

Information for Customers

If you would like to use the **Datev export** offered by TimeTac for your payroll accounting, please follow the requirements and steps mentioned below so that we can activate it for you.

What we need from you in advance:

For the configuration we need the following information:

- 1 **Adviser number**
- 2 **Client number**
- 3 **Working time and absence types or absence keys and wage types:**
 - Use the attached form to send us a list of your company-specific wage types that you require in the Datev "Lohn & Gehalt" evaluation.
 - Note that TimeTac does not use wage types, so only recorded timestamps can be assigned to specific wage types. In order to show a wage type in the Datev export, it is assumed that a corresponding column exists for the wage type in the TimeTac timesheet.

Working time and absence type	TimeTac Hourly Accounting	Wage type
Overtime 50%	OT50	1100
Working time	WT	1000

→ Information on managing **absences**

Please note that only absences that exist as absence types in TimeTac (vacation, doctor's visit, visit authorities, ...) can be reported. 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 non-contributory periods (NCP's). If yes, the total sum of the accrued NCP with this wage type will be exported as one line in the report.

Important: For a proper use of the export, the field "Personnel number" in the "User administration" must be identical to the personnel number in Datev for each employee. If necessary, ask your external service provider about this.

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

If the export is activated for you, you will find it under "Series processing" in the drop-down menu labeled "Datev Export". The data records are sent in txt format as an attachment to the e-mail address of the logged-in user and essentially include "recorded working hours or absences per day, per wage type, per employee". The period of the evaluation can be freely selected for the Datev export, e.g. for a month from 1.9.- 30.9.

Example of an export specification

Adviser number:	
Working time type: (e.g. working time, working balance)	Wage type:
Overtime 50 %	1100
Working time	1000
Absence type: (e.g. holiday, doctor's appointment, visit authorities)	Wage type:
Vacation	1600
Doctor's visit	1650