ATS Attendance Tracking

Automated Payroll Extract

This document describes how to create an automated payroll extract from the Attendance Tracking System. The payroll extract is a CSV file containing details of extra payment days, for example, when an individual is delayed offshore or has completed training days over and above their standard contract days. The data is always extracted for the preceding month, for example, if the extract is run on the 10th June 2004, then the data extracted will be the whole of May 2004.

In order to run the automated payroll extract, you must configure Coldfusion to access a mail server and then create the scheduled task.

Configure Coldfusion Mail Server

- Enter Coldfusion administrator.
- Select 'Mail Server'.
- Enter the name of your mail server, check the 'verify mail server connection' box. Change the port number if your mail server uses a non standard port.

Create automated task

- Enter Coldfusion administrator.
- Select 'Schedule Tasks'
- Select 'Schedule new task'
- Enter the following task details :

Task Name:	ATS Payroll Extract
Start Date:	Enter the first date on which you wish the extract to run
End Date:	Leave blank
Frequency:	Press Recurring button, select daily and enter the time you wish the extract to run. (Note: Due to a problem in the Coldfusion MX scheduler you cannot specify the job to run monthly on a selected day. The payroll extract will check the run date and only run on the chosen day).

URL:	Enter the following (all one line): **http://*atsserver.domain.com*/payrollextractsend.cfm?payrunday=*runday*&company=*extractco*&mailfrom=*from@domain.com*&mailto=*to@domain.com* replacing: *atsserver.domain.com* with your ATS application server *runday* with the day of the month on which to run (e.g. 10) *extractco* with the company name to extract (e.g. apache) *from@domain.com* with the email address of the sender, maybe a support email address or an ATS mailbox. *to@domain.com* with the email address of the recipient.
Username & password:	The payroll extract has to write to/create the extract directory under the ATS application directory. If your coldfusion server process does not have rights to do this, add a username and password for a user who does, otherwise leave blank

- Press 'Submit'

Your task is now scheduled to run. You should be returned to the Scheduled tasks list. To test the scheduled task, press the green ''run scheduled task' button next to the ATS Payroll Extract task. The job will now execute and the payroll extract sent.