Time File Converter for Millennium 3™

Contents

Overview

The Time File Converter for Millennium 3™ program is designed to convert export files from time and attendance or point of sale (POS) systems into a file format that can be imported into the Millennium 3™ payroll software or Payentry.com™ online payroll system. The program can be installed on any Windows computer that meets the prerequisites. It is **NOT** required that the computer have the Millennium 3™ payroll software installed for the interface program to work.

Prerequisites

The Microsoft .NET Framework 4.0 Client Profile and Windows Installer 4.5 must be installed on the computer.

Time System File Formats Supported

(Other file formats may be supported natively but not listed if the format matches an existing file setup or the format is custom built.)

- Generic Excel Spreadsheet
- 2Touch POS
- ADP eTime
- ADP TimeQ
- Aireus POS
- Aloha POS (Generic)
- Aspect
- Breadcrumb POS
- Brink POS
- ClearCare
- CTuit
- Cycom POS
- David-Link
- Dinerware POS
- Elite POS
- Expient POS
- EZ Labor
- Focus POS
- Foundation
- Future POS
- HomeTrack

- Jantek
- Kronos
- Micrologic
- Micros POS (Generic)
- NovaTime
- OnePOS
- PapaJohns
- PixelPoint POS
- POSitouch
- RadiantPOS
- Revel POS
- RPower POS
- RTI POS
- Sage
- SoftTouch POS
- SPOT POS
- Squirrel POS
- Sublive (Subway restaurants)
- TimeClock Plus
- Traverse
- YUM! Foods (KFC / Taco Bell / Pizza Hut)

Installation

1. Open an Internet browser and navigate to http://www.bakertechconsulting.com/Install. Click on the "*Time File Converter for Millennium 3™*" button. This will bring you to the installation page. Click on the "Install" button to begin the installation process.
2. You may be prompted to allow the download and running of the setup file. Click "Run" (or "OK" or "Yes") each time.
3. You will then see a progress bar as the program downloads and installs automatically.
4. Once the program has installed, you will be prompted to enter the license key that you were provided by Baker Technology Consulting. Copy and paste the key string into the field above the "Enter New Key" button, then click the "Enter New Key" button. If the key has been validated then your company name, expiration date and the product name will appear in the fields on the left. Click "OK" to save the licensing information.

5. You are now ready to begin using the program.

Millennium Setup

Time Import Service
A Time Import service must be added to the company importing the time file. If multiple files are to be imported, then multiple Time Import services must be set up. The service level for these services should be set to "Generic".

The configuration of the service should be set up as shown in the figure below. Be sure to place the department selection in the appropriate CC level. Note: If departments/locations are not being imported (i.e. time will be allocated to the employee's home department/location) then remove the number from the CC fields completely. (See figure below.)

File Name
Enter the full path to the file that will be imported including the file extension, if applicable.

File Type
The file type must be set to "CSV".

EE ID
Select the appropriate employee ID type that is on the time file. If "Clock" is selected, then the clock field must be populated in Millennium on each employee before running the import.

Code Mapping
The earning/deduction codes on the import file are taken from the time system file. If the codes from the time file do not match the codes in Millennium, an entry must be made for each of the codes that will be imported. Each time system will have different codes but all systems include the "Reg" and "OT" codes (except for YUM Foods).

Import Service Setup

Generic Import Configuration

Filename	C:\Timeclock\ABC.txt
Description	Timeclock Import

File Type: CSV   EE ID is: Clock

Batch: T

☑ Merge Time Import into existing checks.
☐ Only Import data for Active Employees.

Pay Type: Reg

☐ Skip lines that start with "###"
☐ Suppress missing DET Code warnings.

	Column	Length		Column	Length
EE ID	1		CC1	7	
DET	2		CC2		
DET Code	3		CC3		
Hours	4	Divide By	CC4		
Rate	5	Divide By	CC5		
Amount	6	Divide By	Ov State (1)		
Rate Code			Ov Local (2)		
Begin Date			Ov Local (3)		
End Date			Ov Local (4)		
Shift			Job Code		
WCC			Comment		

The start postion is one based, that is, the first column in the file is one.

OK   Cancel   Edit Code Mapping

Code Mapping Example

Time Import Code Mapping

Time Clock Code	Millennium DETCode
Reg	E01
OT	E02
CCTips	E03
CashTips	E04
Sales	E05

Note: The first letter of the 'Time Clock Code' must be either 'E' (for earnings), 'D' (for Deductions), or 'T' (for Taxes)

OK   Cancel

Using the Program

Settings

All program settings, such as time system selection, file names, and folder paths, are stored on a per user basis. This allows the program to remember the previously used settings.
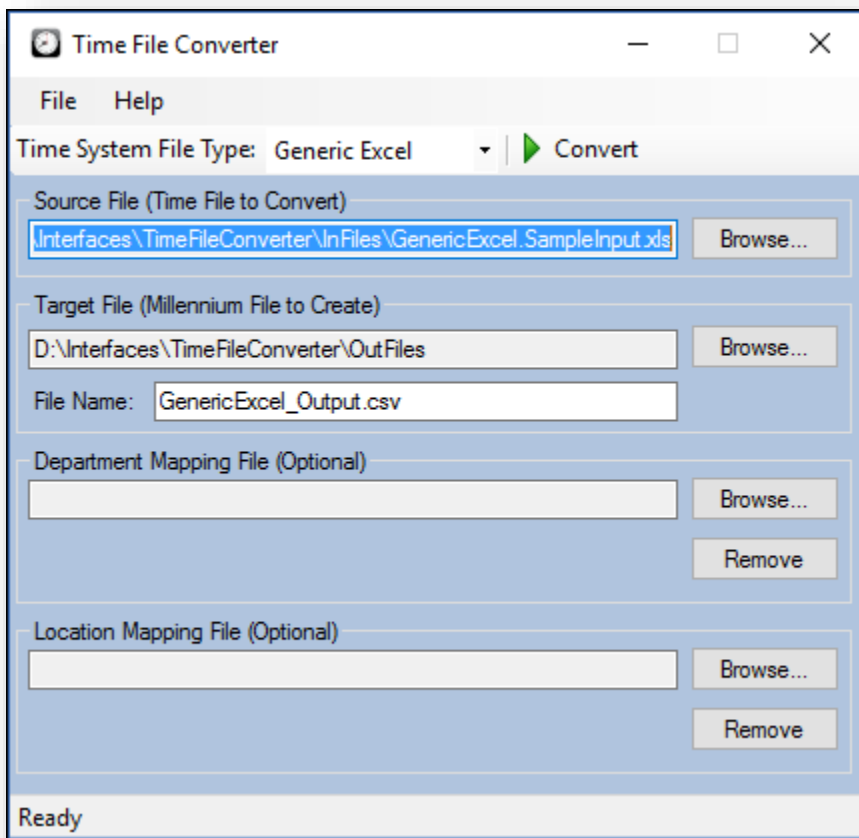
Time System File Type

Select the appropriate time system in the drop down menu.

Source File

Click the "Browse" button in the Source File section to select the time system file to be converted.
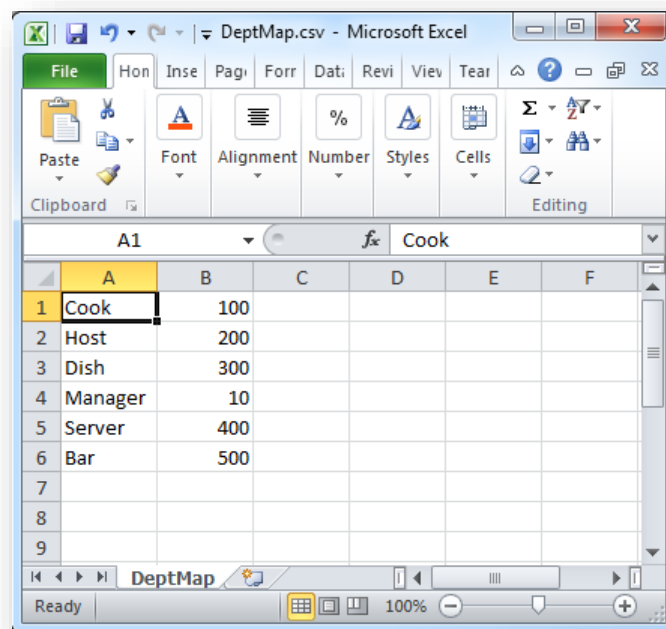
Target File

Click the "Browse" button in the Target File section to select the folder where the converted Millennium file will be placed. Type the desired file name for the converted file in the "File name" field. (Note: If a file extension, such as ".txt", is required, be sure to include that in the file name.

Department and Location Mapping File(s)

If departments and/or locations are being imported and the codes in the time system do not match the codes in Millennium, a department/location mapping file can be provided to the program. The mapping file is simply a comma delimited text file with the time system department/location code in the first column and the Millennium department/location in the second column. (See example below.)

Click the "Browse" button in the Department or Locations Mapping File section to select the mapping file to be used.

Converting the File

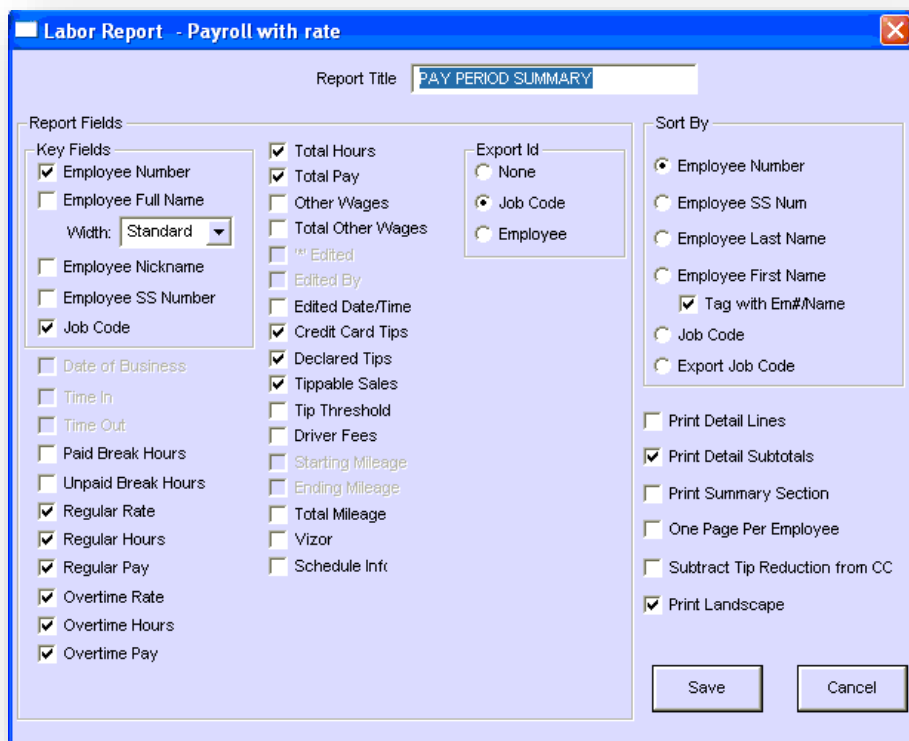Once all the selections have been made, click the "Convert" button.

Appendix

Aloha File Export Setup

A file format can be built for virtually any time file but sometimes it is easier (and less expensive) to have the client modify their time file export format to conform to the existing "Aloha (Generic)" format. In order to have Aloha create a file that is compatible with this format set the export options to export the fields as seen in the figures below.

Aloha Export Setup

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	1 - ABC Company													
2	01/01/2011 -- 8:00 AM													
3	6.x.x													
4	Payroll Export													
5	12/15/2010 -- 12/31/2010													
6			Reg.	Reg.	Reg.	OT	OT	OT	Tot	Tot	CC	Decl	Emp	
7	Emp #		Job	Rate	Hrs	Pay	Rate	Hrs	Pay	Hrs	Pay	Tips	Tips	Tippable Sales

Generic Excel File Configuration

The Generic Excel format allows for a wide range of file configurations. The format allows for up to 10 columns (in addition to EEID, Dept and Loc) to be imported. The file should be configured as seen in the figure below.

- The Excel file must be saved in "Compatibility Mode" (Excel 97-2003 Workbook ".xls" file).
- The first sheet must be used in the Excel file and must be named the default "Sheet1".
- The **EEID** field can be either the employee's SSN or payroll ID, depending on the configuration of the time import service in Millennium.
- A field named **EEName** may be included in the file for ease of use but will be ignored in the import. The field header must be named exactly with no spaces.
- The **Dept** and **Loc** fields are optional but can contain either the exact cost center code from Millennium or another code which can be translated to the payroll code via a department and/or location mapping file.
- The earning/deductions/tax fields must have a column header formatted as **DET-DETCode**, **DET-DETCode$** or **DET-DETCode[Rate]**.
    - The DET denotes if the code is a deduction (D), earning (E) or tax (T).
    - The DET and DETCode must be separated by a dash (-).
    - The DETCode denotes the code (Reg, OT, Hol, etc.) and should match the code in payroll. If the codes do not match payroll, then the code mapping must be configured on the time import service in Millennium.
    - At the end of the DETCode, a dollar sign ($) may be used to denote if the amounts in the column are dollars. If the dollar sign is not present, then the amounts are considered to be hours.
    - At the end of the DETCode, the text [Rate] may be used to denote if the number in the column is a pay rate. The DETCode should match another column's DETCode for the import to match up the rate to the hours. See example, below.

Generic Excel Sample Input File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	EEID	Dept	Loc	E-Reg	E-Reg[Rate]	E-OT	E-OT[Rate]	E-Hol	E-Vac	E-Tips$	E-Bonus$	D-401k$	D-Med$	D-Dent	T-FITW$
2	100	Cook	Dallas	40	8.25	5.75	12.375	8	16	0	100	10	50		25
3	101	Host	Houston	20	2.13		2.13	8	0	100.25	10				
4	102	Server	Austin	40	2.13	10	2.13	8	8	500.75	0			25	

Generic Excel Sample Output File

	A	B	C	D	E	F	G	H
1	100	E	Reg	40	8.25	0	Cook	Dallas
2	100	E	OT	5.75	0	0	Cook	Dallas
3	100	E	Hol	8	0	0	Cook	Dallas
4	100	E	Vac	16	0	0	Cook	Dallas
5	100	E	Bonus	0	0	100	Cook	Dallas
6	100	D	401k	0	0	10	Cook	Dallas
7	100	D	Med	0	0	50	Cook	Dallas
8	101	E	Reg	20	2.13	0	Host	Houston
9	101	E	Hol	8	0	0	Host	Houston
10	101	E	Tips	0	0	100.25	Host	Houston
11	101	E	Bonus	0	0	10	Host	Houston
12	102	E	Reg	40	2.13	0	Server	Austin
13	102	E	OT	10	0	0	Server	Austin
14	102	E	Hol	8	0	0	Server	Austin
15	102	E	Vac	8	0	0	Server	Austin
16	102	E	Tips	0	0	500.75	Server	Austin

Support

If you find that you need help with the installation or use of the program feel free to contact us via email.

Contact

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