

Leave Transaction Batch Layout

Field	Format	Permitted entries	From Column	To Columns
Details indicator	A1	Value must be "D"	1	1
Company number	N3	e.g. 001 for Company 001	2	4
Batch Layout	A1	Value must be "@"	5	5
Leave Type/Line/Earning	N1	Value 1 (for type) / Value 2 for Line / Value 3 for Earning	6	6
Employee Code	AN8	e.g. 12345678	7	14
Leave Type (Complete if value in Column 6 is 1)	A1	A, F, S, M, a – z	15	15
Leave Line / Earning Line (Complete if value in Column 6 is 2 or 3)	N2	Leave Line - Value 01 -30 Earning Line Value 01 -36/72	16	17
Method (used	AN1	Value 1 – 9, A – Z, a – z)	18	18
Leave Reason	AN4	e.g. ANN	19	22
From Date	N8	CCYYMMDD	23	37
To Date	N8	CCYYMMDD	31	38
Total Taken	N9	e.g. 000010000 for 1.0000	39	47
Taken Sign	AN1	+ / - or SPACE	48	48
Note Received	AN1	Y / N / SPACE	49	49
Reference Number	AN15	e.g. REF001	50	64
Doctor	AN20	e.g. Dr J Mahlangu	65	84
Practice Number	AN15	e.g. 123456	85	99
Comment	AN50		100	149
Record terminator	A1	Must be "Z"	150	150

Additional Information on the content of the Leave Transaction Import File:

- The file type must be .ASC or .TXT
- Characters 2, 3 and 4 of the detail records must contain the correct 3-digit Company number.
- Character 5 of the detail record must contain a @.
- Ensure the values on the columns is in the correct format:
 - A – Alpha
 - N - Numeric
 - AN – Alphanumeric
- All alphanumeric fields (AN) must be left aligned and be space filled to the right.
- The import file does not allow decimal separators, thus if you need to add a value e.g. 2.5 days, you need to enter the value as 000025000.

- When you select to import transaction per Leave Type, the specific type and type sequencing must be setup correctly
- Dates must be in the format CCYYMMDD
- The sign for each field must be a space or + if positive; and – if negative
- Planned transactions will be allocated in terms
- Payroll Professional will split import batches, which consist of more than 500 records into smaller batches. For each of these batches, the application will generate a separate Batch Number.