

TimeLink

for
pegasus
OPERA II

Time & Attendance Data Import

The TimeLink for Opera II module is designed to import data from any Time & Attendance system that has the capability to output its time data in either a CSV, TXT or DBF format. TimeLink can also import data that has originally been created in a package such as Microsoft Excel, and then output in one of acceptable file types.

The module has the ability to be configured separately for each of the Payroll Groups, and therefore a different import file is required for each Group and is imported independent of any others awaiting processing. Pre-processing Hook and Pre-processing File are only used if the end user has requested a different file format other than the standard defaults. The Pre-processing Hook field will load an additional program that must be developed by Applied Business Solutions Ltd. This can be used to format a file (specified in Pre-process File) to be converted into one of the default file layouts.

The screenshot shows the 'TimeLink Options - Weekly' dialog box. It is a standard Windows-style dialog with a title bar, close button, and OK/Cancel buttons. The dialog is organized into several sections. At the top, there are fields for 'Group' (set to 'W Weekly') and 'Current Pay Period' (set to '1'). Below this is a section for 'Hours and Minutes' (set to 'No'). The main section contains a 'Data Path' field (D:\DATA\TLINKTEST\ATLDATA.CSV), a 'File Format' dropdown (set to 'CSV'), and a 'Carriage Returns' checkbox (unchecked). Below these are two radio button options: 'One value per paycode per line in source file, values mapped to paycodes' (selected) and 'Multiple values per paycode per line in source file, paycodes specified in source file' (unselected). A 'Record Length' field is set to '0'. The next section has several checkboxes: 'Transfer Time (Reading Time Units)' (checked), 'Warning on Zero Value' (unchecked), 'Warning on Zero Rate' (unchecked), and 'Divide by Number of D.P.' (unchecked). There are also radio buttons for time formats: 'HH:MM' (selected) and 'HH.hh' (unselected). A 'Number of Decimal Places' field is set to '2'. To the right of these options are two text boxes: 'Pre-Processing Hook' and 'Pre-Process File'. The bottom section has an 'Employee Ref' dropdown (set to '1'), a 'Field Len' field (set to '0'), and an 'Ignore Date Range' checkbox (unchecked). There are two 'Period Start Date' and 'Period End Date' dropdowns (both set to '2') and two 'Format' dropdowns (both set to 'DD/MM/YY'). The version number 'Version :3.00' is displayed in the bottom left corner. The 'OK' and 'Cancel' buttons are located at the bottom right.

The Options form displays some Opera II payroll information for the benefit of the user, these include the Payroll Group, current pay period and whether Opera II Payroll handles units in hours and minutes or hours and percentage of hours. The user must enter the Data Path and the Import File Type. Once the Import File Type has been entered, various other fields will become enabled or disabled.

Date	A01	A02
31/01/2001	0.00	7.50
01/02/2001	0.00	0.00
02/02/2001	0.00	0.00
03/02/2001	0.00	0.00
04/02/2001	0.00	0.00
05/02/2001	0.00	0.00
06/02/2001	0.00	0.00
07/02/2001	0.00	7.50
08/02/2001	0.00	0.00
09/02/2001	0.00	0.00
Emp Total	0.00	46.00

Date	A01	A02
13/01/2001	0.00	0.00
31/01/2001	0.00	0.00
13/01/2001	0.00	0.00
31/01/2001	0.00	7.50
Emp Total	0.00	7.50

Date	A01	A02
13/01/2001	8.50	0.00
14/01/2001	8.50	0.00
15/01/2001	0.00	0.00
16/01/2001	0.00	0.00

The Field Mappings screen allows the user to define the structure of the import file. The fields available for defining the import are dependant upon which import file type was set-up in the TimeLink Set Options screen. For example, the Field Number box changes to list column numbers (1-50) for CSV files, character starting positions (1-255) for a TXT file, and field names for a DBF file.

Each field or column to be imported must have a connecting payment code. This assigns all values or units in this column to the selected payment code. A special payment code of X00 will be selectable, which prohibits the selected column's data from being updated to the Payroll transaction table value or units. The Replace checkbox controls how the information is imported, and if ticked then the total value for this payment code will replace the current value or units in the payroll transaction file for the employee. The Special processing box is designed to call additional routines when processing. If the Replace checkbox is not ticked then all the units or values for this payment code for the employee will be added to the existing units or values currently in the payroll transactions file.

If a TXT file is selected in the set options screen, an additional field will be enabled which allows the user to enter the length of the field, so each field in the TXT format will have a starting character position and a length. A new mapping can be added, edited or removed using the standard Opera II method of manipulating records.

The functionality of the software includes :

- Developed in Microsoft Visual Foxpro as an additional Opera II module
- Full integration into the standard Opera II system with full access control and password protection
- Most Pegasus standard functions supported with full Opera II 'look and feel'
- User-definable multiple import format types
- Extensive validation and error trapping
- Detailed and summary reporting

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