



Star Payroll Feed

Version 1.0

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1. About this Integration

The People to Star payroll employee basic feed program will provide a set of data from People in a format that can be loaded into Star Payroll.

Download Link:

<https://peoplehr.sharefile.com/d-s09bebc7f4bc43279>

2. Setup

1. The integration program can be downloaded from the link on page three
2. Once downloaded double click to install the program
3. Once the program has been installed double click to run it and enter the API key. You can generate an API key from People > Settings > API. Make sure the Query check box is ticked when generating the API key.

4. Create a query in People using the following instructions:
 - 4.1 Add new query
 - 4.2 Chose the fields below
 - 4.3 Employee Details:
 - Gender
 - Title
 - First Name
 - Last Name
 - Date of Birth
 - Employment Type (employee status)
 - Start Date
 - Employee Status (Active or Leaver)
 - Company (branch)
 - Location (cost centre)
 - Department (Department)
 - NIS/ SSN

4.4 Employment Details:

- Payroll Company
- Payroll ID

4.5 Leavers:

- Final Day of Employment

4.6 Salary Details:

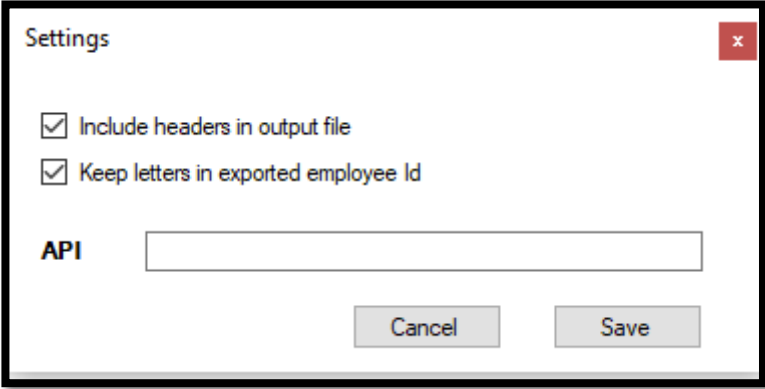
- Payment Frequency (Frequency)

4.7 Contact Details:

- Employee Address
- Account Code (bank account no)
- Account Name (bank account name)
- Bank Code (sort code)
- Bank Name (bank name)
- Bank Address

4.8 Save as "Payroll: Star Basic"

3. Integration Settings



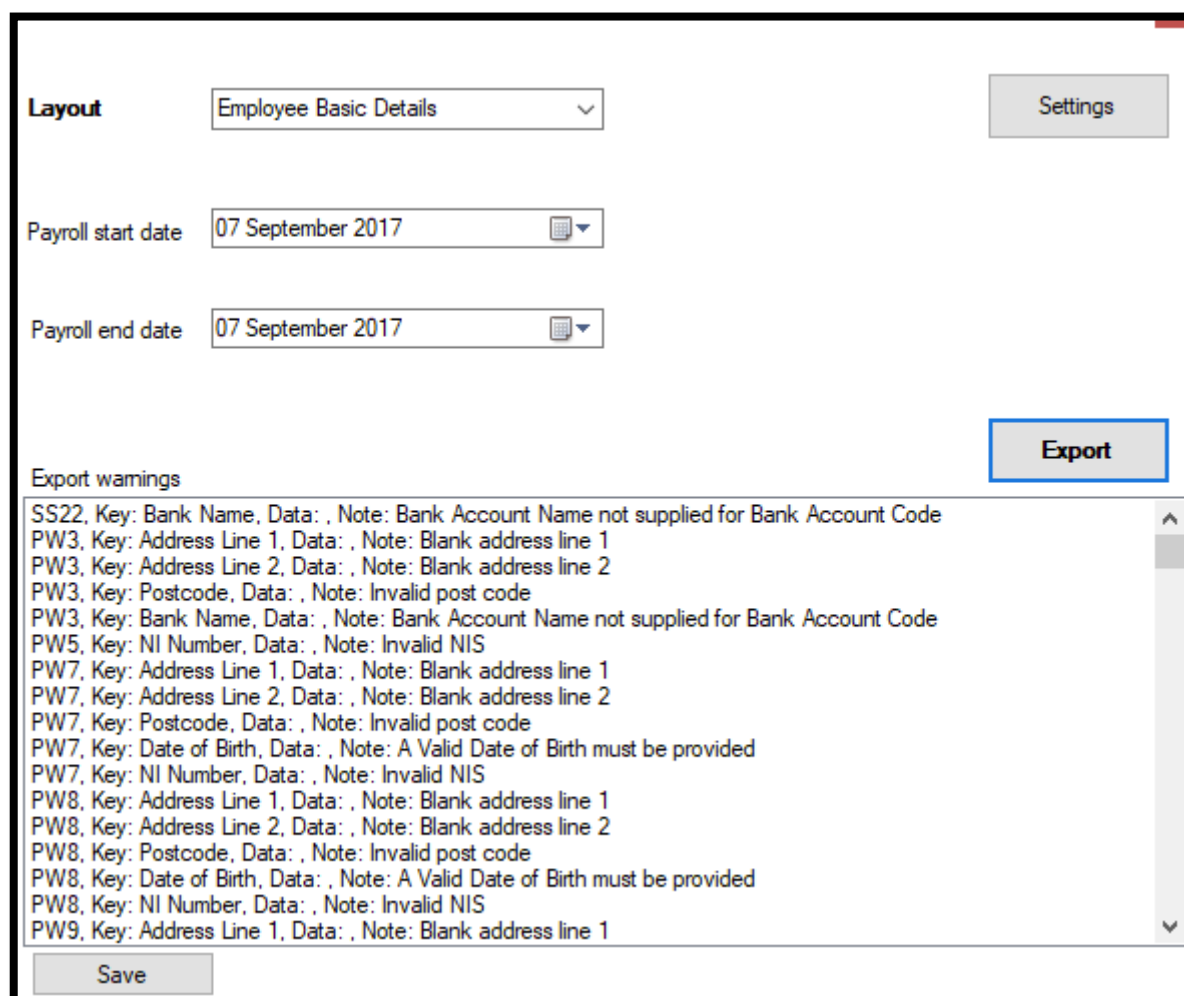
The screenshot shows a 'Settings' dialog box with a red close button in the top right corner. It contains two checked checkboxes: 'Include headers in output file' and 'Keep letters in exported employee Id'. Below these is a text input field labeled 'API' which is currently empty. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

1. Include headers in output file - Selecting this option will include the column headers in the export file.
2. Keep letters in exported employee Id - selecting this option will keep any letters in the employee's Id number. If this option is not selected an employee's ID for example 'PW1' will appear as '1' in the export file.

4. Running the Program

Running the program will produce a feed formatted for Star payroll based on the specification for Employee Basic Feed.

5. Export Warnings



The screenshot shows a web interface for exporting payroll data. At the top, there is a 'Layout' dropdown menu set to 'Employee Basic Details' and a 'Settings' button. Below this are two date pickers for 'Payroll start date' and 'Payroll end date', both set to '07 September 2017'. An 'Export' button is located on the right side. The main area is titled 'Export warnings' and contains a list of error messages for various employees (SS22, PW3, PW5, PW7, PW8, PW9). Each warning includes the employee key, the field name, the data value, and a note explaining the error. A 'Save' button is located at the bottom left of the warnings list.

Layout: Employee Basic Details [Settings]

Payroll start date: 07 September 2017

Payroll end date: 07 September 2017 [Export]

Export warnings

- SS22, Key: Bank Name, Data: , Note: Bank Account Name not supplied for Bank Account Code
- PW3, Key: Address Line 1, Data: , Note: Blank address line 1
- PW3, Key: Address Line 2, Data: , Note: Blank address line 2
- PW3, Key: Postcode, Data: , Note: Invalid post code
- PW3, Key: Bank Name, Data: , Note: Bank Account Name not supplied for Bank Account Code
- PW5, Key: NI Number, Data: , Note: Invalid NIS
- PW7, Key: Address Line 1, Data: , Note: Blank address line 1
- PW7, Key: Address Line 2, Data: , Note: Blank address line 2
- PW7, Key: Postcode, Data: , Note: Invalid post code
- PW7, Key: Date of Birth, Data: , Note: A Valid Date of Birth must be provided
- PW7, Key: NI Number, Data: , Note: Invalid NIS
- PW8, Key: Address Line 1, Data: , Note: Blank address line 1
- PW8, Key: Address Line 2, Data: , Note: Blank address line 2
- PW8, Key: Postcode, Data: , Note: Invalid post code
- PW8, Key: Date of Birth, Data: , Note: A Valid Date of Birth must be provided
- PW8, Key: NI Number, Data: , Note: Invalid NIS
- PW9, Key: Address Line 1, Data: , Note: Blank address line 1

[Save]

After selecting the export option the import program will generate an audit of any data that will not be accepted when importing into Star. There is also a save option to save the audit as a .txt file.