Absences Pay Items
Notes	1 to 1 mapping where 1 row is 1 item. Can be used to download/edit/repair and upload **State** for companies and employees.	Data feeds include a significant level of automation over and above Direct uploads

Column-based files - *coming soon release 4_2*

Column-based files have one row per worker with multiple columns. Each column must be named according to an existing user-defined Pay Definition. The single value for each column is used to update an existing Pay Item on the worker.

Below are the inputs that are set on the upload:

- The single value input on any **Payments** or **Deductions**
- The **Units** input on **PayPer**, **Minimum Wage** and **Salary Overtime**
- The **Annual Salary** for Salary

Column-based data uploads	**Direct Upload**	**Data-feed upload**
Formats	**XLSX**/ **ODF** multi-sheet or CSV	**XLSX**/**ODF** single-sheet, CSV or Network SFTP
Location	Local [or mounted] **file**	Local [or mounted] **file** or **Network SFTP**
Operational day-to-day data	Pay Items	Pay Items

Column-based data uploads	Direct Upload	Data-feed upload
Examples	Unlimited number of single value columns for any Payment or Deduction Pay Definition e.g. Hours for Shifts, and Overtime where the rates exist as Pay Items on each worker; Salary, Bonus, Expenses	Ditto