V6.09 Training Manual

Payroll Export

Find the freedom to focus on what matters with Nimbus

Contents

Document Information

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Note:

Payroll is often configured specifically for different sites according to their payroll package.

More comprehensive payroll processes than this standard one are available, talk to your Nimbus consultant.

Overview

The key principle in the Payroll Export process is that **all** employee time is **entered into Nimbus** and that this is utilised by your Payroll System for undertaking the payment of employees.

The time posted in Nimbus is checked by using reports in Nimbus. When these reports are confirmed as being correct, the **Payroll Export** process is run. This generates a text file which can then be edited, if appropriate, and then imported into the **Payroll** system.

To link the Nimbus data to the Payroll System:-

- The Employee record in Nimbus must have the Payroll system's **Employee Identifier** recorded in the **Payroll Code** field.

- The **Time Activity** codes in Nimbus must have the relevant Payroll system code completed on the **stock** record.

Allowances and other payments made through the payroll system can also be captured in Nimbus and exported to the payroll system.

Please discuss with your Nimbus Consultant who will configure the database and views accordingly.
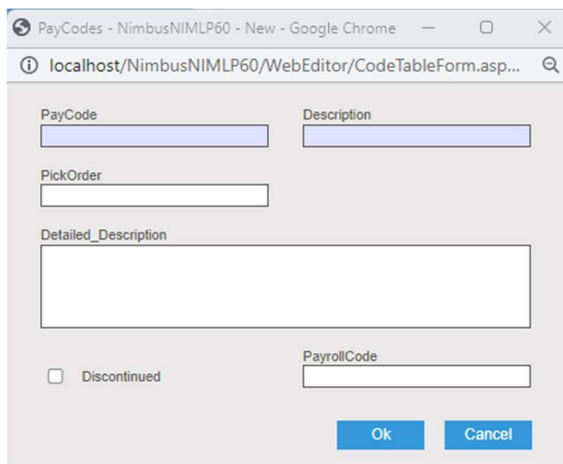
Setup

Payroll Codes

All **Payroll** codes in your **Payroll system** that will have their transactional data recorded in Nimbus must be set up in the **PayCodes** table.

To set up new Pay Codes:

1. From the **Setup Menu**, select Code Tables.
2. Select **PayCodes** from the list. This will display any existing pay codes in the database.

Add New Item	PayCodes				
PayCode	**Description**	**PickOrder ↑**	**Detailed_Description**	**Discontinued**	**PayrollCode**
Bereave	Bereavement			0	Bereave
D	Double Time			0	D
Holiday	Holidays			0	Holiday
LWOP	Leave Without Pay		Leave Without Pay	0	LWOP
Meal	Meal Allowance			0	Meal
O	Ordinary Time			0	O
Sick	Sick Leave			0	Sick
Stat	Statutory Leave		Statutory Leave	0	Stat
H	Time and a Half			0	H
StatWork	Working Statutory Day		Working Statutory Day	0	StatWork

3. Click on the **Add New Item** link. This will open a **New PayCodes** dialog box.

4. Click in the **PayCode** field. Enter the code.

5. Press **Tab**. Enter the pay code description in the **Description** field.

6. Press **Tab**. Enter a number in the **PickOrder** field if desired to enforce ordering of paycodes that is not alphabetical.

7. Press Tab. Enter any further information about the pay code in the Detailed_Description field.

8. Press **Tab**. Enter the 'Payroll System Code' in the **PayrollCode** field. This helps link Nimbus to the Payroll System and must be entered.   The **PayrollCode** lets you use characters like / . and spaces – which maybe in the payroll systems as parts of codes e.g. O/T or Time1.5

9. Click on the **OK** to save the new record.

Time Activity Codes

All Time Activity codes, and any Allowance codes in Nimbus that are to be exported to the payroll system, must have the relevant **Payroll System code** recorded on them.
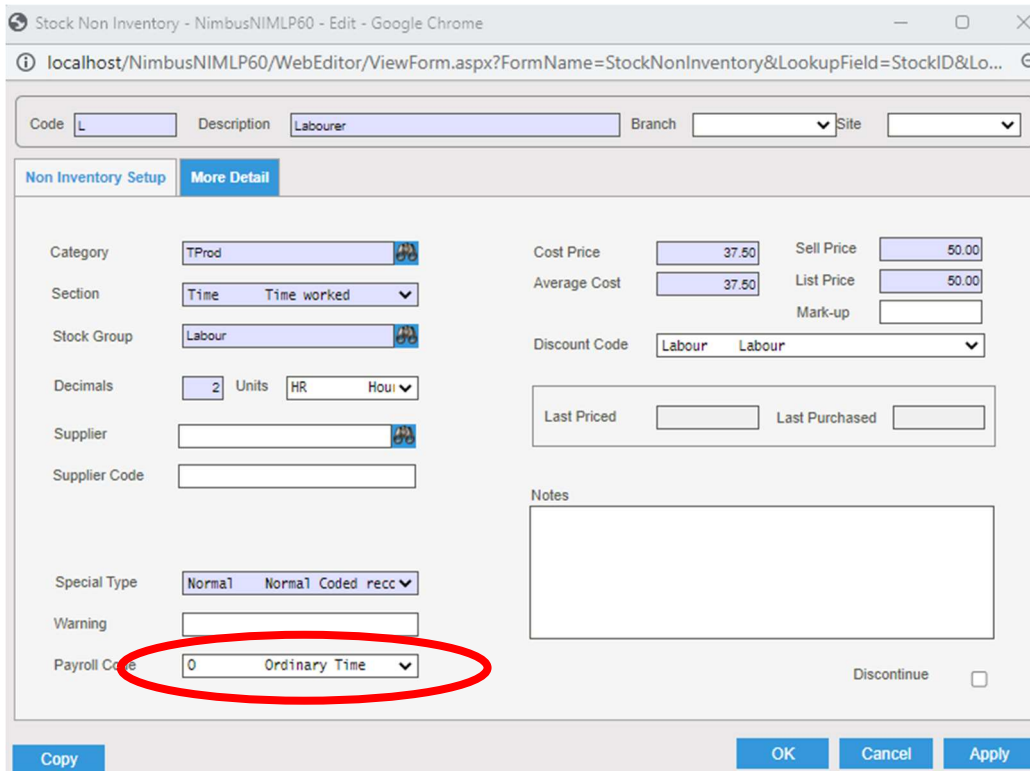
1. From the **Stock** menu select **Resource List**.

2. Filter on **Section** equals 'Time' to view these codes.

Resource List : Stock and all other resource details for searching and analysing.
Filter : Section contains time

Refresh Report   Print ▼   Export ▼   Clear Sort   Clear Filters   Save Report Setting   Clear Report Settings

Branch	Stock Group	Cate... Group	Category	Section	Code	Description	On Hand	On Order	Sell Price	Cost Price	Average Cost	Cost Markup	Avera... Markup
	🔍	🔍	🔍	tin 🔍									
	Labour	TIME	TProd	Time	L	Labourer	0	0	$50.00	$37.50	$37.50	33%	33%
	Labour	TIME	TProd	Time	C	Consulting	0	0	$75.00	$60.00	$0.00	25%	
	Labour	TIME	TProd	Time	LE	Certified Electrician	0	0	$68.00	$51.00	$51.00	33%	33%
	Labour	TIME	TProd	Time	TT	Travel time	0	0	$48.00	$37.50	$37.50	28%	28%
	Labour	TIME	TProd	Time	LP	Master Plumber	0	0	$65.00	$48.75	$0.00	33%	
	Labour	TIME	TNonP	TimeNC	LNC	Non chargeable time	0	0	$50.00	$37.50	$37.50	33%	33%
	Labour	TIME	TProd	Time	LB	Builder	0	0	$65.00	$48.75	$0.00	33%	
	Labour	TIME	TProd	Time	LEA	Apprentice Electrician	0	0	$40.00	$30.00	$0.00	33%	
	Labour	TIME	TProd	Time	LPA	Apprentice Plumber	0	0	$45.00	$33.75	$33.75	33%	33%
	Labour	TIME	TProd	Time	LEW	Certified Electrician weekend rate	0	0	$75.00	$56.25	$0.00	33%	
	Labour	TIME	TNonP	TimeNC	LPNC	Master Plumber non chargeable	0	0	$65.00	$48.75	$48.75	33%	33%
	Labour	TIME	TNonP	TimeNC	LENC	Certified Electrician non charge time	0	0	$65.00	$48.75	$48.75	33%	33%
	Labour	TIME	TProd	TimeNC	LNCQ	Non chargeable Quoting time	0	0	$55.00	$41.25	$41.25	33%	33%
	Labour	TIME	TNonP	TimeNC	LNCO	Non chargeable Office time	0	0	$50.00	$37.50	$37.50	33%	33%
	Labour	TIME	TProd	Time	D	Driving	0	0	$62.00	$46.50	$46.50	33%	33%

3. For a Time Code click on the **Description field**. This action opens the **Stock Non Inventory** form.

4. Select the correct **Payroll Code** from the drop down list.
5. Click **OK**.

Employees

All Employees in Nimbus must be linked to the **Employee Codes** in the **Payroll System**.
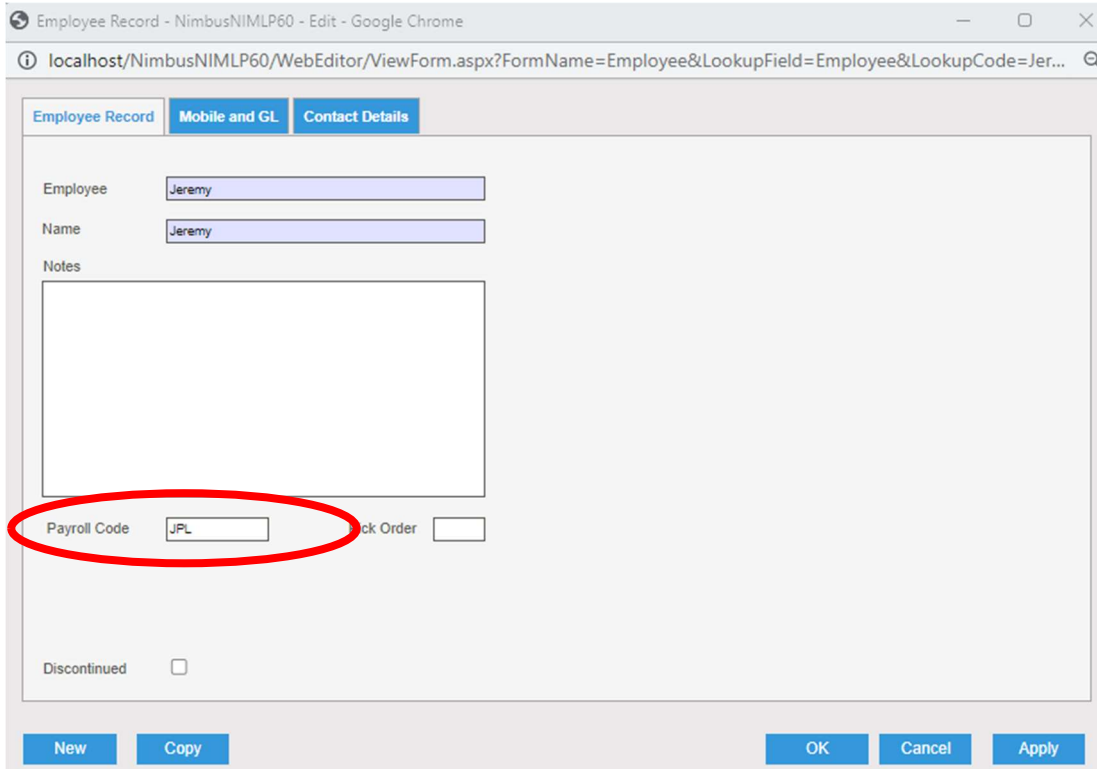
1. From the **Utility** menu select **Admin Reports**.
2. Select the **Employees** report.

3. For an employee click on the link in the **Name** column. This action opens the **Employee** form.

4. For the **Payroll Export** process, the **Payroll Code** field must be completed with the appropriate **Employee** Code in the payroll system, e.g. in the example above the Employee is known as 'Jeremy' in Nimbus, but 'AL' in the Payroll System.

5. Click **OK** or **Apply** to save the record.

Processing the Payroll

Check Employee Time Postings

NOTE: Only committed time will be processed in the payroll export, and therefore only committed time will appear in the reports that are used for checking time.

1. Ensure that all timesheets have been processed.

   All timesheets will need to be posted to jobs before the checking procedure can begin. For all of an employee's hours to be exported to payroll, all time will need to be captured in Nimbus, including Annual Leave, Sick Leave, etc. This time is usually captured by posting it to one or more internal jobs.

2. Check that all employee time has been captured. Web reports are available to check employee's time before sending to payroll.

Hours this Week

1. From the **Office** menu, select **Check Hours** item. This report displays the hours recorded for each employee for this week.

Week	Year	Employee	Name	Week StartDate	D1	D2	D3	D4
25	2023	Adam	Adam		0	0	0	0
25	2023	Amy.Lang	Amy.Lang		0	0	0	0
25	2023	Andria	Andria		0	0	0	0
25	2023	Brian	Brian		0	0	0	0
25	2023	Grant	Grant		0	0	0	0
25	2023	Jeremy	Jeremy		0	0	0	0
25	2023	John	John		0	0	0	0
25	2023	Julie	Julie		0	0	0	0
25	2023	KF	Kaye		0	0	0	0

2. Review the report to check that each Employee has all of their time for the week input and committed.

3. To drill to details of an Employees Hours click on the link in the **Employee** column and click on the **Total Hours** column. This opens the Hours Details web report which enables you to check an employee's time posting in detail.

Week	Year	Employee	Name	Week StartDate	D1	D2	D3	D4	D5
25	2023	Aprakash	Aprakash	11/09/2022	0	0	0	0	-0.5

You can also remove the filters on this report to check information in other ways, such as by Time Activity Code or Payroll Code.

Hours Weekly History

There is also an **Hours Weekly History** web report available from the **Office** menu, **Reports** which shows the hours worked by employees for previous weeks.

Week	Year	Employee	Name	Week StartDate	D1	D2	D3	D4	D5
25	2023	Aprakash	Aprakash	11/09/2022	0	0	0	0	-0.5

This report allows you to drill to the **Hours Detail** report by clicking on the **Total Hrs** column.

| Week	Year	Employee	Trans Date	Name	Code	Payroll Code	Quantity	Job No	Description
=25	=2023	=Aprakash							
25	2023	Aprakash	15/09/2022	Aprakash	L	O	-0.5	SPA-1	Clear Site

Create the Export File

When you are satisfied that all time is posted correctly, create the export file for import into your payroll system.

1. From the **Office Menu**, select **Payroll Export**.

2. Select **Payroll Update**. This opens the following dialog.
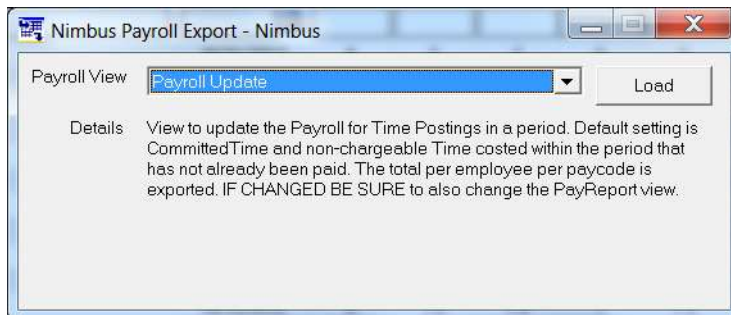
3. Select **Payroll Update** from the drop down list.

4. Click on the **Load** button.

5. Enter the start and finish dates for the payroll period (inclusive).
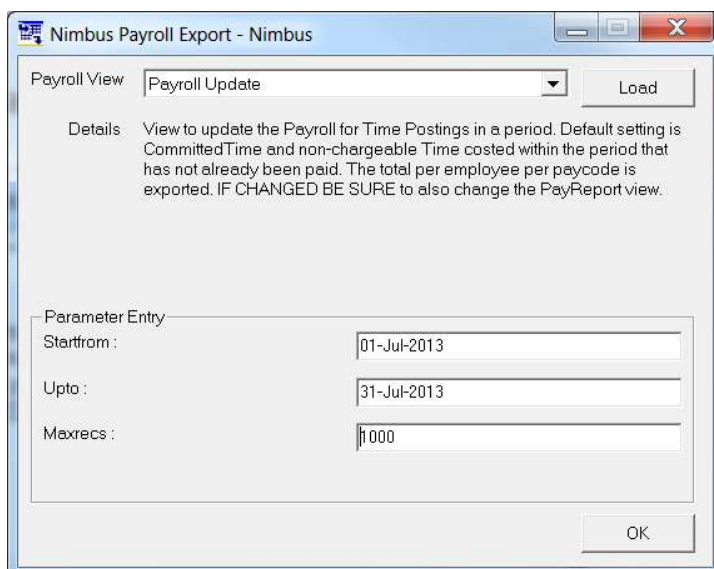
6. Click **OK**.

7. Nimbus will create a file called PayrollUpdate.txt in the ....\Nimbus\NimbusSQL\PayrollExport directory. Nimbus will also "stamp" each item processed with the date of the Payroll so that it can't be reprocessed.

8. Import this file into your Payroll System.

9. Check that the imported details are correct.

10. Process your pay run in your Payroll System.

11. When processed in the Payroll System, delete the PayrollUpdate.txt file if it does not do this automatically, otherwise the next Payroll Export will be added to the file.

Enquiring on historic payroll transactions

If you need to find out what Nimbus transactions make up payroll transactions there are two reports available from the **Office** menu, **Reports**.

Pay Report

This shows a summary of the information exported to payroll for each employee on each Payroll Date.

Pay Report Detail

The **Pay Report Detail** web report shows the job transactions that make up the hours exported to payroll.