



TT Payroll Query Extractor Tool

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Integration Version

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1. About this Integration

This integration will allow you to extract data from People HR for importing into TT payroll. You can also load payslips produced out of TT Payroll into People HR using this integration.

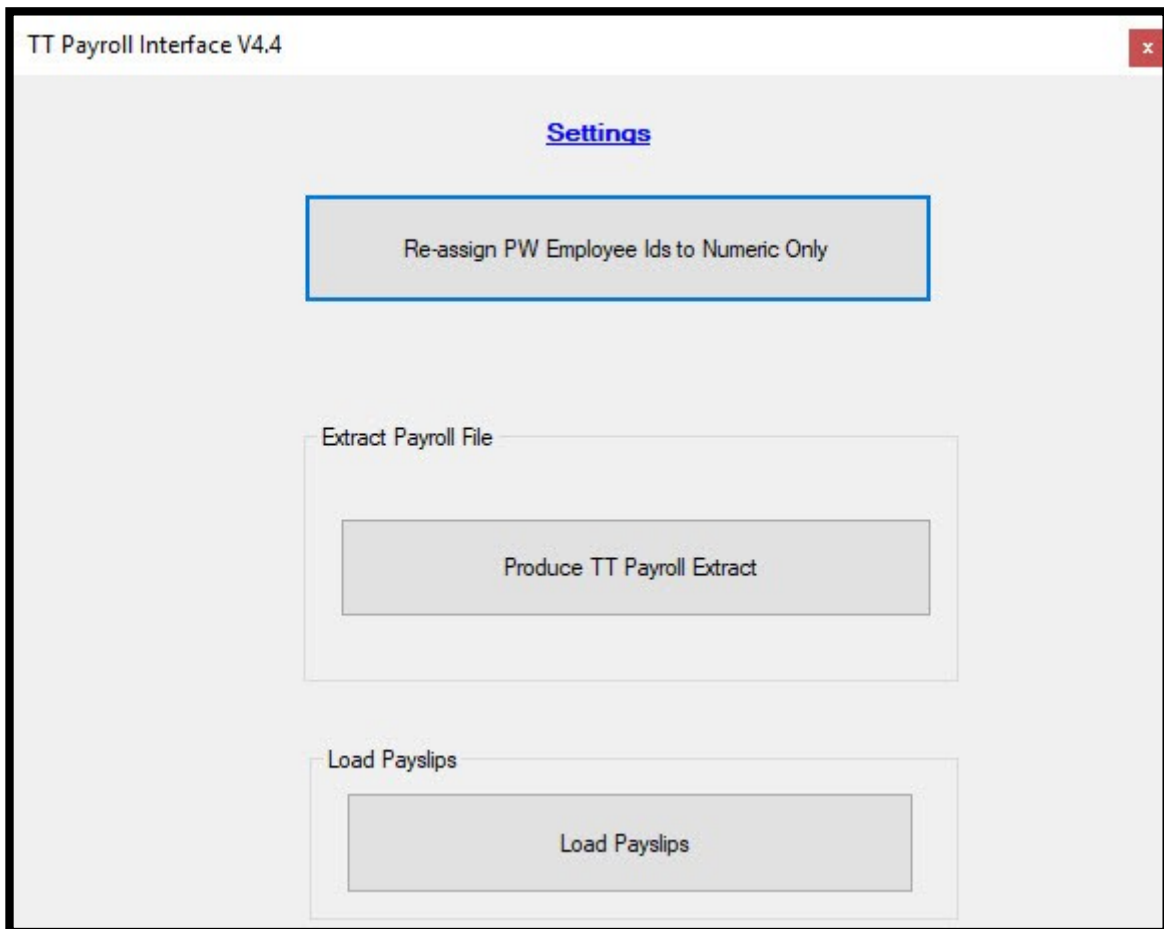
You can download and install the integration tool from here:

<https://peoplehr.sharefile.com/share/view/s75d1779776645d3b>

Please note you will need to run the program in Windows as it is a .exe program.

2. Setup


Once you have installed the integration software and created a desktop icon you can proceed to setup.



Clicking on settings will bring up the following screen:

Settings

API Key

 Add companies Company Payroll Company

Company / Payroll Company	Code	Location	Enabled
PeopleHR	CC1	All	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Cancel Save

Here you can group employees by their payroll company or their company within a group (if you have a group of companies). A separate import file will be produced for each company/Payroll company.

Field on screen	Description
API Key	Copy your API key into here. To get this, log into your People system, go to: Settings > API > click the '+' icon Give the key a name and tick all of the boxes available. Click 'Save'.
Company/Payroll Company	The drop-down will have list of your payroll companies or your group of companies. What is listed here depends on the if you have ticked company or payroll company radio button.
Code	This is the company code as you have it in TT Payroll
Location	If you are producing payroll for employees in a certain location you can specify that location here otherwise select 'All'.
Enable	Tick this if you want to use this setting.

3. Prerequisites

You will need the following queries created in PeopleHR prior to running this integration. Queries 1 and 2 are mandatory but 3 is optional.

1. Query Name: Payroll : Payroll

Company Select area Employment

Details Select data item: Payroll

Company

2. Query Name: TT Core Data Extract (Do not remove)

Select area Employee Details, Salary Details, Contact Details, Leavers, Work Pattern

Select data items: EmployeeID, Title, First Name, Last Name, Gender, Date of Birth, Start Date, Job Role, Company, Location, Department, NIS/SSN, Employment Type, Employee status, Salary Type, Salary Amount, Payment Frequency, Employee Address, Personal Phone Number, Bank Name, Bank Address, Bank code, Account code, Account Name, Final day of employment, Working hours

3. There are a number of data items that can be sent to TT Payroll which are optional. If you would like to send these to TT Payroll you will need to create logbook screens and enter the data in there. The logbooks are as follows:

Logbook Name: Social Security Card Type

Data Items: Card Type

Logbook Name: Tax Records

Data Items: Tax Reference, Tax Rate %, Tax Code and ID Number

Logbook Name: Right to Work

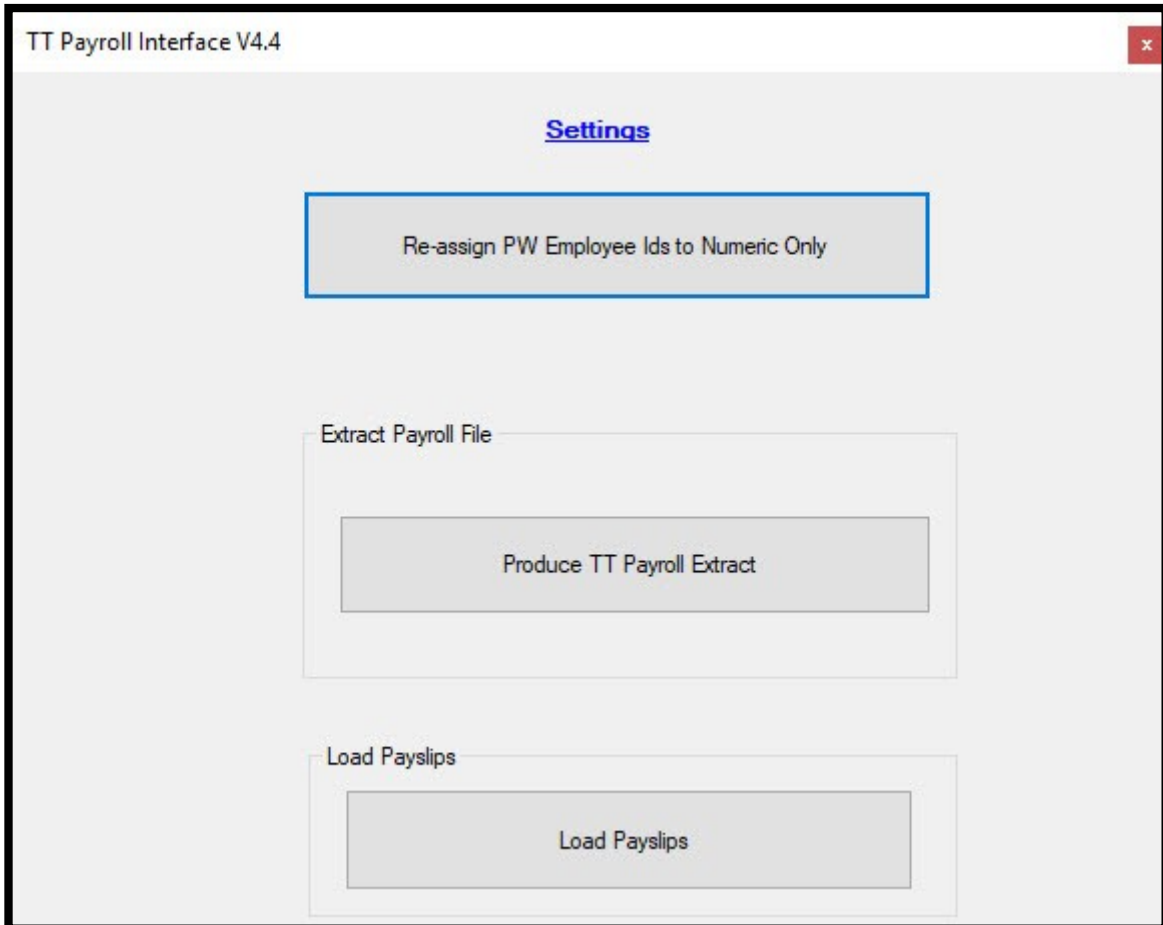
Data Items: Housing & Employment Status, Contract Type

Logbook Name: Cost Centre Codes

Data Items: Division Code

Then add all of these areas to the query TT Core Data Extract (Do not remove).

4. Running the Integration



1. Re-assign PW Employee Ids to Numeric Only

TT payroll will only accept numeric employee ID's; therefore, this option will search all of your Employee ID numbers and if there are any with letters, they will be converted into a numerical value on the employees People HR record.

2. Produce TT PayrollExtract

This will run your Payroll Query in People HR, export it and convert it into a format which TT payroll can accept.

Once you do this you will have the option to choose an output location.

This file will contain all of the correct information for TT Payroll.

3. Load Payslips

Finally, you have the option to Load Payslips.

TT payroll produces one payslip per employee.

If you put the payslips all into a folder i.e. "JunePayslips", and then press button 3 it will ask you for the location of the payslips. This will load each payslip and rename it to .pdfx when done.

Note for IT

TT Payroll loader can also be run in silent mode, this way you can script it to produce the export file automatically the approach is that you run the silent exe. if you don't supply any args, you will get a list of available

options:

"-renumber", "-export", "-load", "-h"