

## Import/Export Entity Template Guidance

Key	Mandatory Field	Optional Field
Spreadsheet Template	Allowances	Payments
Columns A-D	These should only be populated for those with an <b>Allowance</b> or <b>Payment</b> to be included. This can either be achieved using <b>Subset</b> function or deleting rows that should not be included	
Column E	Exact <b>Allowance/Payment Code</b> (not <b>Description</b> ) from the <b>Code Table</b>	
Column F	<b>Start Date</b> of the <b>Allowance</b>	<b>Date</b> of the <b>Payment</b>
Column G	<b>End Date</b> of the <b>Allowance</b> (leave blank if this is an ongoing allowance)	Populate the <b>Payment Amount</b> <b>Note:</b> this needs to be populated even if submitting overtime-type hours
Column H	Only populate if the <b>Allowance</b> is a <b>Percentage</b> of the basic salary (eg 15 = 15% of the employee's basic salary) <b>Note:</b> you still need to populate the amount in column I even where the percentage is added Leave blank if the <b>Allowance</b> is a set value	Only populate if you require a <b>Note</b> to be added to the <b>Payment</b>
Column I	Populate an <b>Amount</b> value to be paid on the frequency as set in the <b>Allowance</b> code table (eg 200 = £200 paid monthly or annually)	If processing an <b>Overtime</b> -type payment, populate the hours
Column J	Only populate if you require a note to be added to the <b>Allowance</b>	If processing an <b>Overtime</b> -type payment, populate the minutes
Column K	If you use <b>Paylink</b> and wish the <b>Payroll Start</b> slider to be enabled then the value should be 1, otherwise leave blank	If processing an <b>Overtime</b> -type payment, populate the multiplier rate (eg 1, 1.5, 2 etc)
Column L	If you use <b>Paylink</b> and wish the <b>Payroll End</b> slider to be enabled then the value should be 1, otherwise leave blank	If processing an <b>Overtime</b> -type payment and you wish the person's <b>hourly rate</b> to be populated, add it here
Column M	Exact <b>Department</b> name ( <b>Description</b> not <b>Code</b> ) from the <b>Code Table</b>	If you use <b>Paylink</b> and wish this to be <b>Output to Payroll?</b> then the value should be 1 to enable the slider, otherwise leave blank
Column N	Exact <b>Currency Code</b> from the <b>Code Table</b>	Exact <b>Currency Code</b> from the <b>Code Table</b>
Column O	N/A	Exact <b>Department</b> name ( <b>Description</b> not <b>Code</b> ) from the <b>Code Table</b>