

IMS PAYROLL



Time Target Interface Overview

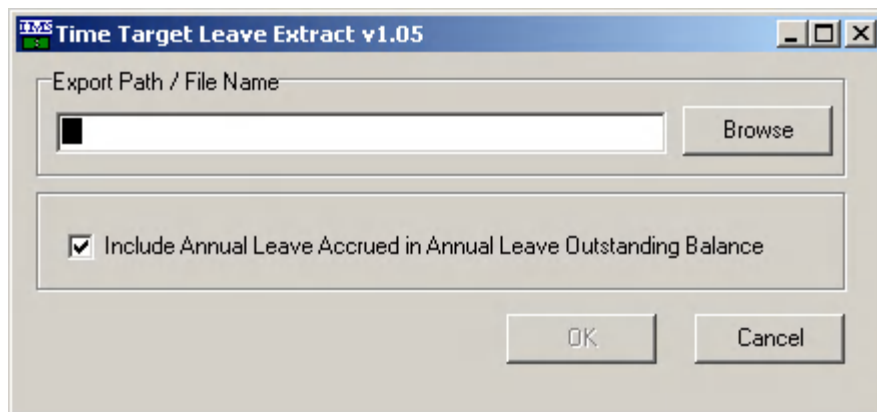
Introduction:

The Time Target Leave Extract Facility enables a Leave details extract file containing one line per employee with the following fields to be extracted within these column headers:

EmployeeID	FullName	FirstNames
Surname	PostalAddress1	PostalAddress2
PostalAddress3	PostalAddress4	HomePhone
Gender	Occupation	Department
costCentre	CostCentreName	StartDate
FinishDate	Terminated	Reinstated
SalaryType	HourlyRate1	HourlyRate2
HourlyRate3	HourlyRate4	HourlyRate5
PayPeriodRate	PayrollFrequency	HoursPerDay
HoursPerPeriod	ALType	SickFullEntitlement
SickMaximum	Apprentice	BirthDate
Student	EmpNo	EmailAddress
AnnualRecordingMethod	SickRecordingMethod	LieuRecordingMethod
LeaveAccruedTo	ALOutstanding	SKBalance
LieuBalance		

Once the software has been installed select the '**Tools – Files Export - Time Target Leave Extract**' option from within IMS Payroll Partner.

Note: The extract facility can only be utilised if the payroll company is in a 'Closed' state.



- Enter the location and name of the file to be generated then press the OK button. The file name should have a suffix of '.csv'.
- Indicate whether employee 'Accrued Annual leave' balances are to be included in the Annual Leave Outstanding column (ALOutstanding column).

Installation:

Insert the CD into your CD-Rom drive, wait a few seconds and follow the instructions displayed on the screen.

If you do not have AutoPlay enabled proceed as follows:

Click the "Start" button

Click the "Run" option

Type "D:\Setup" in the "Open:" field of the Run dialog box

Click the "OK" button

Note: If your CD-Rom drive is set up with a different drive letter replace "D" in D:\Setup with the letter identifying your CD-Rom drive. The installation will proceed automatically from this point without need of further user-assistance.