



MYOB IMS Payroll

Employee Data Export

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Introduction

The Employee List Export utility extracts employee details from the following tabs of the Employee Information screen:

- Standard
- Payment
- Leave
- KiwiSaver
- Superannuation

This data can be then imported into an external HR system.

The Employee List Export utility is found in MYOB IMS Payroll Partner at **Tools menu > Files Export > Employee List**. Access to this option is restricted if User Security is enabled and the user does not have access to the Payroll Processing section of the program.

File Format

The Employee List Export utility generates a .txt file with a name in the format:

<payroll company>_employee list_<date>.txt

The destination of this file can be entered as one of the export options (see page 2). It defaults the associated Payroll Company folder.

The fields are comma delimited.

String Fields

String (alphanumeric text) field values are delimited by double-quotes (speech-marks), e.g.

“Accounting Department” or **“Oughten, Peter James”** or **“Manager”**

Numeric Fields (Integer & Floating Point Decimal)

Numeric (integer and decimal) field values do not contain any formatting characters other than a leading sign (-) when applicable, and for decimal numbers a decimal point (.) e.g. **12.45, -15.1234, 42, -5**

Decimal values greater than zero (0) but less than one (1) contain a leading zero before the decimal point e.g. **0.15**

Decimal values less than zero (0) but greater than negative one (-1) contain a leading zero before the decimal point e.g. **-0.15**

Numeric values are not enclosed in double-quotes.

Date Fields

Date fields appear in the data file in the format "dd/mm/ccyy" by default. Date values are not enclosed in double-quotes.

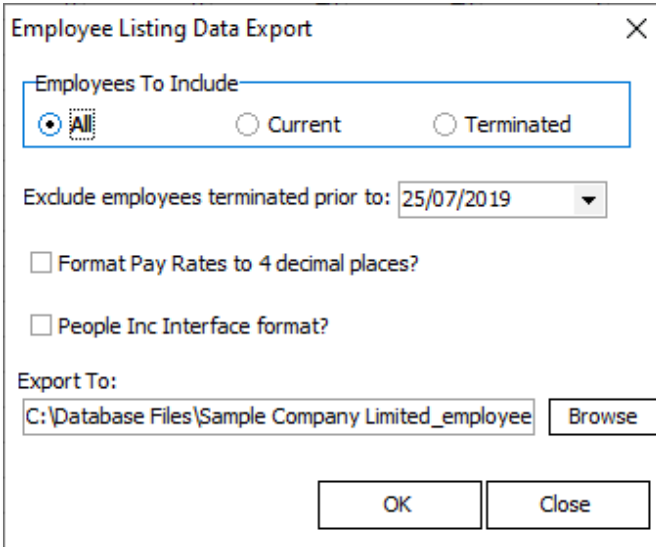
When using this export in conjunction with the People Inc HR package, the option **People Inc Interface format?** should be selected (see page 2). This will have the effect of formatting all dates within the export file in "ccyy-mm-dd" format.

Titled Columns

A Column Header record is included, is the first record in the file and lists the names of the fields for which data is being supplied. The order and number of fields contained in each data record match the order, number and data types of the fields specified in the Column Header record.

Export Options

When the Employee List Export utility is selected at **Tools menu > Files Export > Employee List**, the Employee Listing Data Export window appears. Set the export options on this window and click **OK** to generate the export file.



The screenshot shows the 'Employee Listing Data Export' dialog box. It has a title bar with a close button (X). The main area contains several options: 'Employees To Include' with radio buttons for 'All' (selected), 'Current', and 'Terminated'; 'Exclude employees terminated prior to:' with a date field set to '25/07/2019' and a dropdown arrow; two checkboxes, 'Format Pay Rates to 4 decimal places?' and 'People Inc Interface format?', both of which are unchecked; and 'Export To:' with a text field containing 'C:\Database Files\Sample Company Limited_employee' and a 'Browse' button. At the bottom are 'OK' and 'Close' buttons.

Employees to Include: Select whether to include All employees, Current (non-terminated) employees or Terminated employees only.

Exclude employees terminated prior to date: This option can be used with the 'All' and "Terminated" option above to filter out terminated employees with a termination date prior to the date entered.

Format Pay Rates to 4 decimal places? Select whether employee hourly pay rates, where applicable, are to be in 2 or 4 decimal place format.

People Inc Interface format? Select this option if using the export in conjunction with the People Inc HR software package. Dates will be reformatted in "ccyy-mm-dd" format.

Export File Columns

Column Heading	IMS Payroll Partner Data
EmpNo	User allocated Employee Identifier (if present)
Surname	Surname
FirstNames	Christian Names
PostalAddress1	Postal Address Line 1
PostalAddress2	Postal Address Line 2
PostalAddress3	Postal Address Line 3
PostalAddress4	Postal Address Line 4
HomePhone	Home Phone Number
HomePhone2	Second Phone Number
Gender	Male / Female
Occupation	Occupation
Paypoint	Pay Point as assigned
CostCode	Home Cost Code (if Costings activated)
StartDate	Date employment started – dd/mm/ccyy or ccyy-mm-dd
FinishDate	Date employment terminated – dd/mm/ccyy or ccyy-mm-dd
BirthDate	Date of Birth – dd/mm/ccyy or ccyy-mm-dd
IRDNumber	Inland Revenue Number
TaxCode	Inland Revenue Tax Code
PayFrequency	Pay Frequency – Weekly, Fortnightly, Monthly, Half Monthly, Four Weekly
EmployeeType	Salary / Wage
Salary	Salary per pay period (if applicable)
HourlyRate1	Hourly Rate – 2 or 4 decimal points as selected
HourlyRate2	Hourly Rate – 2 or 4 decimal points as selected
HourlyRate3	Hourly Rate – 2 or 4 decimal points as selected
HourlyRate4	Hourly Rate – 2 or 4 decimal points as selected
HourlyRate5	Hourly Rate – 2 or 4 decimal points as selected
PaymentMethod	Direct Credit – Cash - Cheque
AnnualLeaveType	Full Time (Set Hours) – Part Time (variable hours) - Casual

Column Heading	IMS Payroll Partner Data
AnnualLeaveln	Annual Leave units in Hours or Days
SpecialLeaveln	Sick Leave units in Hours or Days
LieuLeaveln	Alternative Leave in Hours Or Days
ALFullYrsEntitlement	Annual Leave Full Year Entitlement Units
AL%ofGross	Annual Leave percentage of Gross
ALNextEntitlement	Annual Leave Next Entitlement Units
ALDueDate	Annual Leave Anniversary Date – dd/mm/ccyy or ccyy-mm-dd
ALOutstanding	Annual Leave Outstanding Units
ALLastYrRate	Obsolete
ALPrevYrRate	Obsolete
ALGrossEarnings	Annual Leave related Gross Earnings since last Anniversary
ALHours	Annual Leave ordinary hours worked since last anniversary
ALAccruedThisYear	Annual Leave units accrued since last anniversary
ALPaidInAdvanceQty	Annual Leave units paid in advance of entitlement
ALPaidInAdvance\$	Annual Leave amount paid in advance of entitlement
ALBalance	Annual units Balance – Outstanding + Accrued – Paid in Advance
ALAccruedToDate	Date Annual Leave units accrued to
SLFullCycleEntitlement	Sick Leave Full cycle entitlement
SLMths	Sick Leave Cycle in Months
SLNextEntitlement	Sick Leave next entitlement units
SLMax	Sick leave maximum units to accrue
SLDueDate	Sick Leave Anniversary Date – dd/mm/ccyy or ccyy-mm-dd
SL%Gross	Sick Leave percentage of gross
SLBalance	Sick Leave units balance
LLOutstanding	Alternative Holiday Units Balance
EmailAddress	Email Address
EmailPayslip	Email Payslip – Yes / No
GSCM	Government Salary Calculation Method – Yes / No
HoursPerDay	Standard Hours worked per Day
HoursPerPeriod	Standard Hours worked per Pay Frequency

Column Heading	IMS Payroll Partner Data
DateDueBack	Date Due Back – dd/mm/ccyy or ccyy-mm-dd
BankAccount	Direct Credit Bank Account
Apprentice	Apprentice – Yes / No
ApprenticeHours	Apprentice Hours Worked
If Service Leave is activated:	
AALEntitlementDate	Additional Annual Leave Entitlement Date
AALEntitlement	Additional Annual Leave Entitlement
AALNewPercent	Additional Annual Leave New % Gross
ACLStartDate	Additional Company Leave Start Date
ACLFullEntitlement	Additional Company Leave Full Entitlement
ACLNextEntitlement	Additional Company Leave Next Entitlement
ACLDueDate	Additional Company Leave Due Date
ACLAccruedThisYear	Additional Company Leave Accrued This Year
ACLOutstanding	Additional Company Leave Outstanding
ACLPayOnTermination	Additional Company Leave Pay on Termination indicator
LongServiceLeaveIn	Long Service Leave Units
LSLDueDate1	Long Service Leave Due Date (1)
LSLEntitlement1	Long Service Leave Entitlement (1)
LSLDueDate2	Long Service Leave Due Date (2)
LSLEntitlement2	Long Service Leave Entitlement (2)
LSLDueDate3	Long Service Leave Due Date (3)
LSLEntitlement3	Long Service Leave Entitlement (3)
LSLDueDate4	Long Service Leave Due Date (4)
LSLEntitlement4	Long Service Leave Entitlement (4)
LSLOutstanding	Long Service Leave Outstanding
LSLPayOnTermination	Long Service Leave Pay On Termination indicator
If Shift Leave is activated:	
ShiftLeaveIn	Shift Leave Units
SHLStartDate	Shift Leave Start Date

Column Heading	IMS Payroll Partner Data
SHLFullEntitlement	Shift Leave Full Entitlement
SHLNextEntitlement	Shift Leave Next Entitlement
SHLDueDate	Shift leave Due Date
SHLAccruedThisYear	Shift Leave Accrued This Year
SHLOutstanding	Shift Leave Outstanding
SHLPayOnTermination	Shift Leave Pay On Termination
SHLCeased	Shift Leave Ceased indicator
ShiftLeaveBalance	Shift Leave Balance (Accrued + Outstanding)
ACCCU	ACC Class unit
STCExpiryDate	Special Tax Code Expiry Date
PAYEOVERRIDE	PAYE Override rate
EMOLOVERRIDE	Extra-emolument Override rate
SLRDOVERRIDE	Student Loan Repayment Deduction Override amount
PPInt_Apprentice	Special Apprentice Indicator - False / True
PPInt_GSCM	Special GSCM Indicator - False / True
PPInt_PaymentMethod	Payment method indicator – Bank / Cheque / Cash
PPInt_ApplyRelevantRate	Special Apply Relevant Rate indicator - False / True
KSEntryStatus	KiwiSaver Entry Status – Opt in – Not Eligible – Auto Enrol - Existing
KSOptInDate	KiwiSaver Opt In Date – dd/mm/ccyy or ccyy-mm-dd
KSCtribHoliday	KiwiSaver Contribution Holiday – Yes / No
KSCtribHolCeaseDate	KiwiSaver Contribution Holiday Ceased Date – dd/mm/ccyy or ccyy-mm-dd
KSOptOut	KiwiSaver Opt Out – Yes / No
KSOptOutDate	KiwiSaver Opt Out Date – dd/mm/ccyy or ccyy-mm-dd
KSOptOutBankAccount	KiwiSaver Opt Out Bank Account
KSOptOutBankAccName	KiwiSaver Opt Out Bank Account in Name of
KSSCWTPriority	KiwiSaver SSCWT Exempt Priority – KiwiSaver / Compliant Fund
KSEContribution	KiwiSaver Employee Contribution - Yes / No
KSEPercentage	KiwiSaver Employee Contribution Rate
KSRContribution	KiwiSaver Employer Contribution - Yes / No

Column Heading	IMS Payroll Partner Data
KSRPercentage	KiwiSaver Employer Contribution Rate
KSRInclusiveRate	KiwiSaver Employer Rate Contributes to Employee Rate – Yes / No
KSRSSCWTRateCode	KiwiSaver SSCWT Rate for employers contribution
KSRGLAccount	KiwiSaver Employer Contribution General Ledger Code
KSRCostCentre	KiwiSaver Employer Contribution Cost Code
KSCComplyingFund	Compliant Fund active – Yes / No
KSCFScheme	Compliant Fund Scheme
KSCFReference	Compliant Fund Scheme Reference
KSCFEContribution	Compliant Fund Employee Contribution – Yes / no
KSCFEPercentage	Compliant Fund Employee Contribution Rate
KSCFRContribution	Compliant Fund Employer Contribution – Yes / No
KSCFRPercentage	Compliant Fund Employer Contribution Rate
KSCFRSSCWTRateCode_1	No Longer in use
KSCFRGLAccount	Compliant Fund Employer Contribution General Ledger Code
KSCFRCostCentre	Compliant Fund Employer Contribution Cost Code
<i>KSRCalcMethod</i>	<i>Obsolete in v3.10</i>
KSRFixedAmount	KiwiSaver Employer Fixed Amount Contribution
<i>KSCFRCalcMethod</i>	<i>Obsolete in v3.10</i>
KSCFRFixedAmount	Compliant Fund Employer Fixed Amount Contribution
TimeInLieuIn	Time In Lieu Units In (Hours / Days)
TILPayOnTerm	Time In Lieu Pay Balance on Termination indicator
TILBalance	Time In Lieu Balance
ReviewDate	Review Date - dd/mm/ccyy or ccyy-mm-dd
If Company Superannuation is activated:	
SuperScheme	Employee Scheme
SuperRef	Employee Reference
SuperCalcMethod	Employer Contribution – Calculation Method (% Earnings or Fixed)
SuperPercRate	Employer Contribution – Percentage
SuperFixedRate	Employer Contribution – Fixed Amount

Column Heading	IMS Payroll Partner Data
SuperLimit	Employer Contribution – Limit
SuperGLAccount	Employer Contribution – General Ledger account
SuperCostCentre	Employer Contribution – Cost Code
SuperTaxMethod	Employer Contribution – Tax Free / Tax Inclusive / Tax Exclusive
SuperTaxRate	Employer Contribution – ESCT rate (10.5,17.5,30 or 33%)
KSRETCGLAccount	KiwiSaver Employer ETC GL Account
KSCFRETCGLAccount	KiwiSaver Compliant Fund Employer ETC GL Account
CECExempt	Employer exempt from Compulsory Employer Contributions (Yes or No)
Contract	Employee Contract
Preferred Name	Employee Preferred Name
TFHolidayGroup	IMS Online Holiday Group (If IMS Online activated)
PrintPayslip	Print Payslip - yes / no
Contractor	Contractor - yes / no
GSTRegistered	GST Registered - yes / no
ALCashUpEntitlement	Annual Leave - Cash Up Entitlement
ALCashUpTaken	Annual Leave - Cash Up which has been Paid Out
ALCashUpBalance	Annual Leave - Cash Up Balance
SLRDIncomeType	Student Loan Repayment Deduction Income type (Primary : Secondary)
SLRDCertType	Student Loan Repayment Deduction Certificate type
SLRDEpiryTaxCode	Student Loan Repayment Deduction Expiry Tax Code
KiwiSaverAsSalary	KiwiSaver Employer Contribution Total Remuneration – yes / no
KiwiSaverNetOrGross	KiwiSaver Employer Contribution Total Remuneration – Net / Gross / blank
NoOnlinePayslip	Generate an Online Payslip (if IMS Online activated)
ParentalLeave	Parental Leave Activated or not
PLStartDate	Parental Leave Start Date
PLExpectedDate	Parental Leave Expected Date of Return
PLFinishDate	Parental Leave Finished Date (Actual Date Returned)
PLEntitlementDate	Parental Leave – date on which an Annual Leave anniversary occurred while the employee was on Parental Leave.

Column Heading	IMS Payroll Partner Data
PLOutstanding	Parental Leave related Outstanding Annual leave units
PLGrossEarnings	Parental Leave – gross earnings as at when an Annual Leave anniversary occurred while the employee was on Parental Leave.
PLPaidinAdvance	Parental Leave – amount paid in advance as at when an Annual Leave anniversary occurred while the employee was on Parental Leave.
PLCashUp	Parental Leave – indicator that the Annual Leave Cash Up units relate to Parental Leave entitlement.
PayeeReference	Bank Account Reference
PayeeParticulars	Bank Account Particulars
PayeeCode	Bank Account Code
DateUpdated	Date file Generated – dd/mm/ccyy or ccyy-mm-dd This will always be the last field in the record.