

IRIS Cascade HR

Payroll Web – Importing Pay
Element Data

November 2021

Contents

Outline	3
Element Import Current Period	4
File Format One.....	4
File Format Two.....	5
Element Import History	6
File Format for importing history.....	6
Adding an Element Import.....	7
Bulk Import Pay	10
Adding a Bulk Import Pay.....	10

Outline

This document explains the pay element import options available, together with information about processing them in IRIS Cascade Payroll Web. There are two options available, Element Import and Bulk Import Pay.

Element Import Current Period

Element Import imports a .txt or .csv file into IRIS Cascade Payroll and inputs values against pay elements for processing within that pay period. Customers who have T&A, or other tracking systems, usually use it to record the number of hours employees work, but you can also use it in different circumstances.

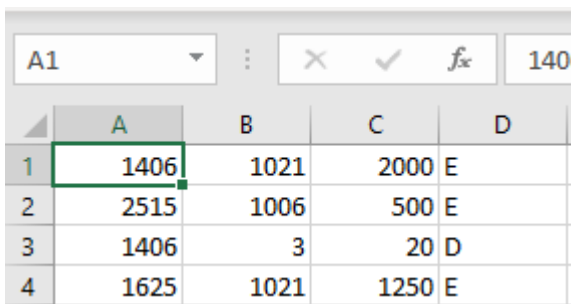
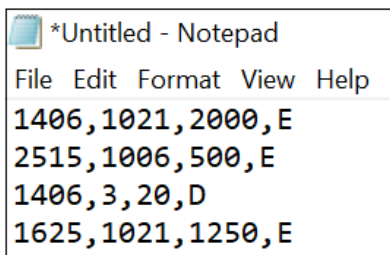
There are two accepted formats for Current Period imports; please see the file formats below:

File Format One

Element Import accepts information in a set file format of either .txt or .csv. You can create these using a 3rd party system or manually. File format one allows you to import changes to the Element Input Value only.

The required format is: **Employee ID, Pay Element Id, Amount, E or D (to indicate an Earning or Deduction)**

Each of these fields must be comma separated in the file. See examples of file layouts below.



	A	B	C	D
1	1406	1021	2000	E
2	2515	1006	500	E
3	1406	3	20	D
4	1625	1021	1250	E

Note: If you leave column D blank and do not indicate whether the element is an Earning or Deduction, the system will assume that you are importing an Earning element.

There is no specific naming convention required for the import file. The file, once complete, should be saved on your PC or network in a location that is accessible to you.

File Format Two

File format two allows you to import changes to Rate Values for unformulated elements in addition to the Input Value for all other element types. To import against the input value for both formulated rate elements and non-rate elements, the rate value field must be left blank.

The required format is: **Employee ID, Pay Element Id, Amount, Rate Value, E or D (to indicate an Earning or Deduction)**

Each of these fields must be comma-separated in the file. See examples of file layouts below.

```
*Untitled - Notepad
File Edit Format View Help
1625,2001,12,10.15,E
1625,2002,15,12.13,E
1625,1021,2000,,E
1406,2001,10,9.45,E
1406,2002,6,10.55,E
1406,1006,500,,E
```

	A	B	C	D	E
1	1625	2001	12	10.15	E
2	1625	2002	15	12.13	E
3	1625	1021	2000		E
4	1406	2001	10	9.45	E
5	1406	2002	6	10.55	E
6	1406	1006	500		E

Note: If you leave column D blank and do not indicate whether the element is an Earning or Deduction, the system will assume that you are importing an Earning element.

There is no specific naming convention required for the import file. The file, once complete, should be saved on your PC or network in a location that is accessible to you.

Element Import History

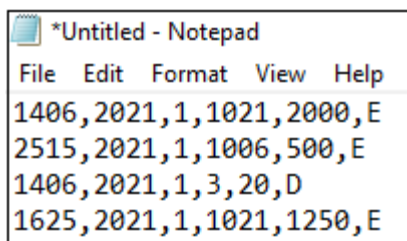
The element import can now be used to import data into the **Employees > History > Pay Elements History** screen using a .TXT or .CSV file. The file format for this is slightly different.

File Format for importing history

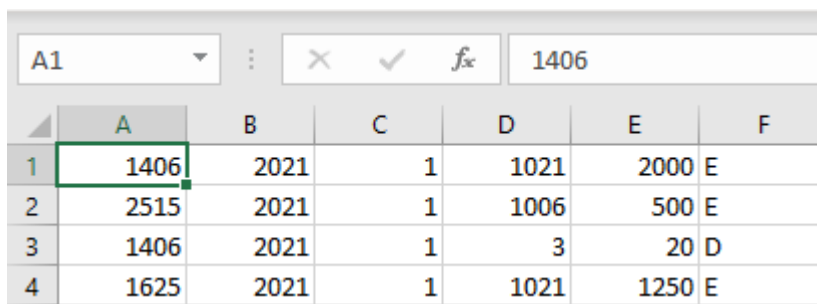
The required format is:

Employee ID, Tax Year, Tax Period, Pay Element Id, Amount, E or D (to indicate an Earning or Deduction)

Each of these fields must be comma separated in the file. See examples of file layouts below.



```
*Untitled - Notepad
File Edit Format View Help
1406,2021,1,1021,2000,E
2515,2021,1,1006,500,E
1406,2021,1,3,20,D
1625,2021,1,1021,1250,E
```



	A	B	C	D	E	F
1	1406	2021	1	1021	2000	E
2	2515	2021	1	1006	500	E
3	1406	2021	1	3	20	D
4	1625	2021	1	1021	1250	E

Note: If you leave column F blank and do not indicate whether the element is an Earning or Deduction, the system will assume that you are importing an Earning element.

There is no specific naming convention required for the import file. The file, once complete, should be saved on your PC or network in a location that is accessible to you.

Adding an Element Import

Go to **Payroll > Processing > Element Import** to begin an element import.

The **Element Import** screen shows a list of all historical imports and acts as an audit trail.

Element Import

Domino Electric (Monthly) - Period 5, 2021

Element Import History

Name	Update Method	Created Date	Employee Elements	Action
Period 5 2021 - Additional Payments	Increment	14/07/2021 13:44:20	3	[Audit] [Delete]
Period 5 2021 - Deductions	Overwrite	14/07/2021 13:43:33	3	[Audit] [Delete]
Period 5 2021 - Bonus Payments	Overwrite	14/07/2021 13:42:08	3	[Audit] [Delete]

[← Back to Menu](#)

[+ Start Element Import](#)

[Export to Excel](#)

To begin a new Element Import, complete the following steps:

1. Select **Start Element Import**
2. Using the drop-down selector, select **Current Period** or **History** as the **Type of element import** you want to make
3. Then click on the **Choose File** button to browse for the import file you wish to use (remember this must be in the format described in the **File Format** section)
4. Select the file you wish to import and select **Open**
5. Once the file is uploaded, the name of the file will appear next to the **Choose File** button. Click **Next: Preview the Import** to continue.

Once processing is complete, the preview import screen will detail the number of rows that can be imported, the grid on the screen shows the **Employee ID, Employee Name, Element ID, Element Description, and Import Value** of all rows that have been successfully processed. Select **Export Preview Results** to check the imported data and save for your records, the spreadsheet will detail both the failed and successful items, the failed items tab will highlight the reason for the records failing.

Element Import

Domino Electric (Monthly) - Period 5, 2021

Preview the import (3 of 4 rows can be imported)

EmployeeID	Employee Name	ElementID	Element Description	Import Value
1406	(1406) Dawn Beeby	07	GAYE	10.00
1406	(1406) Dawn Beeby	06	SAYE	15.00
1406	(1406) Dawn Beeby	12	Dental	20.00

 The file chosen contains some invalid records. Please check the export preview results.

[Cancel](#)

[Export Preview Results](#)

[Next: Import Options](#)

- Once you are ready to commit the data, select **Next: Import Options**
- Enter a **Name** for your element import. This will help you to identify the import when it shows in the element import list screen

Select whether you wish to **Replace with new values** or **Add values together (existing + new)** when the pay element is already assigned to the employee. If the pay element is not assigned to the employee before the import is performed, the element will be assigned as part of the process

- Click **Complete Import** to continue. This will apply the imported data to your employee records

Element Import Options

Give this import a name and choose what to do when elements already exist

Name	<input type="text" value="Period 5 2021 - Bonus P"/>
When Elements Already Exist	<input checked="" type="radio"/> Replace with new values <input type="radio"/> Add values together (existing + new)

- You are immediately taken to the audit report for the element import. The **Status** column will display **Inserted** where the element has been assigned to an employee or **Updated**, where the value was updated. This audit can be filtered using items in the grey filter bar and exported to Excel by clicking **Excel Export**.

Element Import

Domino Electric (Monthly) - Period 5, 2021

Period 5 2021 - Bonus Payments Element Import Audit

Employee: Status: Element Type: Number of Items: Element:

ID	Employee	Type	Element	Old Value	New Value	Status	Actions
1406	Dawn Beeby	Deduction	(06) SAYE	15.00	15.00	Updated	View
1406	Dawn Beeby	Deduction	(12) Dental	20.00	20.00	Updated	View
1406	Dawn Beeby	Deduction	(07) GAYE	10.00	10.00	Updated	View

- Click **View** against any of the audit rows to be taken to the employees PAY ELEMENTS screen in the Details area. This allows you to view the pay element details for the employee.

If you need to access the import audit again, return to the Element Import screen. To do this select **Processing > Element Import**.

Here you will see the import you have just processed. Select **Audit** against any of the imports to view the changes to employee data that were made as part of that import. If you wish to delete an import record, select the **Delete** option. **Please note this will only delete the record from this screen and not reverse the effects of the import.**

Element Import

Domino Electric (Monthly) - Period 5, 2021

Element Import History

Name	Update Method	Created Date	Employee Elements	Action
Period 5 2021 - Bonus Payments	Overwrite	15/07/2021 09:14:05	3	[Audit] [Delete]
Period 5 2021 - Additional Payments	Increment	14/07/2021 13:44:20	3	[Audit] [Delete]
Period 5 2021 - Deductions	Overwrite	14/07/2021 13:43:33	3	[Audit] [Delete]
Period 5 2021 - Bonus Payments	Overwrite	14/07/2021 13:42:08	3	[Audit] [Delete]

[← Back to Menu](#)

[+ Start Element Import](#)

[📄 Export to Excel](#)

Please Note:

- If the same element is put on the import twice the system will sum up the values and apply them against the one element.
- Where an employee already has multiple instances of an element against their record, the import will update all of them with the results of the import.

Please Note: The process for importing Pay Element History is the same, it is just the file format that is different.

Bulk Import Pay

Bulk Import Pay is used to update the input value of pay elements by uploading a spreadsheet. You can also use it to import rate values against unformulated rate elements. IRIS Cascade Payroll creates the spreadsheet as part of the process and then needs to be completed and imported back into IRIS Cascade Payroll Web.

Adding a Bulk Import Pay

1. Navigate to **Payroll > Processing > Bulk Import Pay**
The **Bulk Import Pay** screen shows a list of all historical imports and acts as an audit trail.
2. To begin a new Bulk Import, select either **Add New Bulk Import Pay** or **Clone** an existing record. By cloning an existing one, all settings will be carried over, but these can be amended in the next screen if needed

Here we have chosen **Add New Bulk Import Pay**. In the **Main** screen, use the options given to customise your import. These options are explained in the table on the next page.

Bulk Import Variable Pay

Domino Electric (Monthly) - Period 5, 2021

Use this page to add a new Bulk Import Pay for company **Domino Electric (Monthly)**.

Main	Earnings	Deductions
Name *	Period 5 2021 - Bonus Payments	
Include All Employees	<input checked="" type="checkbox"/>	
Department	-- select --	
Processing Sequence	<input type="radio"/> Alphabetic <input checked="" type="radio"/> Numeric	
When Elements Already Exist	<input checked="" type="radio"/> Overwrite existing values <input type="radio"/> Add on top of existing values	
When Elements Don't Exist	<input checked="" type="checkbox"/> Create when a value is added <input type="checkbox"/> Create when no value has been added	
Include Rate Values	<input type="checkbox"/>	

Field	Description
Name	Enter a Name for your import. This will help you to identify the import when it shows in the bulk import list screen
Include All Employees	Tick this box to include all employees from the payroll company/frequency in the import
Department	If you have not ticked Include All Employees , use this drop-down list to select the department you wish to include in the import
Processing Sequence	Choose whether you would like the Excel spreadsheet containing the import details to be ordered alphabetically, or numerically
When Elements Already Exist	Choose whether the values you import should overwrite any current values, or whether they should be added to any current values held against the pay elements
When Elements Don't Exist	Choose whether pay elements should be assigned to employees as part of the import where they don't already have them assigned
Include Rate Values	Tick this box if you want to include rate values, so you can update the rates against any unformulated rate element

3. Once you are happy with these settings, select the **Earnings** tab
4. On the **Earnings** tab, tick all pay elements you wish to include in the import. Repeat this on the **Deductions** tab, selecting any deductions you wish to include
5. Once you choose all pay elements you wish to include, select **Save & Review**
6. The import is now saved and can be re-visited at any time. To exit the import process, select **Cancel**. To re-visit the import process, from the **Bulk Import Pay** menu, select **Update** against the record
7. To continue with the import, select **Export to Excel**. The grid shown on the screen will download into an Excel spreadsheet

- Open the spreadsheet and read through the **Instructions**. This explains how to update the spreadsheet

A	
1	INSTRUCTIONS
2	Use the Worksheet "Elements" to update the Input Values for each Employees' Elements.
3	The first two columns are informational, and should not be changed.
4	The remaining columns contain the Input Values which are to be updated.
5	A cell highlighted red indicates that the element has been suspended for this employee.
6	A cell highlighted yellow indicates that an element does not exist for that employee.
7	A cell highlighted blue indicates that this is a formulated element, values entered here will not be updated for that employee.
8	

- Select the **Elements** worksheet and following the instructions, enter any values you wish to import against the employee and pay element in the grid.

Note: if it's a variable element, you add in the value you want to pay the employee and where it's a rate element, you add in the number of hours/units the employee needs to be paid. The system will calculate the amount based on the hourly rate set in the system.

	B	C	D	E	F	G
	ID	Employee	Bonus (Input)	Sales Commission (Input)	Overtime 1.5 (unformulated) (Input)	Overtime 1.5 (unformulated) (Rate)
3	1	Monty Burns	550	220	5	10.5
4	292	Geoffrey Middleton	700	280	10	11.75
5	460	Richard Wyatt	280	112	7.5	13.5
6	513	Brian Ragan	1250	500	8	12
7	562	Adam Gray	900	360	8.5	15
8	565	Rick Symons	700	280	9	15.8
9	652	Sean Martin	280	112	4	17.75

- Once you complete the spreadsheet, save the sheet somewhere on your computer or network that you can access again
- In IRIS Cascade, navigate back to the import record (if you are not there already) by selecting **Update** against the pending record shown in the list

Bulk Import Variable Pay

Domino Electric (Monthly) - Period 5, 2021

Use this page to manage the Bulk Imports.

Name	Status	Created Date▲	Employees	Earnings	Deductions	Action
Period 5 2021 - Bonus Payments	Pending	15/07/2021 13:37:00	45	1	0	[Clone] [Update] [Audit]
Overtime Back Pay	Committed	29/06/2021 15:12:25	44	1	0	[Clone] [Update] [Audit]
Period 5 2021 - Additional Payments	Committed	26/01/2021 14:19:53	45	8	0	[Clone] [Update] [Audit]
Bonus Import October 2012	Committed	21/08/2013 09:30:51	38	2	0	[Clone] [Update] [Audit]

← Back to Menu

+ Add New Bulk Import Pay

Export to Excel

12. On the next screen, select **Save & Review** to confirm the settings chosen earlier
13. On the screen, select **Update from Excel** and then **Choose File** to browse for the spreadsheet saved earlier. Once you select your spreadsheet, choose **Upload**
14. The values from the spreadsheet will now appear in the grid on screen. If you are happy to commit the values to your employees' pay elements, select **Commit**. If you wish to add to this import or further revise it, select **Cancel** and re-visit when required
15. Once you select **Commit**, choose **OK** to confirm that you wish to commit the data
16. You are immediately taken to the audit report for the bulk import. The **Status** column will display **Inserted** where the element has been assigned to an employee or **Updated**, where the value was updated. This audit can be filtered using items in the pink filter bar and exported to Excel by clicking **Excel Export**
17. Select **View** against any of the audit rows to be taken to the employee's **INPUT VARIABLE PAY** screen in the **Input** area
18. To return to the **Bulk Import Pay** screen, select **Back to Bulk Import Pay**
19. On the **Bulk Import Pay List** screen, you will now see that the status of the import has changed from **Pending** to **Committed** meaning no further changes can be made. The **update** button is also greyed out
20. To access the audit at any time, select the **Audit** option

Please Note:

- Where an employee already has multiple instances of an element against their record, the import will update all of them with the results of the import.