

## LABOR FLAT FILE INFORMATION SHEET

### File Specifications

The Labor Flat File must meet specific requirements for a successful import into Radar:

- File Format: CSV File
- The CSV file must contain the past 21 days of labor data for R365 to import punch edits
- File naming convention must be consistent (ex. 20200130.CSV for DOB = 1/30/2020)
  - **Note:** If files are provided for each individual Location instead of one file containing all Locations, the naming convention must include the Location ID, followed by '\_YYYYMMDD'. For example: LocationID\_YYYYMMDD.csv
- The file should be supplied at the same time each day to an SFTP server
- The first row of the file is the first row of data (the first employee punch detail). The header row is not included.
- File sort order must be: Employee ID > Date > Clock-In Time
- If punch edits will need to be repolled the same day they are made, the Time and Attendance provider must repopulate the file to the SFTP server before the customer can repoll the data into Radar
- R365 will provide the URL, username, and password for our SFTP Server. You may use your own SFTP server if you wish. If so, you will need to provide us with login credentials.
- Overtime cannot be imported via a Labor Flat File and will be calculated by Radar based on the OT rules for the database.
- Special Pay can be calculated in Radar with the Special Pay add-on, or imported via a secondary file. (See Special Pay Flat File specifications below)
- Unpaid Breaks can be recorded by splitting the shift into two or more shifts, leaving a gap where the Unpaid Break occurred, or by adding additional columns to the imported file (see additional columns M-S below)
  - **Note:** Paid Breaks cannot be imported
- Time can be formatted as either 24-hour time [MM/DD/YYYY 24:00] or AM/PM [MM/DD/YYYY 12:00 AM]

## Column Specifications

Columns A-L are required for all Labor Flat Files

Column	Data	Data Type
A	Employee Payroll ID or POS	Integer
B	Leave Blank	
C	Job Name (25 characters max)	Text
D	Job Number (Optional)	Integer
E	Date of Business (MM/DD/YYYY)	Date
F	Clock-In Time (See above for format)	Date Time
G	Clock-Out Time (See above for format)	Date Time
H	Regular Rate (for this employee, job and date)	Numeric (2 decimals)
I	Declared Tips (optional, if not used, set to '0')	Numeric (2 decimals)
J	Employee Last Name (50 characters max)	Text
K	Employee First Name (50 characters max)	Text
L	Location Number*	Integer

- **Note:** For Location Number, the Flat File defaults to use the Ctuit Location ID, but radar also supports utilizing the Location's additional number field within the Company Config Module Locations Page.

Up to three Unpaid Breaks can be imported by adding these additional columns to the file:

Column	Data	Data Type
M	Leave Blank	
N	Break Time Start 1 (Clock out time MM/DD/YYYY hh:mm)	Date Time
O	Break Length 1 (Break length in minutes)	Integer
P	Break Time Start 2 (Clock out time MM/DD/YYYY hh:mm)	Date Time
Q	Break Length 2 (Break length in minutes)	Integer
R	Break Time Start 3 (Clock out time MM/DD/YYYY hh:mm)	Date Time
S	Break Length 3 (Break length in minutes)	Integer

## Special Pay Flat File

To import Special Pay as part of a Labor Flat File, the Special Pay information must be provided in a separate file.

**File Naming Format** - SP\_YYYYMMDD.csv

### Column Specifications

Column	Column Name	Required	Data Type	Notes
A	Location Number	YES	Integer	
B	Employee Payroll ID	YES	Integer	Will also be used as the Employee POS Number
C	Job Name	YES	Text	25 characters maximum
D	Job Number	NO	Integer	
E	Date of Business	YES	Date	Formatted as MM/DD/YYYY
F	Employee Last Name	YES	Text	50 characters maximum
G	Employee First Name	YES	Text	50 characters maximum
H	Special Pay Name	YES	Text	50 characters maximum
I	Special Pay Amount	YES	Decimal	
J	Special Pay Notes	NO	Text	255 characters maximum