

Information for Customers

If you would like to use the **Sage DPW** export offered by TimeTac for your payroll, please follow the requirements and steps listed here so we can activate it for you.

What we need from you in advance:

For the configuration we need the following basic information:

1 Company number

- Multiple company numbers can be used in one account, these are defined on a departmental basis.

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

- Use the attached form to provide us with a list of your company-specific wage types that you require in the Sage DPW 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 Sage DPW export, a corresponding column should exist in TimeTac Payroll.

Example:

Working Time and Absence Type	TimeTac Hourly Accounting	Wage Type
Overtime 100%	OT100	3080
Overtime 50 %	OT50	3060
Excess work	EW	3017

- Information on managing absences
Note that only **absences** that exist as absence types in TimeTac can be reported (vacation, doctor's visit, visit to authorities, ...).
- Furthermore, note that a row is created in the report for each employee's **approved** or **rejected** absence request. The line is assigned to the evaluation period in which the request is accepted or canceled.
- The amount of absences is displayed in the report in hours as well as in days.

Important: For a proper use of the export, the field "Personnel number" must be identical with the personnel number in Sage DPW 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 "**Sage Export: Absences**" and "**Sage Export: Wages**". The data records in the export tables in CSV format essentially comprise "recorded working hours or absences per day, per wage type, per employee". The period of the evaluation can be freely selected for the Sage DPW export, e.g. for a month from 1.9.- 30.9. There is also the possibility to filter the export by department.

Example of an export specification

Company Number:		
If you need more than one company number, tell us which departments should be assigned to them.	Company number:	Department:
Wage types:		
Working Time Type: (e.g. working time, working balance)	Wage Type:	
Overtime 50 %	3060	
Extra work	3017	
Absence Type: (e.g. vacation, doctor's appointment, visit authorities)	Absence Code:	
Vacation	N81-v	
Sick leave	N81-s	