

IMS Online customisation: Consolidating multiple IMS payroll databases into a single IMS Online database



Some organisations have multiple IMS payroll databases. For example, a health organisation may pay many different medical centres, or an organisation may pay salaried employees in one database and waged employees in another database.

Although there may be the requirement for separate IMS payroll databases, the time and attendance rules may be similar across all and can be held within one IMS Online database.

What is there to understand about consolidating multiple IMS payroll databases into a single IMS Online database?

When there are multiple IMS payroll databases combining into one IMS Online database, it is important to be able to identify within IMS Online which payroll database the employees belong to. This is achieved by pre-fixing some key data tables within IMS Online.

- For example, payroll database 'South Health', these employees could be identified in IMS Online with code 'SH'.

Combining multiple payroll databases into a single online database also means some key data tables need to be pre-fixed with the database code i.e. 'SH', to avoid duplication and/or confusion with data.

- There may be the same codes used in the separate payroll databases, but the code's description is different.
 - For example, there could be employee code 1001 in Database 1 who is employee John Smith. However, in Database 2, employee code 1001 is employee Mary Brown.

The prefix should be as short as possible as it becomes part of the employee's login - typically it would be 2-3 characters. It should also be meaningful in some way to users.

Where there is potential for 'same code / different description' across the multiple databases, those fields will be pre-fixed with the relative payroll database code (e.g. 'SH') within IMS Online to avoid duplicates. The fields requiring pre-fixing are:

- Employee code – same code e.g. 1001, but it's two different people
- Period code – same code e.g. Fortnightly, but it's for two different date ranges
- Work area code – same code e.g.200, but it's two different sites / location / team

The following example demonstrates this:

Database Name	Emp Code	Emp Name	Pre-fixed Emp Code	Period Code	Period Range	Pre-fixed Period Code	Work Area code	Work Area Name	Pre-fixed Work Area Code
South Health	1001	John Smith	SH-1001	F	Mon-Sun	SH-F	200	Nelson Medical	SH-200
North Health	1001	Mary Brown	NH-1001	F	Wed-Tue	NH-F	200	Huntly Medical	NH-200

Pre-fixing of the data tables occurs during the synchronisation process between IMS Payroll and IMS Online.

When the data is exported into IMS Payroll for payment, the pre-fix is removed (i.e. pre-fix is removed from the employee code. So for example, SH-1001 John Smith, will revert to 1001 when being imported into the 'South Health' payroll database), so that it is recognised in IMS Payroll.

What entities need to match between the databases?

Pay codes: It is important that pay codes are the same across the databases.

For example, Ordinary Time must be paid to the same pay code. It cannot be paid to, say '001' for one database, and '100' for another database.

Cost centres: It is important that cost centres are the same across the databases.

For example, Nelson Medical cannot be 'NELMED' in one database and 'NELSON MED' in another database.

Manager set-up

Managers can be assigned to a pay point in IMS Payroll, however with multiple IMS databases, they will not synch across to IMS Online. Therefore, Managers need to also be maintained on the Work Area table within IMS Online

- Note, the only way managers can be handled within IMS payroll alone, is if all managers are in the same database as all the employees they manage, which isn't usually the case.

Another example, where management structure would be maintained within IMS Online would be:

- For example, an organisation doesn't want to change pay point reporting structure in IMS payroll, but needs to implement a different management structure for approval purposes in IMS Online.

Normally Work Areas (IMS pay points) will be assigned to employees within IMS payroll, but in some cases, may need to be managed within IMS Online

- For example, the 'team' is in Database 1, but the 'team's manager' is in Database 2.

Employee password resets

Normally employee password resets are done via the IMS synchronisation tool. However, with multiple IMS databases, any password resets must be done directly within IMS Online on the Masterfiles / Employees / TimeFiler login tab.

If the employees' password is attempted to be reset via the synchronisation tool, a sync error will occur.

Order customisation

Please complete the IMS Online Customisation order form to have your multiple payroll databases consolidated into a single Online database.

Standard costs will usually apply, but this may vary depending on any additional complexities required.

Your full Company names need to be supplied. These are sourced from the Company tab in the IMS Payroll database.

Company	Pay Points	Costing Codes	Payments	Deductio
Name:	<input type="text" value="Sample Company Limited"/>			