

Information for Customers

If you want to use the BMD export offered by TimeTac for your payroll, please follow the requirements and steps mentioned here so that we can activate it for you. Please note that our requirements refer to the BMD documentation LV060 version 15.02.

What we need from you in advance:

For the configuration we need the following basic information:

1 BMD client number

2 Working time and absence types or absence keys and wage types:

- Use the attached form to send us a list of the **company-specific wage types** that you require in the BMD evaluation.
- Please note that TimeTac does not use wage types, so only timestamps can be assigned to specific wage types. In order to report a wage type in the BMD export, a corresponding column should exist in TimeTac Payroll.

Example:

Working Time and Absence Type	TimeTac Hourly Accounting	Wage Type
Overtime Payout	PO	351
Overtime 50%	OT50	300
Excess work	EW	200

- Information on the management of non-contributory periods (NCP). Note that only NCP can be reported that exist as absence types in TimeTac (vacation, doctor's visit, visit authorities, ...). Furthermore, please note that a row is generated in the report for each request or time booking of an employee.
- Please let us know if you also need a wage type for individual NCPs. If yes, the total sum of the accrued NCPs with this wage type will be exported to you as one row in the report.

3 Should the column "NCP consumption" (non-contributory periods consumption) be given in days or hours?

→ You can set this property separately per NCP in the attached form.

4 Only important if the sum of the daily balances is to be exported as well:

→ By default, TimeTac also includes any time compensation in the daily balance. However, if desired, we can adjust the configuration so that a daily balance excluding time compensation is exported for this day.

Example: If the planned working time is 8 hours and the employee has entered 8 hours of compensatory time for this day, the daily balance for this day would be 0 - with a correspondingly adjusted configuration minus 8 hours.

Important: For proper use of the export, the "Personnel number" field must be identical to the personnel number in BMD for each employee in the "User administration". If necessary, check with your external service provider.

Where can you find the export, and what does it include?

If the export is activated for you, you will find it under "**Evaluations**" with the designation "**BMD Export**". The data records in the export table in CSV format essentially comprise "recorded working hours and absences per day, per wage type, per employee". The period of the evaluation can be freely selected for the BMD export, e.g. for a month from 1.9.- 30.9.

Example of an export specification

BMD Client Number:			
Working Time Type: (e.g. working time, working balance)	Wage Type:		
Paid overtime	351		
Overtime 50 %	300		
Daily balance	350		
Absence Type: (e.g. vacation, doctor's appointment, visit authorities)	Wage Type:	NCP Indicator:	NCP Consumption in Hours:
Vacation	160	301	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Doctor's visit	180	304	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO