# People

# Moorepay Payroll Extraction Tool

Version

1.0 Last updated: 14th Nov

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# Table of Contents

## 1. About this Integration

| Program Version (Shown in menu when run) | Change Date | Description |
|---|---|---|
| V1.00 | - | Initial version |
| V2.00 | 6th July | Deal with future leavers being taken across too early |
| V3.00 | 22nd August | Optionally allow output of name and address as UPPERCASE |
| - | 22nd Feb | Documentation clarifications |
| V3.5 | 7th March | Updated to combine data for multiple files |
| V3.7 | 22nd March | Added Test Mode, see Testing Strategy Section |

- This Moorepay extraction program only runs on a Windows machine.

- Please read this document in full before using this tool

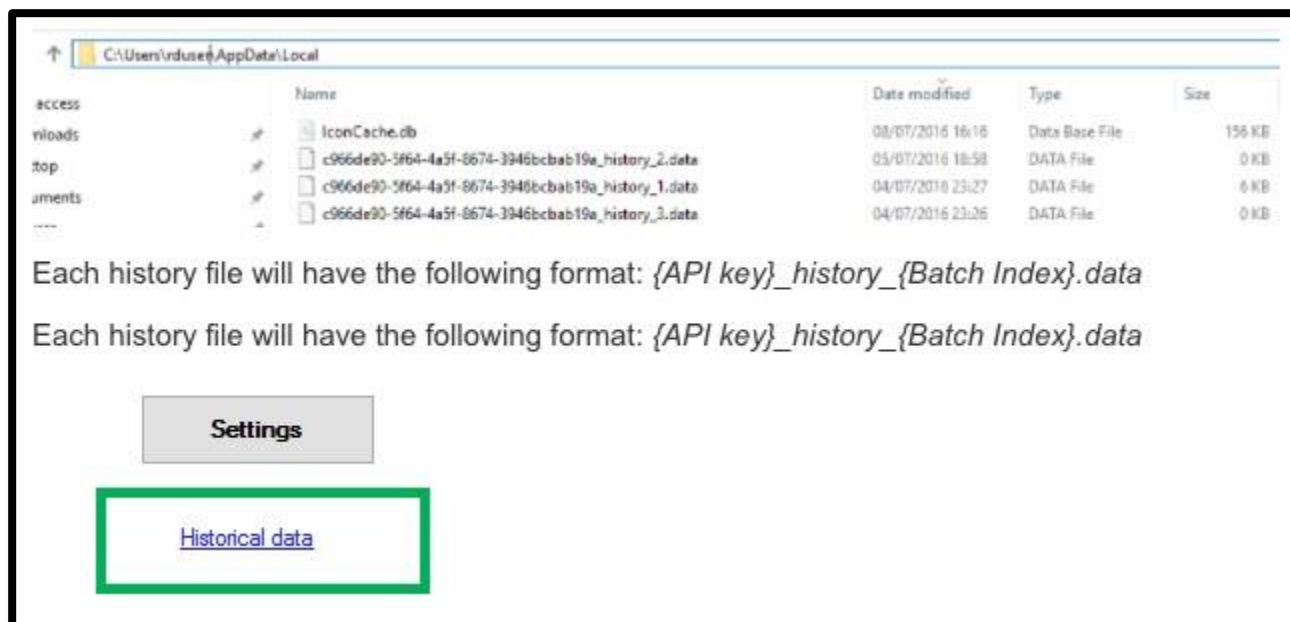- Download the latest version from <u>here</u>.

## 2. Delta

The Moorepay integration can accept data that has changed or not changed. People HR only sends data that has changed, *or the delta*, to Moorepay.

This is because any data changes will result in Moorepay producing an audit report. When the program runs it keeps local copies of data sent to Moorepay so that it can compare this data to see if it has changed from the last update.

It's important to note that the very first time the program is run it will send all the data resulting in a large payroll changes report from Moorepay. If you uninstall or move the program to another machine, be sure to move the delta file as well.

The program saves the data into the user's Local folder.

It's important for the user to know where these files are located. The program is saving data into the environment's users Local folder, to avoid issues like insufficient write privileges.



Each history file will have the following format: *{API key}_history_{Batch Index}.data*

Each history file will have the following format: *{API key}_history_{Batch Index}.data*

The "Historical data" link will open the local folder where the tool expects to find any history file (automatically generated at previous runs)

## 3. Data Preparation

1. Verify that the employee numbers in People HR match Moorepay

2. Make sure address lines are split between lines within the address field within People HR.

3. Make sure the data in People HR is accurate and up to date, this is because we will send data from People to Moorepay. For example, blank NI Numbers sent from People HR to Moorepay, will override them in Moorepay. Please make sure data is correct, as the data provided by you at data migration should be accurate and complete.

The parallel run will involve sending all the People HR data to Moorepay - this will flag up any anomalies because Moorepay produces an audit file which lists data differences. Some of the differences are irrelevant, such as address format, other differences will inform us if there are any data gaps between what is held in People HR and Moorepay, we should expect very few differences.

### 3.1. Parallel Run

Moorepay may or may not as with all bureau payroll providers, charge to conduct extra payroll runs. In addition, most of the prep work will be done prior to the feed being submitted so although there is a need for a parallel run it will should be limited.

## 3.2. Preparation

Create a new query called "Payroll : Moorepay Core Extract" and select the following fields:

- Employee ID
- Title
- First name
- Last name
- Gender
- Date of birth
- Start date
- Continuous Service Date
- Company
- Department
- National Insurance (NI)
- Employment Type
- Salary Effective Date
- Salary
- Payroll ID
- Bank code
- Account code
- Reason for leaving
- Final date of employment
- Nationality

If you want to transmit FTE information then optionally create a new query called "Payroll: FTE" and select the following fields:

- Employee ID

- First Name

- Surname

- From a user, defined Logbook screen called FTE:

- FTE Hours

- Contracted Hours

- FTE

- %

- Effective date from

This will transmit the data as follows:

- Primary Cost Centre - 0188 will store FTE Hours
- Secondary Cost Centre - 0189 will store Contracted Hours
- Reference 1 (ask Moorepay to rename to FTE) - 0043 will store FTE

If you want to transmit Paypoint information then optionally create a new query called "Payroll: Paypoint" and select the following fields:

- Employee ID
- First Name
- Surname
- From a user defined Logbook screen called Costcentres:
- Costcentre
- Effective date from

This will transmit only the first 4 characters from the Costcentre value to Moorepay transaction code 004

## 3.3.Using the Tool Settings

Create a Moorepay folder on your computer and save the mappings.txt file into it.

The mappings.txt file describes how to map particular data in People to Moorepay. The mappings.txt file has particular sections, here is an example of the file.

"

#Leaver:

RESIGNATION> 1

DISMISSED> 2

ILL HEALTH> 3

RETIRED> 4

End of FT contract> 5

DECEASED> 99

#Company:

ABC Travel Limited>01

BBA Ltd.>02

#Ignore Employment Type

Self Employed>

Contractor>

Temporary>

#Department:

Commercial & Product>2000

Customer Experience>3000

Customer Experience & Purchasing>3000

Finance>5000

#Job

Job Description > Job Code

"

Leaver - maps descriptions in People HR to the corresponding codes in Moorepay

Company - maps company descriptions (stored on the employee personal tab) to codes in Moorepay, only those companies listed will be transferred

Ignore Employment Type - specify which employment types are to be ignored and not sent to Moorepay, for example this is a handy way to ignore contractors from being sent to the payroll.

Department - maps department descriptions to Moorepay department codes

Job code - maps job descriptions to Moorepay job code

If you don't have any mappings for the sections, just leave them

blank. Run the program and select the settings option:

1. Mapping File - The location of the mapping file you have created, select it using the button "..."

2. Next Batch Index - This will increment by one each time, it is a way of allocating a new ID to each file that is exported. Moorepay files must have unique batch numbers you would normally start at one and never change it.

3. Next Payroll Number - When you create a new starter in People it automatically allocates an employee ID beginning with PW. Moorepay can only accept numeric employee ID's. The integration program caters for this by changing the employee number on the People employee record before sending it to Moorepay. In order to determine what the next ID it should allocate you need to put the last employee ID + 1 used within Moorepay in this field. It will then take

this number for the next new employee created and then increment it by 1.

4. Strip Leading Characters - Use to remove spaces from employee ID's recommended it is checked.

5. Uppercase Name and Address - Uppercase the data in People before sending to Moorepay

6. Send Department (0017) & New Starters Only (0001) - The Send department enables the department data, 0017 is the department code. The 0001 is what we needed at some point to use for new starters only, sending 0001 as default for department.

7. API Section

The settings now allow the selection of multiple companies. When more than one companies are selected, the program will generate the individual file for each company + changes log and a joined file that contains the merged data, called "Composed HRTOPAY.XXXXX".

If a single company is selected, the program will generate a single export file + changes log.

Paste in an API from the People HR site.

Please see the steps below on how this is done

- Navigate to the settings area
- Select the API tab from the sub menu
- Click on the + icon
- Give the key a name e.g. MoorePay
- Select all of the options
- Save

- Company

Type in your company name.

Once this is done click 'Save'

**NOTE** make sure you tick the Selected box next to the correct API key

- Next you need to define the correct dates in the payroll Period section, this is simply, the start and end of your current payroll cycle

You also need to define the period that new starters are to be included, this is so future starters are not included.

| Payroll Period | | | | Mapping file | \\psf\Home\Desktop\Moorepay Outp | ... |
|---|---|---|---|---|---|---|
| Start date | 25 | July | 2016 | | | |
| End date | 25 | August | 2016 | | Settings | |
| New starter | | | | | | |
| Start date | 25 | July | 2016 | | Export | |
| End date | 25 | August | 2016 | | | |
| | | | | | Export not started | |
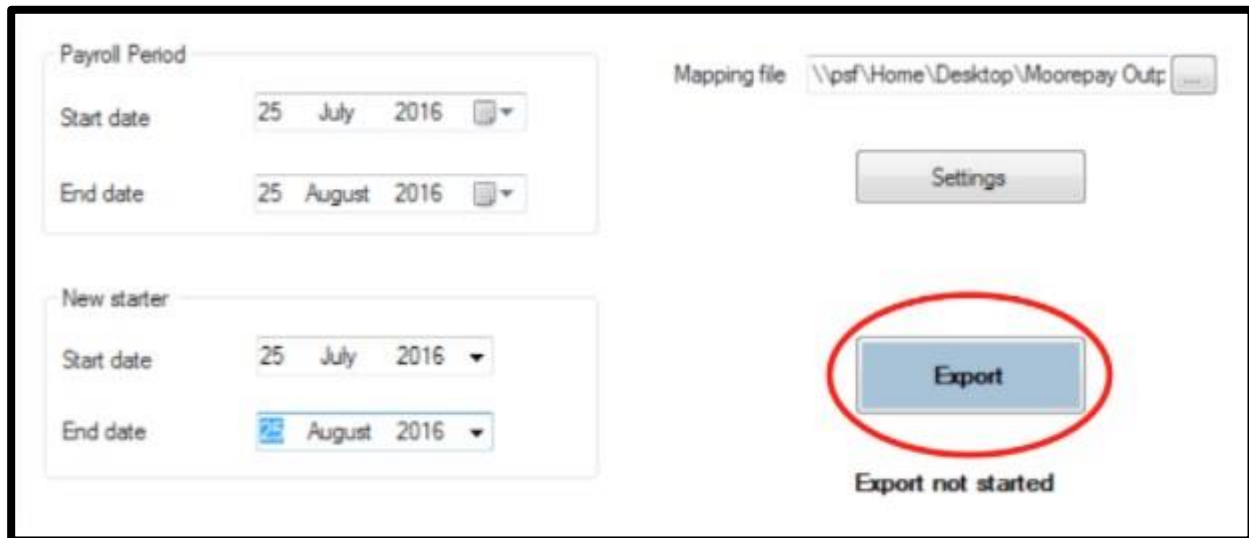
## 3.4. Exporting the data

The final step in the Tool is to click 'Export'

You will then have the option to choose where the exported data is stored.

The file that is generated can be imported into MoorePay

## 3.5. Testing Strategy

When the extract program runs, it recognises what has already been sent to Moorepay, so it does not send it again. This will cause issues when testing because what will happen is that it won't send those changes again.

An option called Live or Test allows you to generate a testing file for Moorepay without actually recording the changes, so you can re-run the test file.

The TEST mode disables the following features:

- PW starters renumbering -- although it will renumber the data in the file produced it will not renumber the employee ID's in People

- Saving the history file