

Payroll Export Essentials

Payroll Export Process Overview

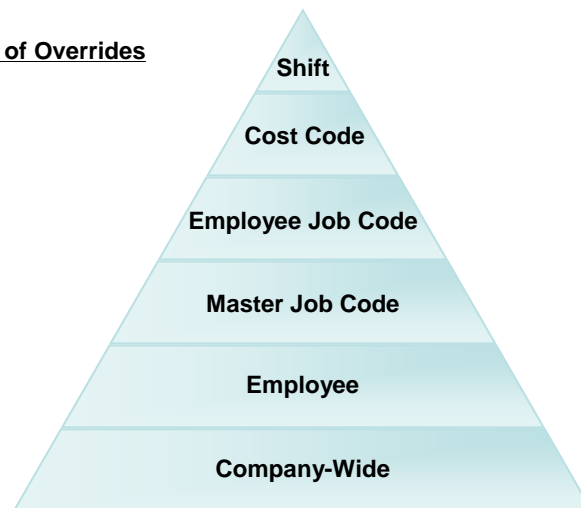
TimeClock Plus has the ability, through the use of a Payroll Export Module, to export time and attendance data into a file that is custom built to be compatible with a large library of payroll software. In order for the information being exported to be accurate, all payroll export modules follow a general pattern of configuration. This configuration allows all of the information being exported to be formatted according to the guidelines of the payroll software and easily imported.

Module Configuration

In order for the information to be imported correctly, there are codes and other settings from within the payroll application that must be defined in TimeClock Plus. This configuration begins at the company-wide level where settings that apply to everyone are defined. This information, along with an employee id from the payroll software, is required. If necessary, these settings may be optionally overridden at the employee, master job code, employee job code, cost code, and shift levels. Overrides account for special situations or exceptions. Pay codes for regular and overtime are defined at the company-wide level and overridden for certain job codes or employees at the master job code level.

The export module checks the highest level for overriding information. If any of the fields are left undefined then the module checks for those fields at the level below it. These overrides are all entered into Custom Fields created in the software by the export module.

Order of Overrides



Depending on the module, some of these levels may not be available. The order above is true of most export modules, but may vary for some.



TimeClock Plus

For example, all job codes in the system can be configured to import into Payroll Item A in the company wide-settings, which in the payroll software is Regular Time. However, Vacation time needs to be imported into Payroll Item B, which in the payroll software is Leave Time, so the user would access the Custom Fields for the Vacation job code in the Master Job Code List. Another employee who is management may need to have all of their regular time hours imported into Payroll Item C, which in the payroll software is Management Hours, so the user would access the Custom Fields for that specific individual's job code.

Exporting Data

Once all configurations have been made the hours can be exported from the system by browsing to **Hours > Payroll Export**. These hours can be exported using a date range as defined by the user, and any employees who need to be excluded from the export can be removed.

Importing Data

Once the export file has been created, refer to the payroll software for instructions on importing. Only the payroll provider can accurately support the payroll software.

**For assistance please call Customer Support at: (325) 223-9300
M-F, 9AM to 5PM CST, Excluding Holidays**