

DART link to Payroll

Modify Hourly Input (3001 - Mr B Jones - Employee)

Person Ref 3001 Mr B Jones
Current Hourly Rate £17.6715 Current Job Sales Executive

Reference	Description	Date	Hours	Rate	Cash	Calculation
003	Mileage	31/10/2011	123.00	£1.0000	£49.20	123.00 x (1.0000 x 0.40)
Holiday Pay	Holiday Pay	31/10/2011	5.00	£70.0000	£350.00	5.00 x (70.0000 x 1.00)

Payment Reference: [Dropdown]
Date: [Date Picker]
Rate: [Text Box]

- 001 (Commission)
- 002 (Expenses)
- 003 (Mileage)
- 004 (Overtime)
- Holiday Pay (Holiday Pay)
- OT 1.5 (OT 1.5)

Buttons: Add, Delete, Clear, Export to Excel

Timesheet data such as overtime, subsistence or mileage can be entered individually at employee level or imported en masse from a spreadsheet using the **DART** Import Tool.

Data Import (Hourly Input) - select file to import

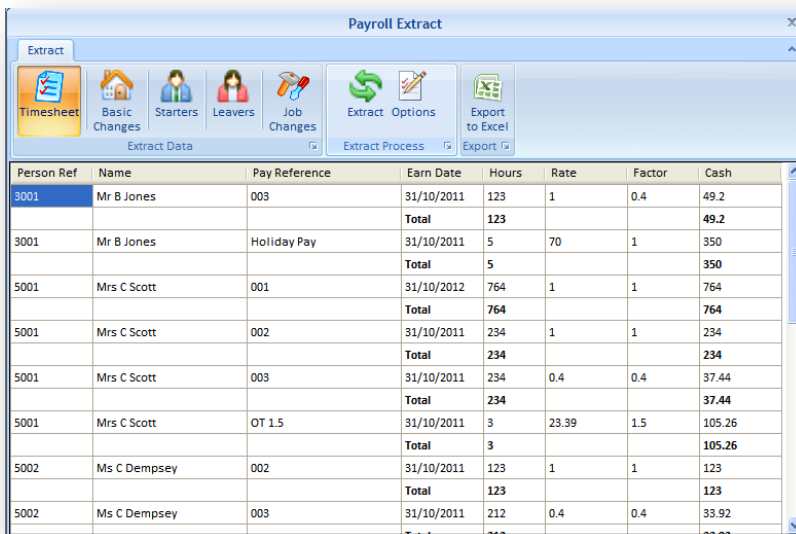
Select file to import
C:\Documents and Settings\smurphy.CIRRUSIT\My Documents\overtime1.csv [View File]

Tick here if the file contains header rows [Import]

Your file should contain the following columns:

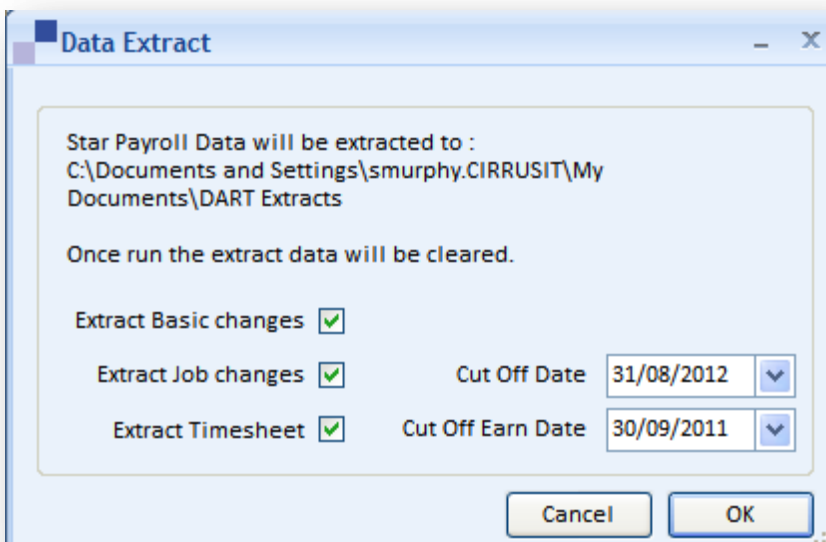
- Person ID
- Earn Date
- Payment Reference
- Hours
- Input Rate/Cash

Buttons: Back, Step 3 of 6



Person Ref	Name	Pay Reference	Earn Date	Hours	Rate	Factor	Cash
3001	Mr B Jones	003	31/10/2011	123	1	0.4	49.2
			Total	123			49.2
3001	Mr B Jones	Holiday Pay	31/10/2011	5	70	1	350
			Total	5			350
5001	Mrs C Scott	001	31/10/2012	764	1	1	764
			Total	764			764
5001	Mrs C Scott	002	31/10/2011	234	1	1	234
			Total	234			234
5001	Mrs C Scott	003	31/10/2011	234	0.4	0.4	37.44
			Total	234			37.44
5001	Mrs C Scott	OT 1.5	31/10/2011	3	23.39	1.5	105.26
			Total	3			105.26
5002	Ms C Dempsey	002	31/10/2011	123	1	1	123
			Total	123			123
5002	Ms C Dempsey	003	31/10/2011	212	0.4	0.4	33.92

Timesheet and employee information required by payroll, such as changes to addresses, salaries or contractual hours, are extracted from **DART**.



Star Payroll Data will be extracted to :
 C:\Documents and Settings\smurphy.CIRRUSIT\My Documents\DART Extracts

Once run the extract data will be cleared.

Extract Basic changes

Extract Job changes Cut Off Date 31/08/2012

Extract Timesheet Cut Off Earn Date 30/09/2011

Cancel OK

Data can then be posted for import into your payroll system.