

Terms of use:

By using the "PBJ XML" export you understand that it is provided "as-is" and it is your responsibility to review all submitted data for accuracy and completeness before filing your quarterly data. Compumatic Time Recorders, Inc. will not be held responsible for any inaccurate or incomplete submissions.

General Requirements and Instructions:

All employees must have a hire date. The hire date must not be later than any punches exported for the employee. A termination date is not required. If a termination date is entered it must not be earlier than any punches exported for the employee.

All employees must have a valid pay type code entered in their notes field and it must be the first piece of text entered. Additional notes may be entered after the pay type code. Enter one of the following three type codes:

Exempt

Non-Exempt

Contract

All departments that are associated with punches in the export must have a valid job code assigned. The same job code may be assigned to more than one department. You are not required to use all possible job codes. To open the job code assignment form use one of the following methods:

a) Open the View Reports form, select PBJ XML from the export list, click the configure button that appears above the run export button

b) Go to File > Software Utilities > Advanced > Run Command, type PBJ-JOBCODE in the command box, click ok

Note: The department assigned to each punch is used to select the job code to export

A valid state and facility id is required. To enter your state and facility id open the View Reports form, select PBJ XML from the export list, in the name box (start in the left most position) type your two character state code followed by your facility id (a dash between the state and facility id will appear automatically).

The default processType is "merge" which will add the current exported data to any existing data already entered or uploaded to the PBJ system. If data is exported for an employee and date combination that already exists in the PBJ system that data will be updated with the new data exported. Please refer to the PBJ technical specs and faq for additional details.

It is possible to create an export with processType "replace" if necessary. This will remove all data from the PBJ system for the entire quarter contained in the export and replace it only with the contents of the new file. Go to File > Software Utilities > Advanced > Run Command, type PBJ-REPLACE in the command box, click ok.

All punch data should be carefully and thoroughly reviewed for accuracy prior to creating the PBJ XML export. The export will not run successfully if any employees have missing punch flags ("MP") during the export period. All punch corrections (add/edit/delete) should be made prior to creating the PBJ XML export.

Only standard punches (In/Out) are included in the PBJ XML export. Benefit hours (sick, vacation, etc...) will not be included.

A requirement of the PBJ system is that hours are calculated on a calendar day basis, meaning an overnight shift is split at midnight. Therefore, punches included in the export are based on the actual punch date only and the following assumptions are made when calculating hours:

a) If the last punch on any particular date is recorded as an IN punch it is assumed that the employee worked at least until midnight and hours will be exported for that date accordingly.

b) If the first punch on any particular date is recorded as an OUT punch it is assumed that the employee worked at least since midnight and hours will be exported for that date accordingly.

Note: Since CompuTime101 calculates based on a "report date" basis, meaning it groups punches together by shift rather than actual punch date, daily totals in CompuTime101 may differ from daily totals in the PBJ system

The export start and end dates must fall within the same fiscal quarter/year (as determined based on the export start date).

The following shift calculation rules are also used when calculating hours for PBJ (unless Ignore Shift Rules (PBJ) is checked):

a) Any assigned rounding and/or revision zones

b) The first level of any assigned paid and/or unpaid breaks

c) The first level of any assigned auto lunch deduction

Note: Calculation rules, especially those for break and lunch, may have unintended calculation results when applied to the "split at midnight" requirement of the PBJ system. Their limited use is recommended, especially for overnight shifts.

Example: An auto lunch deduction is recorded on the out punch and it will apply to the date of the out punch. If the lunch deduction amount is greater than the time worked, the resulting calculated time will be negative. Since negative hours worked is not allowed by PBJ, 0 hours will be exported for the date. The negative amount will have to be manually deducted online from the previous day.

The export file name is PBJ_YYYYMMDD_YYYYMMDD.YYYYMMDDHHNNSS.xml (PBJ_StartDate_EndDate.CreateDateTime.xml)

If a file exists with the same name it will be overwritten.