IMS PAYROLL online max

IMS Online Max

Importing Payments into IMS Payroll

Administrator Guide



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Before you Start



Make sure that all Leave Requests & Timesheets have been entered into IMS Online for the pay period date range before importing payments into IMS Payroll.

Remember that Leave Requests cannot be added after you've created Timesheets.

IMS Online Plus and Max create payment transactions for IMS Payroll for the Timesheets that are in the system for the pay period date range. These payments may include leave, worked hours, and other allowances employees may receive.

Note that if a Leave Request spans the pay period date range, payment transactions will only be included for dates within the current pay period (remaining days will be paid in the next pay period run).

Ensure that the following tasks have been completed before importing transactions into IMS Payroll from IMS Online:

- Open the pay period in IMS Payroll (or at least determine the period date to be opened)
- Ensure all employees have entered Leave Requests and Timesheets into IMS Online for the period



Note that all Leave Request transactions within the specified date range will be transferred to IMS Payroll. This includes Leave Requests that have not yet been submitted; not yet approved; and approved.

• Ensure IMS Online has been updated from IMS Payroll to ensure leave balances etc are up to date.



Task Overview





IMS Online tasks

The following tasks are carried out in IMS Online:

- Finalise timesheets (ensure that all timesheets have been completed by employees and / or managers)
- Recalculate timesheets
- Lock timesheets



You will also log back into IMS Online to close the timesheet period after it has been successfully imported into IMS Payroll.

Recalculate timesheets



Processing timesheets ensures that payments calculated for the timesheet are 100% up to date.

For example, leave payments may change as leave balances get updated from Payroll, and payments may also change depending on other employee field changes.

Processing occurs at different stages throughout the timesheet process:

- After opening the timesheet period, and the 'Create Timesheets' action has been run, the timesheets are processed automatically as they get generated.
- If employee timesheets are modified, payments are recalculated automatically (displayed underneath the timesheet).

It is recommended that you recalculate timesheets prior to importing the payments file into IMS Payroll. This will ensure:

- Timesheet data is calculated using up-to-date leave balances and / or modified fields on the employee masterfile.
- A chance to review warnings and alerts prior to finalising the timesheet period.

Process timesheets by following these steps:

• From the Actions page, select the 'Recalculate timesheets' menu item:



Actions	Re-calculate timesheets
🖃 🍯 Backups	
🌼 Do a backup	Period Range :
🌼 Delete a backup	
🌼 Restore backup	
🖃 🃁 Manage leave requests	
🌼 Send leave reminders	
🌼 Lock leave request ed	
🖃 🃁 Manage the roster	
🌼 Lock roster up to	
🌼 Create base roster	
🖃 🃁 Period actions	
🌼 Open period	
🌼 Create timesheets	Start Close
🌼 Lock period	
Export to Payroll	0%
🌼 Close period	
🖃 🃁 Period admin	
🎲 Un-open period	
🎲 Unlock period	
🌼 Re-calculate leave	
🎲 Re-calculate time	

- In the Period Range field, enter a ? and select the correct timesheet period to process (or use the drop down arrow to select the period).
- Click Start to process timesheets for the selected period.
- Review highlighted warnings that display in the information window. If necessary, make changes to timesheets before proceeding to the next step.





Lock timesheet period

At the completion of the timesheet period, the TimeFiler Administrator needs to lock the period so that no further changes can be made. Once the period has been locked, the Administrator is able to check data and make changes if necessary, before creating the export file.

Lock a timesheet period by following these steps:

• From the Actions page, select the 'Lock period' menu item:



- In the Period Range field, enter a ? and select the correct timesheet period to lock (or use the drop down arrow to select the period).
- Once the period has been selected, click Start. Check the audit log at the end of the process to ensure the period is locked successfully.

Fast facts about locking timesheet periods

Question	Answer
When do I lock the timesheet period?	After employees have finished completing their timesheets for the period, and prior to checking data / creating an export payments file for Payroll.
What happens when I lock a timesheet period?	No further changes to the timesheet may be made by employee and managers (note that Administrators can still make changes).

Log out of IMS Online.

IMS Online Synchronisation Tool tasks

Log into the IMS Online Synchronisation Tool via the IMS Online menu item on the Tools toolbar within IMS Payroll:

) () ()			🌃 Sample	Company L	imited - IMS Payroll Partr
jile <u>E</u> dit ⊻iew	Tools Help				
	Tax Reckoner New Company	Ctrl+T	mployee 🛐 Pr	ocessing	Sundry Reports
ASHTON, Colin	Backup Restore	G	1 🙆 🔒 🚳	0 🙆 🖬	
mp# 1002 Standard Payme	Annual Leave Entitlement Update	✓ Is	History		V
Personal First Names:	IRD Reporting End Of Tax Year	•	Ashton		
Address:	Files Export Files Import	▶ N	ame:		
	IMS Online	e	Female	Emp #:	1002
		Birth Date:	07/12/1946 👻	Age:	63
E-mail:	jo.smith@timefiler.com	Phone #1:	778 2245	# 2:	021 785 185
Job					
Occupation:	General Manager	Start Date:	10/03/1997 👻	Apprent	ice?
Pay Point:	Management 🔹	Finish Date			
Costing Code:	1000 💌	Due Back:			
ACC Class Unit:		Review Da	te: 31/01/2011 💌		
Contract:	Individual 👻				

You will be presented with the following screen:

IMS Online Synchronisation Tool.	IMS PARTNER
Image: December of the second seco	Welcome to the IMS Online synchronisation tool. For support, please e-mail payroll@ims.support.co.nz or contact IMS on 06 876 8959.
eset Passwords	POWERED BY
Employee Access: https://imsonlinemaxbuild.imsonline.co.nz	www.timenier.com



Create Import File

On the IMS Online Synchronisation Tool home screen, click **Create Import File**. The following screen will be displayed:

Import into IMS Payroll	
रिंटे Create Import File	Home
Import into IMS Payroll	
Troubleshooting	
Show Last Import Results	
Un-do Export Process	

Click Create Import File. A dropdown box will be displayed:

_		
ర్టికి Create Import File	~	
		- I

Valid timesheet date ranges will be displayed:





If there are no open timesheet periods, the following message will be displayed: "No period date ranges available to select".

It is only possible to create an import file for an open and locked timesheet period.

Double click the timesheet period range; you will be presented with the following confirmation box:



Confirm	n 🔀
2	Are you sure you want to create the import file "Weekly, 11/10/2010 - 17/10/2010, Open" ?
	Cancel

Click **Yes** to continue.

At the end of the process, a confirmation box will appear:

Confirm	n 🔀
2	IMS Online import file was created. Do you want to view the import file report?
	<u>Yes</u> <u>N</u> o

Click **Yes** to view the import file report.

Two pages are displayed on the report; transactions and validation messages:



Please check both pages of the import file report.

Import file log: transactions

The first page of the Import File Log displays the transactions that have been created ready for import into IMS Payroll:

000			IMS Online Sync v	2.43	
Employee	Employee Description	DataEntryCode	Units UnitRate(code)	Date1	Date2
1002	ASHTON, Colin (1002)	SALARY	-5.00 PDR	09/08/2010	13/08/2010
1002	ASHTON, Colin (1002)	ANNUAL LEA	5.00	09/08/2010	13/08/2010
1012	BLOXHAM, Peter (1012)	ANNUAL LEA	5.00	09/08/2010	13/08/2010
1015	CLARK, Andrea (1015)	ANNUAL LEA	1.00	09/08/2010	09/08/2010
1008	HAMILTON, Jenny (1008)	ANNUAL LEA	0.50	12/08/2010	12/08/2010
1014	HAYES, John (1014)	ANNUAL LEA	5.00	09/08/2010	13/08/2010
Transaction	s Validation Messages				

You can click on the red Print button to print the results to your local printer.

Now click on the **Validation Messages** tab at the bottom of the Import File log.



Import file log: validation messages

The second page of the Import File Log displays the system warnings that have been generated in the system for the Timesheets in the period date range:

000			IMS Online Sync v2.43
	-		
Employee	Employee Description	Date	Comment
1008	HAMILTON, Jenny (1008)	09/08/2010	You have exhausted your available Company Leave, some (or all) will not be paid
1008	HAMILTON, Jenny (1008)	10/08/2010	You have exhausted your available Company Leave, some (or all) will not be paid
1008	HAMILTON, Jenny (1008)	11/08/2010	You have exhausted your available Company Leave, some (or all) will not be paid
1008	HAMILTON, Jenny (1008)	12/08/2010	This partial day equates to 0.5 days Annual Leave
T			
Transaction	s Validation Messages		

If you are not happy with the Transactions and/or Validation Messages, and need to go back into IMS Online to make changes, you will need to **Undo the Export** process (as detailed in the Troubleshooting section of this document).

Click the green arrow to go back to the main screen.

Import into IMS Payroll

Click Import into IMS Payroll. A dropdown box will be displayed:



Valid timesheet date ranges will be displayed:

Import into IMS Payroll			Home		
Import into IMS Payroll		~		on	line
	Description			Created	Imported
	Weekly, 11/10/2010 - 17/10/2010, Open			12/16/2010 9:39:26 PM	
Troubleshooting					
Show Last Import Re					
Un-do Export Proces					



Double click the timesheet period range; you will be presented with the following confirmation box:

Confirm	n 🔀
?	Please confirm you are ready to import the file "Weekly, 11/10/2010 - 17/10/2010, Open" into the following IM5 pays/period ending dates :
	- Weekly - 10/17/2010
	Cancel



You must have the Time Import Module installed to complete this step. You must also have the pay period open in IMS Payroll.

Click **Yes** to continue. The Time Import window will display:



These settings should not be changed.

Click **Next** to continue.



Click **Next** to continue.



IMS Time Import vers	ion 2.52
	To delete previously imported timesheet data select from the options below Delete Transactions All Pay Point Home Costing Code Delete Previously Imported Transactions That's all the information required for the Time Import. Press Finish to import the Timesheet transactions, or Cancel to abandon without importing.
	< Back Finish Cancel

Click **Finish** to continue.

The IMS Online timesheet transactions will now be imported into the open IMS Payroll period.

Close timesheet period

Close the timesheet period in IMS Online by following these steps:

• From the Actions page, select the 'Close period' menu item:

Actions	0	Close period
Backups 🖂		* Period Range :
Do a backup		· cross range ·
Restore backup		
Manage leave requests 🖃		
Send leave reminders		
Lock leave requests		
Manage the roster 🖲		
Period actions 🗉		
Open period		
Create timesheets		
Lock period		
Close period		
Period admin 🗉		
Un-open period		

- In the Period Range field, enter a ? and select the correct timesheet period to close (or use the drop down arrow to select the period).
- Once the period has been selected, click Start. Check the audit log at the end of the process to ensure the period is closed successfully.

Fast facts about closing timesheet periods

Question	Answer
When do I close timesheet periods?	It is recommended you close the timesheet period once the corresponding period has been closed in IMS Payroll.
What happens when I close a timesheet period?	Timesheet data can no longer be edited in Timesheets. It is not a straightforward task to take a timesheet period back to an 'unopened' state, so only close the period once it has been successfully imported into Payroll.



Troubleshooting

The Troubleshooting area allows you to:

• View the last Import File Log (in case you forgot to print it out, or need to take another look at it).



It is not possible to view historical Import File Logs beyond the previous one.

 Undo the Export process (allows Timesheet data to be adjusted, and then recreated ready for import into IMS Payroll).

Show Last Import Results

Click **Show Last Import Results**. Import File Logs will be displayed for the last period range:

Troubleshooting			
Show Last Import Results	×		
Un-do Export Process	Description	Created	Imported
Un-do Export Process	Weekly, 11/10/2010 - 17/10/2010, Open	12/16/2010 9:39:26 PM	
	Weekly, 11/10/2010 - 17/10/2010, Open	12/16/2010 9:28:52 PM	

Double click the timesheet period range to view the Import File log.



All attempts at creating the import file are displayed for selection. A tickbox indicates which file was imported into IMS Payroll.

Note that information is displayed on the Transactions tab as well as the Validation Messages tab.

Un-do Export Process

If you discover that the Timesheets you have just created an import file for are not correct, or you have created the import file in error, it is possible to "un-do" the process so that it can be recreated again in the future.



Remember to make any changes in IMS Online if necessary before recreating the import file.

It is only possible to un-do the export process for the previous imported period.

Click **Un-do Export Process**. A period range drop-down box is displayed:



Make sure this is the period range you are planning to un-do the export process for, then click on the period date range.

You will then be asked to confirm whether you want to un-do the export for the selected period range:

\bigcirc		Confirm	
?	Are you sure you want to un-do the export for the period range Weekly, 9/08/2010 - 15/08/2010, Closed?		
	<u>Y</u> es	Cancel	

Click **Yes** to undo; otherwise press **Cancel**. If you clicked **Yes**, then IMS Online Sync will proceed to un-do the export process:

0	Information
(į)	IMS Online export was undone.
	OK

You may now run through the **Create Import File** process again after making any necessary changes that may be required in IMS Online.