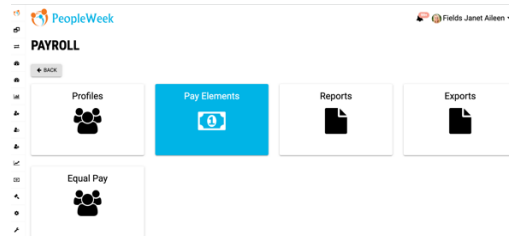
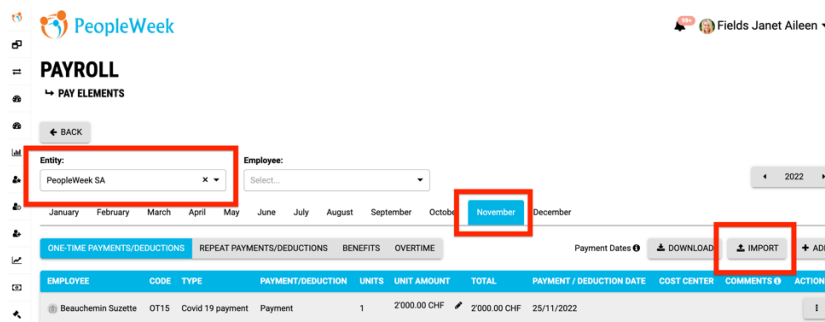


## Bulk Uploading of One-time Payments


1. HR can bulk upload one-time payments, i.e., for multiple employees, from the Pay Elements user interface. From the HR Dashboard > Payroll, click on “Pay Elements”:

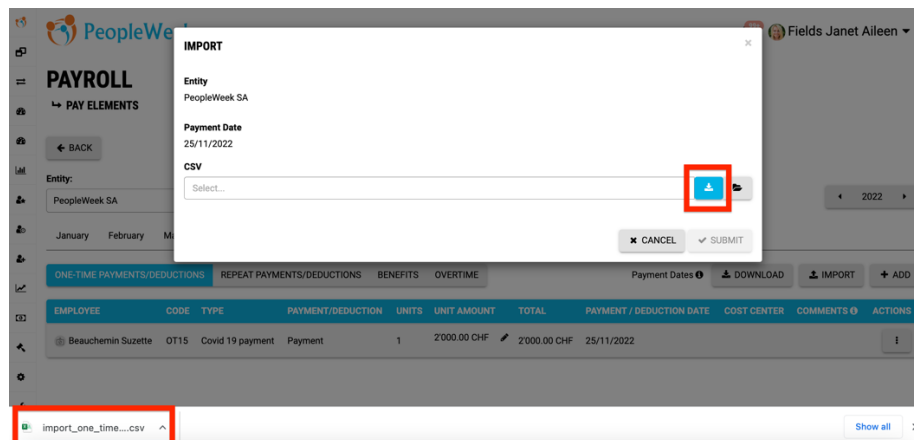


2. Select the entity and month for which you want to do a bulk upload, and then click on “Import”:



Note that you will not be able to import a file if the payroll cut-off date has already passed (the “import” button will not even be visible).

3. If you click on the icon  you can download an example CSV file. This will show you the required format for your upload file:




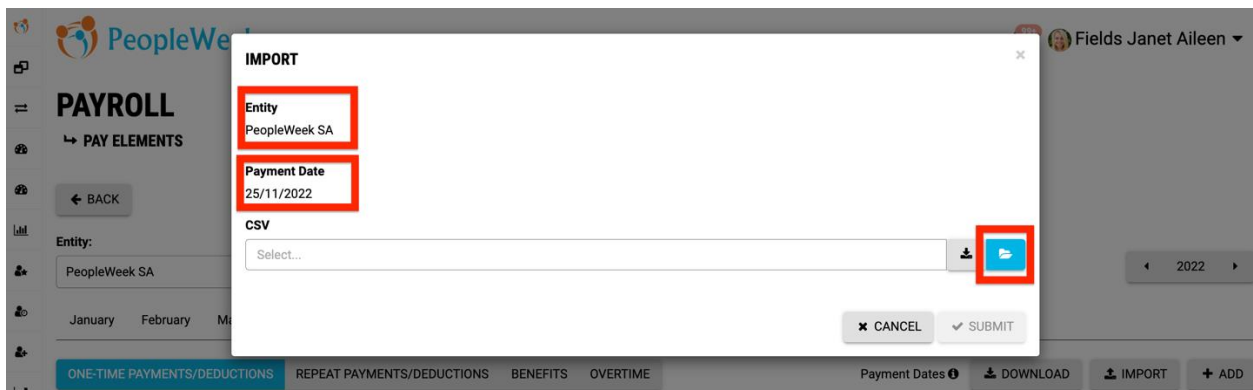
4. Complete the CSV file that you want to upload:

	A	B	C	D	E	F
1	employee_number	payment_type_code	units	amount	currency	cost_center
2						
3						
4						
5						
6						
7						
8						

Important notes:

- The employee number is mandatory
- The Payment Type Code must match a pay element code that has been configured in PeopleWeek for the relevant entity
- If the pay element has been configured as a unit, only insert the number of units and you must leave the “amount” and “currency” fields empty
- If the pay element has been configured as a monetary payment, insert the “amount” and “currency” fields. You must leave the “units” fields empty.
- “Cost centre” is a required field only for pay elements that have been configured to be assignable to other cost centres than that of the employee (most pay elements can only be charged to the employee’s own cost centre but it is possible in the Administration section of the payroll module to configure a pay element so it can be charged to another cost centre).

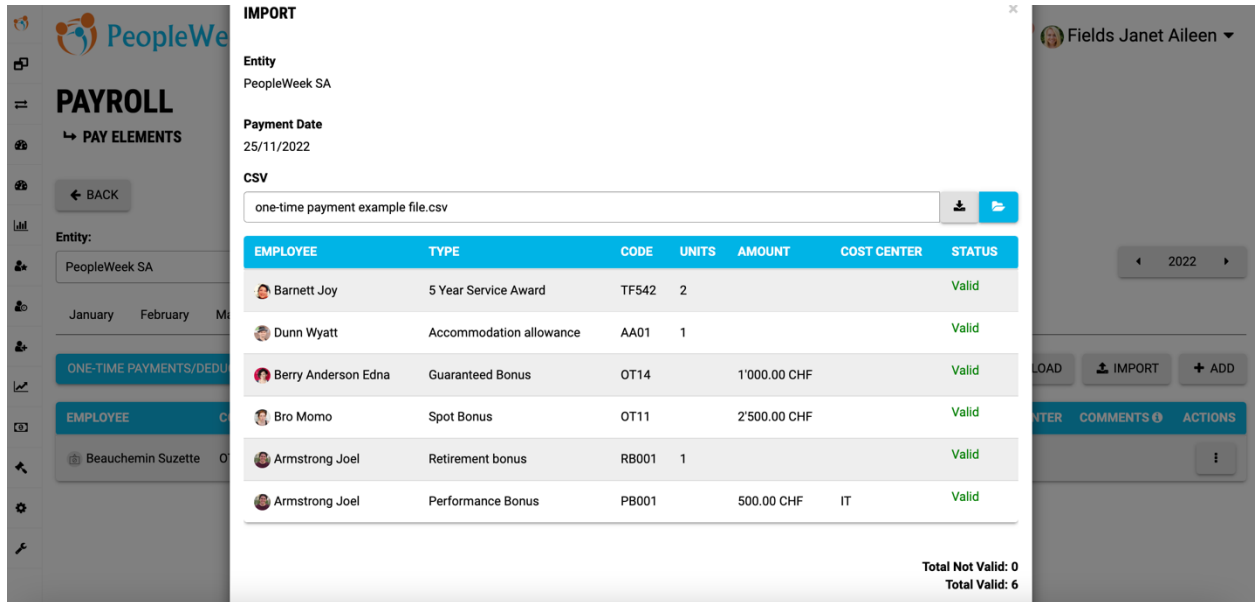
5. Upload the CSV file by clicking on the icon  :



The user interface indicates the name of the entity and the payment date (which is based on the date configured in the system for the respective entity and month).

Copyright Statement

6. Once you have imported the file, the one-time payments will appear in a pop-up window. The system informs you whether the payment is valid or invalid:



**IMPORT**

Entity: PeopleWeek SA

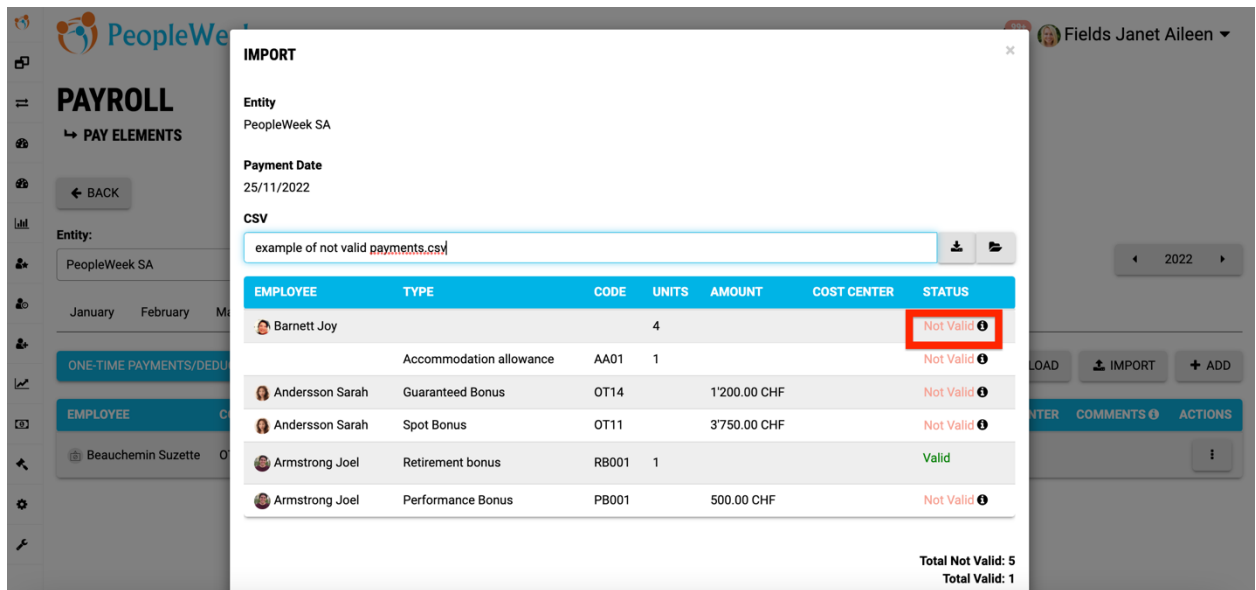
Payment Date: 25/11/2022

CSV: one-time payment example file.csv

EMPLOYEE	TYPE	CODE	UNITS	AMOUNT	COST CENTER	STATUS
Barnett Joy	5 Year Service Award	TF542	2			Valid
Dunn Wyatt	Accommodation allowance	AA01	1			Valid
Berry Anderson Edna	Guaranteed Bonus	OT14		1'000.00 CHF		Valid
Bro Momo	Spot Bonus	OT11		2'500.00 CHF		Valid
Armstrong Joel	Retirement bonus	RB001	1			Valid
Armstrong Joel	Performance Bonus	PB001		500.00 CHF	IT	Valid

Total Not Valid: 0  
Total Valid: 6

7. If a payment is invalid, click on the “i” info button to understand why it is invalid:



**IMPORT**

Entity: PeopleWeek SA

Payment Date: 25/11/2022

CSV: example of not valid payments.csv

EMPLOYEE	TYPE	CODE	UNITS	AMOUNT	COST CENTER	STATUS
Barnett Joy			4			Not Valid ⓘ
	Accommodation allowance	AA01	1			Not Valid ⓘ
Andersson Sarah	Guaranteed Bonus	OT14		1'200.00 CHF		Not Valid ⓘ
Andersson Sarah	Spot Bonus	OT11		3'750.00 CHF		Not Valid ⓘ
Armstrong Joel	Retirement bonus	RB001	1			Valid
Armstrong Joel	Performance Bonus	PB001		500.00 CHF		Not Valid ⓘ

Total Not Valid: 5  
Total Valid: 1

Copyright Statement

- Once you have clicked on the “Submit” button, all the valid one-time payments will be imported and will appear in the user interface in the same way as an individually entered one-time payment. You can modify or delete the imported pay elements in the same way as with individually entered one-time payments:

**PAYROLL**

↳ PAY ELEMENTS

← BACK

Entity: PeopleWeek SA Employee: Select... 2022

January February March April May June July August September October **November** December

ONE-TIME PAYMENTS/DEDUCTIONS REPEAT PAYMENTS/DEDUCTIONS BENEFITS OVERTIME Payment Dates DOWNLOAD IMPORT + ADD

EMPLOYEE	CODE	TYPE	PAYMENT/DEDUCTION	UNITS	UNIT AMOUNT	TOTAL	PAYMENT / DEDUCTION DATE	COST CENTER	COMMENTS	ACTIONS
Beauchemin Suzette	OT15	Covid 19 payment	Payment	1	2'000.00 CHF	2'000.00 CHF	25/11/2022			
Barnett Joy	TF542	5 Year Service Award	Payment	2	1'000.00 CHF	2'000.00 CHF	25/11/2022			
Dunn Wyatt	AA01	Accommodation allowance	Payment	1			25/11/2022			
Berry Anderson Edna	OT14	Guaranteed Bonus	Payment	1	1'000.00 CHF	1'000.00 CHF	25/11/2022			
Bro Momo	OT11	Spot Bonus	Payment	1	2'500.00 CHF	2'500.00 CHF	25/11/2022			
Armstrong Joel	RB001	Retirement bonus	Payment	1	10'000.00 CHF	10'000.00 CHF	25/11/2022			
Armstrong Joel	PB001	Performance Bonus	Payment	1	500.00 CHF	500.00 CHF	25/11/2022	IT		

Copyright Statement