

NEW



Dear valued Distributer & Business Partner,
Synel proudly presents you to

HARMONY

Innovative Workforce Management That Works

DEMO SERVER

4th lesson

The HARMONY Demo Server allows you to experiment with world leading Workforce & Security Management Solutions for Organizations.

SYNEL offers you to try this innovative service to experience what HARMONY has got to offer

For better training
we recommend following the instructions & workflow below.

The password is active for one week
TO GET YOUR PASSWORD PLEASE CONTACT:

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Using HARMONY Demo server

4th lesson

Enter the HARMONY Client
use the user name and password provided by the tech team

In this lesson we will continue with lesson 3 to describe the two main methods for creating a payroll file in HARMONY:

Payroll symbol method - Each separate row is dedicated to a different hour type and a numerical classification that is used as a payment code.

Network method - A scheme on which each employee has one row designed according to a predefined order, set in that software.

Payroll Symbol Method



Under Source Table, choose the employee file.
In this file there are two mandatory fields that must be included in the exported file: **Payroll ID** and **Quantity**. These fields must be dragged to the Export Record Format section.

The fields are virtual:

- **Numerator field** numbers the lines in the file.
- **Const field** enables exporting different characters at different lengths.

Payroll ID

This tab is used when the Numerator and Const fields are included.

1. Mark the Yes/No check box to determine what payroll hour type will be exported.
2. For each hour type, you enter the Payroll ID of your payroll software.
3. Select a Field Type. The Field Type determines the data transmission format (quantity, hour, day). For breaks and transportation there is an additional format - Cost.

Data Source	Pay Code	Description	Payroll ID	Yes/No	Type Field
Exceptions	20	Non-working day		<input type="checkbox"/>	Hours
Exceptions	21	Absence		<input type="checkbox"/>	Hours
Exceptions	22	Hours deficiency		<input type="checkbox"/>	Hours
Exceptions	23	Missing empes		<input type="checkbox"/>	Hours
Exceptions	24	Partial reporting		<input type="checkbox"/>	Hours
Exceptions	25	Missing shift		<input type="checkbox"/>	Hours
Exceptions	26	Core time infringement		<input type="checkbox"/>	Hours
Exceptions	27	Early entry		<input type="checkbox"/>	Hours
Exceptions	28	Late entry		<input type="checkbox"/>	Hours
Exceptions	29	Early exit		<input type="checkbox"/>	Hours
Exceptions	30	Late exit		<input type="checkbox"/>	Hours
Exceptions	31	Early break		<input type="checkbox"/>	Hours
Exceptions	32	Late break		<input type="checkbox"/>	Hours
Exceptions	33	Long break		<input type="checkbox"/>	Hours
Exceptions	34	Unidentified Day Type		<input type="checkbox"/>	Hours
Exceptions	35	Unidentified Shift		<input type="checkbox"/>	Hours
Pay Code	1	pay 100%		<input type="checkbox"/>	Hours
Pay Code	2	pay 125%		<input type="checkbox"/>	Hours
Pay Code	3	pay 150%		<input type="checkbox"/>	Hours

Figure 1: Payroll ID

Network Method



1. Now, you can define additional fields according to your requirements: after choosing the relevant file, you can drag the relevant fields to the Export Record Format section.
2. For each field you can define the following parameters:

All details concerning each selected field are outlined here.

You must mark the required field in the list, and then the field name will appear under **Properties | Name**.

Some of the data will be updated automatically: Name, Column Number., Field Size

Alignment:

Determines whether data will be aligned to the right or left inside the field.

Format:

Designated only for fields containing date or time.

Merge Fields:

Enables writing a formula to merge multiple fields to a single field.

The formula must be written according to the following guidelines:

- Each section of the formula must be separated by a space.
- All mathematical calculations are allowed.
- Each payroll section must begin with the correct payroll prefix (P-Payroll, H-Time classification, E-Exception, B-Breaks) followed by the pay code.
- Fields from the Employee table must begin with the EMP. prefix.

For example:

((P100 + P125 + P150) * 5) * emp.hourprice

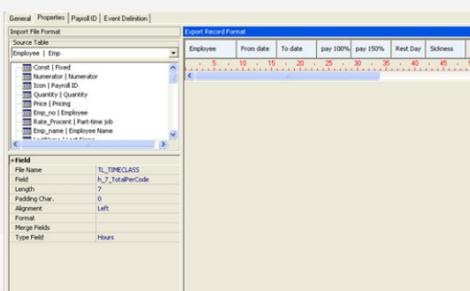


Figure 2: Export Record Format

Output of Data for Other Purposes

In addition to the payroll file you can also export data for use in other applications.

1. Create and name an **Output Interface** in the **Interfaces** option of the **System Def.** menu. For details go to the **Routine Operation > Interfaces** section of the User Manual.
2. Define its Properties and Save.



Figure 3: Output Interface

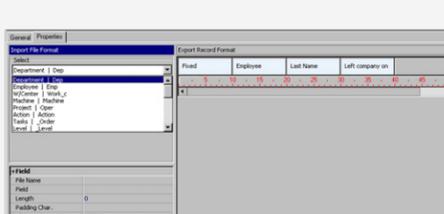


Figure 4: Export Record Format