

Virtual TimeClock® Payroll Export Guide

Exporting to PayChoice®

Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into PayChoice® online payroll. To import files, you must complete a one-time setup.



Need help with payroll integration? Contact us at 1-888-207-0005 or <http://www.redcort.com/support>.

PayChoice® Integration Setup

1. Set up your company for time clock integration. Click the **Company Setup** link in the left-hand navigation area, then click **Comp. Options**. Make sure **Emp ID used for Timesheet Imports** is set to **Emp #**.

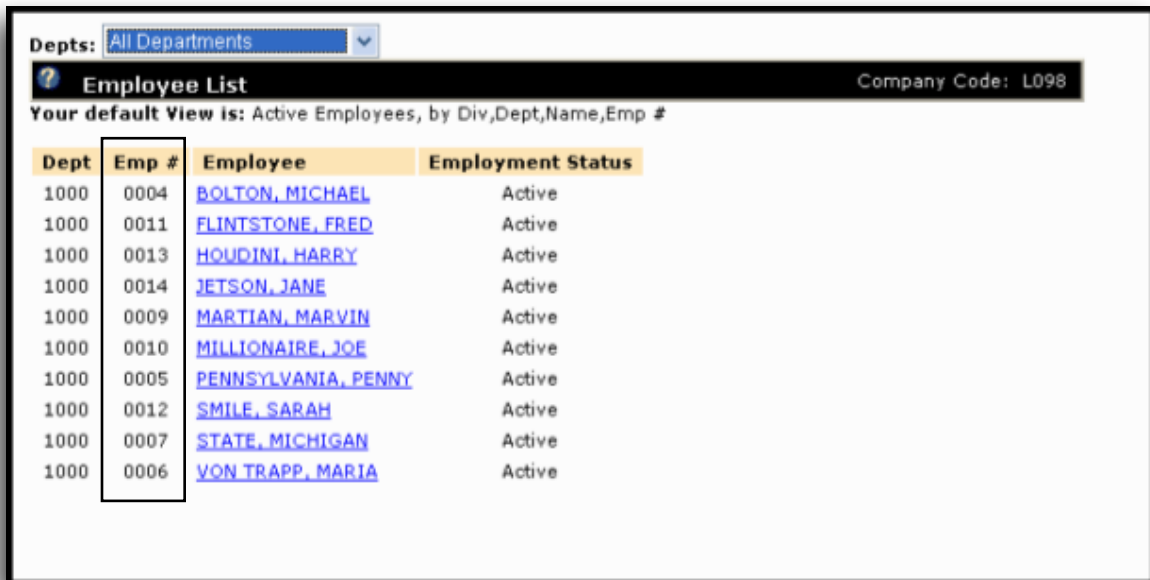
Company Options																		
Emp ID used as Unique Identifier	Emp ID used for Timesheet Imports	Totals By	Mask SSN on Web Pages	Mask SSN on Reports	Display Division Names? Which do I want?	OT Code for Salaried Employees What is this for?	Prompt for comment on rate changes	Show Emp # BEFORE Emp Name in pull-down lists	Use Employee Pay Templates	Max # of Deductions for Manual Checks	Data Entry Users can add New Hires in any Div/Dept							
Emp #	Emp #	Co	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	02 - O/TIME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12	<input checked="" type="checkbox"/>							
Installation Options			Company Settings															
Use Divns	ACH Deposit	Dept Alloc	Tax Alert	Tax, Pay & File	Allow Tax Use Changes	Allow Tax Blocks	Allow Inc/Sui Tax Exemption	Add Inc/SUI Tax	Add Local Tax	Add Worker's Comp	Add Bank	Edit Labor Accumulators	Allow paycheck Adjustments	Allow Voids	Allow PreCalcs	Require PreProcess Before Submit	Allow PreNotes to be skipped	Allow Direct Deposit Changes
Y	Y	Y	Y	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Verify your earning codes. Click the **Company Setup** link in the left-hand navigation area, then click **Earn Codes**. Note the earning codes in use by your company in online payroll.

Setup - Company Earnings								Company Code: 7336	
Code	Name	Live	Pct	Employee Rate Switch Applied			Input As	Display Value	Taxation Code
01	REGULAR	Y	100	Always Rate 1			HRS	NORMAL	GROSS
02	O/TIME	Y	150	Emp default rate, or rate assigned during pay input			HRS		GROSS
03	VACTION	Y	100	Emp default rate, or rate assigned during pay input			HRS		GROSS
04	SICK	Y	100	Emp default rate, or rate assigned during pay input			HRS		GROSS
07	SALARY	Y	100	Always Rate 1			\$\$\$	SALAR\$	GROSS
08	OTHER	Y	100	Emp default rate, or rate assigned during pay input			\$\$\$		GROSS
90	3PSICK	N	100	Emp default rate, or rate assigned during pay input					3PSICK
99	GROSS	Y	100	Emp default rate, or rate assigned during pay input					GROSS
84	(NOTAX)	N	100	Emp default rate, or rate assigned during pay input					NOTAX

PayChoice is a trademark of Sage Software, Inc. Redcort Software is not affiliated with Sage Software, Inc. in any way.

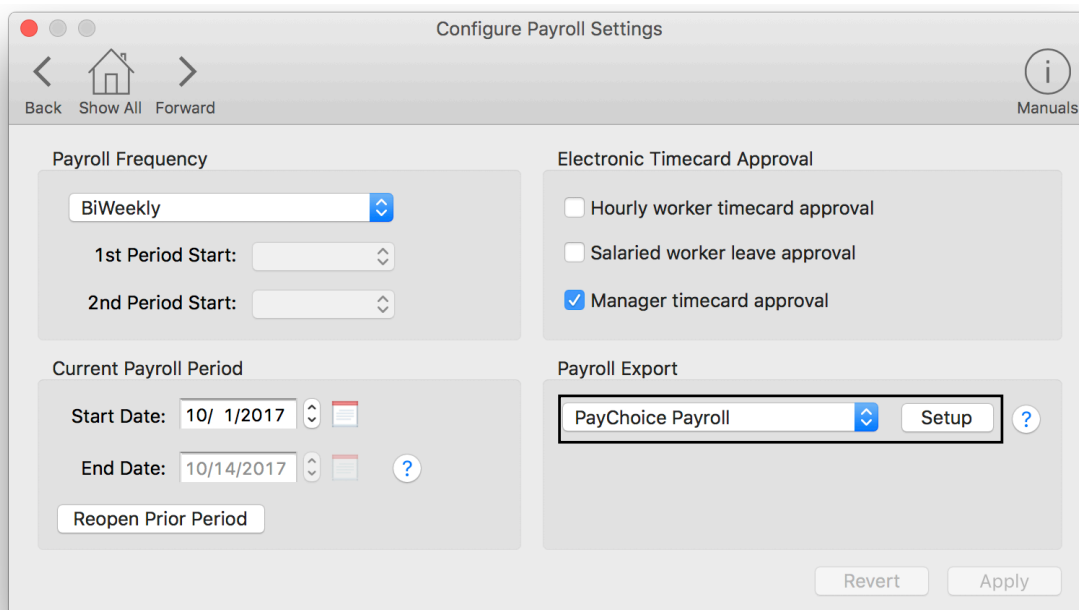
3. Sync your employee identification numbers. Click the **Employees** link in the left-hand navigation area to verify your Employee Numbers.



Dept	Emp #	Employee	Employment Status
1000	0004	BOLTON, MICHAEL	Active
1000	0011	FLINTSTONE, FRED	Active
1000	0013	HOUDINI, HARRY	Active
1000	0014	JETSON, JANE	Active
1000	0009	MARTIAN, MARVIN	Active
1000	0010	MILLIONAIRE, JOE	Active
1000	0005	PENNSYLVANIA, PENNY	Active
1000	0012	SMILE, SARAH	Active
1000	0007	STATE, MICHIGAN	Active
1000	0006	VON TRAPP, MARIA	Active

Virtual TimeClock Integration Setup

1. Set up your export defaults. Choose **Configure** from the administration toolbar, then select **Payroll Settings**. Select the **PayChoice®** export format and click **Setup**.



Configure Payroll Settings

Back Show All Forward Manuals

Payroll Frequency

BiWeekly

1st Period Start:

2nd Period Start:

Electronic Timecard Approval

☐ Hourly worker timecard approval

☐ Salaried worker leave approval

☒ Manager timecard approval

Current Payroll Period

Start Date: 10/ 1/2017

End Date: 10/14/2017

Reopen Prior Period

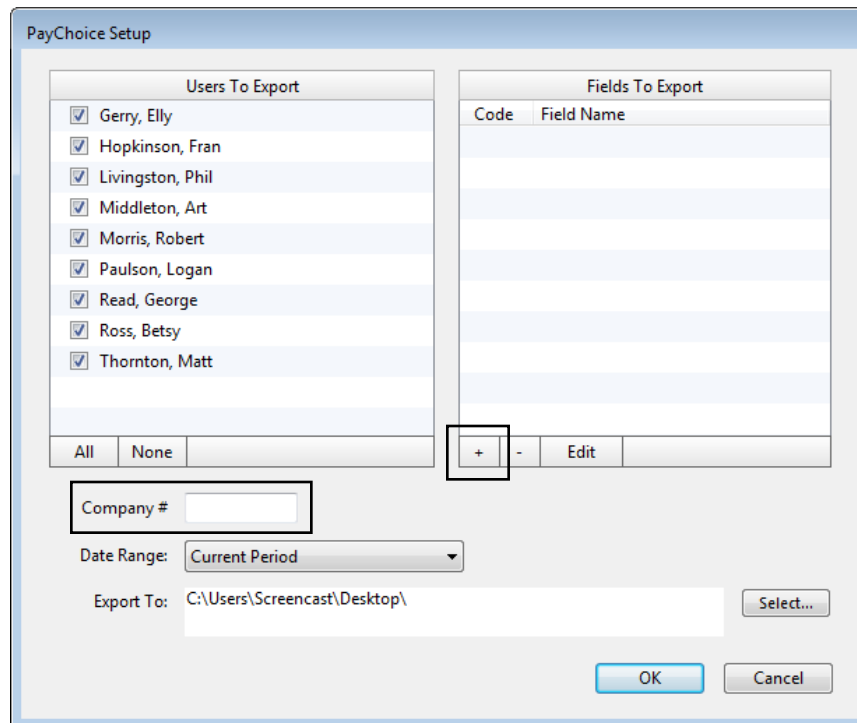
Payroll Export

PayChoice Payroll Setup ?

Revert Apply

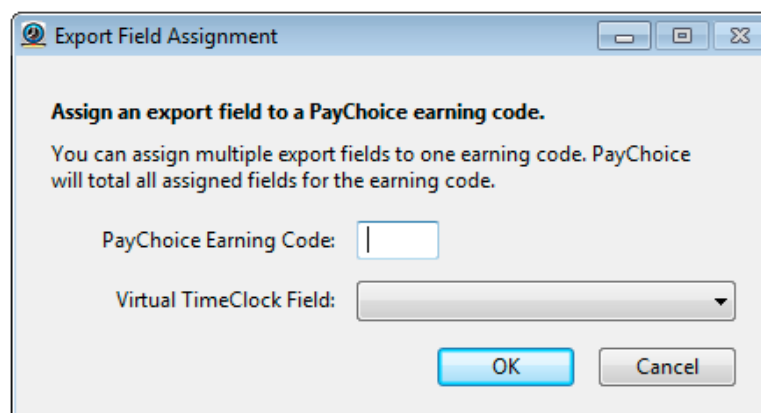
PayChoice is a trademark of Sage Software, Inc. Redcort Software is not affiliated with Sage Software, Inc. in any way.

2. In the **Company ID** field, enter your company code assigned by PayChoice. Under the **Fields To Export** list, click the **+** button.



The PayChoice Setup dialog box is shown. It has two main sections: 'Users To Export' and 'Fields To Export'. The 'Users To Export' section contains a list of users with checkboxes: Gerry, Elly; Hopkinson, Fran; Livingston, Phil; Middleton, Art; Morris, Robert; Paulson, Logan; Read, George; Ross, Betsy; and Thornton, Matt. Below this list are 'All' and 'None' buttons. The 'Fields To Export' section is a table with two columns: 'Code' and 'Field Name'. Below the table are '+', '-', and 'Edit' buttons. At the bottom of the dialog, there is a 'Company #' text box, a 'Date Range' dropdown menu set to 'Current Period', an 'Export To' text box with the path 'C:\Users\ScreenCast\Desktop\' and a 'Select...' button, and 'OK' and 'Cancel' buttons.

3. Enter an earning code from your PayChoice® system and select the corresponding Virtual TimeClock export field.



The Export Field Assignment dialog box is shown. It has a title bar with a question mark icon and standard window controls. The main text reads: 'Assign an export field to a PayChoice earning code. You can assign multiple export fields to one earning code. PayChoice will total all assigned fields for the earning code.' Below this text are two input fields: 'PayChoice Earning Code:' with a text box, and 'Virtual TimeClock Field:' with a dropdown menu. At the bottom are 'OK' and 'Cancel' buttons.

PayChoice is a trademark of Sage Software, Inc. Redcort Software is not affiliated with Sage Software, Inc. in any way.

4. Sync your employee identification numbers. Choose **Users** from the **Configure** menu.

The screenshot shows the 'Configure Users' window with the 'Employment' tab selected. The user 'Austen, Kate' is highlighted in the left sidebar. The main form displays the following information:

- Name:** Kate Austen
- Address:** 1456 Beverly Avenue, Clovis, CA 93611
- Email:**
- Phone:** 457-1478
- Mobile:**
- Birthday:** 10/10/94
- Social:** 123-45-6787
- Emergencies:** Jeff 706-8852

The 'Employment' tab includes the following fields:

- Hire Date:** 1/ 4/2015
- Full/Part time:** Full Time
- Wage:** 15.25
- Auto Deduction:** None
- Department:** Production
- Overtime:** Weekly Only
- Employee #:** S-01 (highlighted with a red box)
- Extension:** 111



Employee numbers in Virtual TimeClock must be identical to Emp #s in PayChoice® online payroll or payroll hours will not be imported.

Exporting Payroll Hours

1. Choose **Payroll Approval** from the Virtual TimeClock administrative toolbar to enter the **Timecard Review & Payroll Approval** dashboard. Once all timecards have been approved, click **Export**. If a timecard is not approved, it will not be exported.

The screenshot shows the 'Timecard Review & Payroll Approval' dashboard for the period 10/1/2017 to 10/14/2017. The dashboard includes a table of timecards and several action buttons.

Name	Regular	Overtime	Leave	Total	Salaried	Manager	Sign Off
Austen, Kate	37.23		8.00	45.23			
Burke, Juliet	29.73			29.73			
Ford, James			8.00	8.00			
Linus, Ben			8.00	8.00	Yes		
Littleton, Claire	40.00			40.00			
Locke, John	40.00	3.08		43.08			
Pace, Charlie	37.47			37.47			
Reyes, Hugo	38.00			38.00			
Shepherd, Jack			16.00	16.00	Yes		✓

Below the table, there are buttons for 'Refresh', 'Messaging...', 'Timecards...', 'Approval', and 'Sign Off'.

The dashboard also includes sections for:

- 2 Payroll Report** with a 'Report...' button.
- 3 Export Payroll** with a note 'Timecards without sign off will not be exported.' and an 'Export...' button (highlighted with a red box).
- 4 Close Period** with a note 'Timecards for workers in all groups must be signed off to close.' and a 'Close Period...' button.

PayChoice is a trademark of Sage Software, Inc. Redcort Software is not affiliated with Sage Software, Inc. in any way.

Importing Payroll Hours

1. Upload your time clock export file. Go to the **Pay Import** page under **Payroll**. Click **Browse** to search for your time clock export file and click **Open**. Click **Upload File** to import your time clock file into online payroll.

2. Click **Continue** to review, edit and approve your payroll hours.

Disclaimer: Redcort Software attempts to accurately describe and facilitate the process of integrating Virtual TimeClock with various payroll service providers. Redcort Software, due to factors outside of its control, makes no guarantee, stated or implied, that this integration guide will result in a successful import of time clock or payroll data to any other program or payroll system.

Copyright 1986-2017 Redcort Software Inc. All Rights Reserved. Virtual TimeClock and Virtual TimeClock Pro are registered trademarks of Redcort Software Inc. All other names mentioned are trademarks or registered trademarks of their respective holders in the United States and other countries.

Version 18.1

Revised 10.23.17

PayChoice is a trademark of Sage Software, Inc. Redcort Software is not affiliated with Sage Software, Inc. in any way.