

Virtual TimeClock® Payroll Export Guide

Exporting to Paychex® Preview®

Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into Paychex® Preview®. 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>.

Paychex® Preview® Integration Setup

1. You must contact your Paychex® Client Service Representative to have the import program TIME0002 added to your company list of reports in Paychex® Preview®.
2. Go to the **Company Menu**, click **Company Options**, and go to **#6 - Reports**. If it's not listed, contact your Paychex® Client Service Representative to have the import program added.

Report ID	Description	Copies	Date	Freq	Priority
REPT0081	TIME OFF REPORT		/ /		1
REPT0082	NEW DEPT SUMMARY		/ /	1	1
REPT0083	CURRENT\FISCAL TO DATE REPORT		/ /	1	1
REPT0084	NEW HIRE REPORT		/ /	1	1
REPT0085	RATE CHANGE REPORT		/ /	1	1
REPT0086	FUI WAGES BY STATE		/ /	1	1
REPT0087	EMPLOYEE MEMO LISTING		/ /	1	1
REPT0096	EMPLOYEE TAXABLE WAGES REPORT		/ /	1	1
REPT0097	GPS PAYMENT SUMMARY REPORT	0	/ /	1	1
REPT0098	GPS PAYMENT DETAIL REPORT	0	/ /	1	1
REPT0099	GENERAL LEDGER	0	/ /	1	7
REPT0101	YTD SUPPLEMENTAL WAGE LIMIT	1	/ /	1	8
REPT0103	GPS AGENCY VALIDATION REPORT	0	/ /	1	9
REPT0104	HIRE ACT CREDIT REPORT	0	/ /	1	1
REPT0105	HIRE ACT EMPLOYEE TRACKING	0	/ /	1	1
REPT1000	MONTHLY SUMMARY		/ /	H	1
REPT1059	MONTHLY GENERAL LEDGER		/ /	H	1
REPT5015	YE EMPLOYEE VERIFICATION - 1	0	/ /	1	1
SIGNOFF	CHECK RECEIPT SIGN-OFF SHEET		/ /	1	1
TICKREPT	TICKLER UPDATE PROGRAM	0	/ /		
TIME0002	TIME 2	0	/ /		
TMPL0001	TIME PLUS REPORT		/ /	1	1
TXIDUPDT	SUI RATE UPDATE - PREPROCESS	1	/ /		1

Virtual TimeClock Integration Setup

1. Set up your export defaults. Choose **Configure** from the administration toolbar, then select **Payroll Settings**. Select the **PayChex® Preview®** 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

Paychex Preview Payroll Setup

Revert Apply

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

Paychex Preview Payroll Setup

Users To Export

☒ Gerry, Elly

☒ Hopkinson, Fran

☒ Livingston, Phil

☒ Middleton, Art

☒ Morris, Robert

☒ Paulson, Logan

☒ Read, George

☒ Ross, Betsy

☒ Thornton, Matt

All None + - Edit

Fields To Export

Code	Field Name

Company ID:

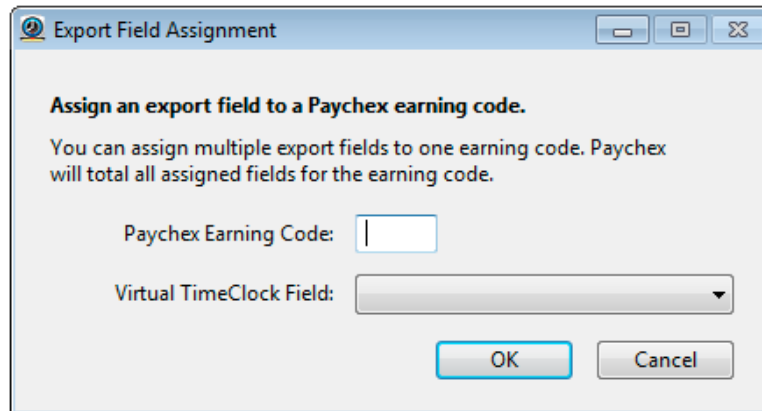
Date Range: Current Period

Rapid Folder: C:\Users\ScreenCast\Desktop\ Select...

OK Cancel

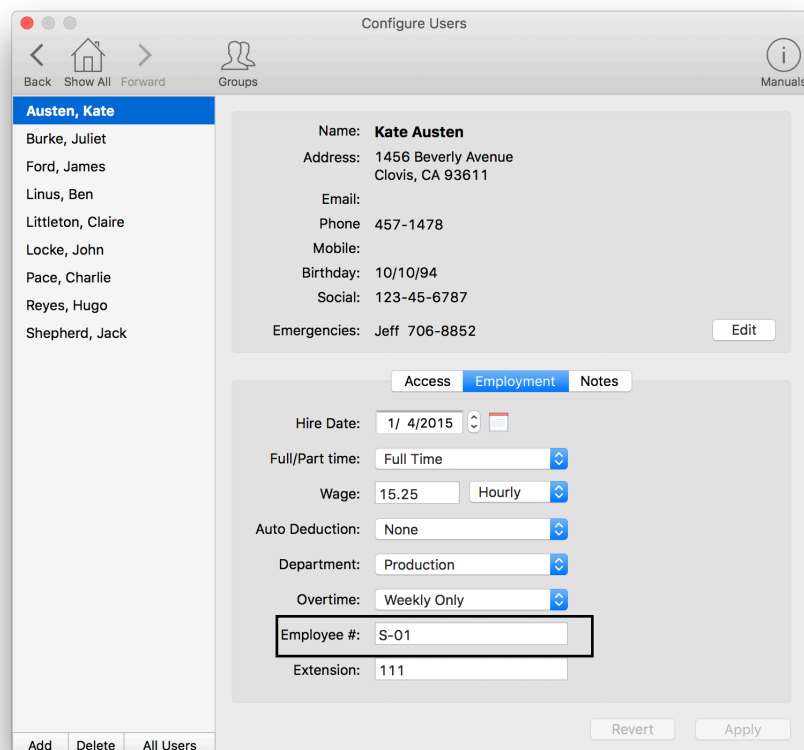
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3. Enter an earning code from your PayChex® Preview® system and select the corresponding Virtual TimeClock export field.



The dialog box is titled "Export Field Assignment". It contains the following text: "Assign an export field to a Paychex earning code." and "You can assign multiple export fields to one earning code. Paychex will total all assigned fields for the earning code." Below this text are two input fields: "Paychex Earning Code:" followed by a text box, and "Virtual TimeClock Field:" followed by a dropdown menu. At the bottom right are "OK" and "Cancel" buttons.

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



The "Configure Users" window shows a list of users on the left and a detailed view of a selected user on the right. The user list includes: Austen, Kate; Burke, Juliet; Ford, James; Linus, Ben; Littleton, Claire; Locke, John; Pace, Charlie; Reyes, Hugo; and Shepherd, Jack. The detailed view for "Austen, Kate" shows 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. Below this is a tabbed interface with "Access", "Employment", and "Notes" tabs. The "Employment" tab is active, showing: Hire Date: 1/4/2015; Full/Part time: Full Time; Wage: 15.25 Hourly; Auto Deduction: None; Department: Production; Overtime: Weekly Only; Employee #: S-01 (highlighted with a red box); and Extension: 111. At the bottom are "Add", "Delete", and "All Users" buttons, and "Revert" and "Apply" buttons.



Employee numbers in Virtual TimeClock must be identical to employee numbers in PayChex® Preview® or payroll hours will not be imported.

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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.

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		✓

Importing Payroll Hours

1. There are three ways to run the import program to upload your time clock export file. In the **Begin Pay Period** window, select the import program from the **Time Imports** drop-down list and click **Begin - Create Pay File**.

PHS1 - 2010 / POLARSON INC.

Information (i), Errors (e) and Warnings (w)

☒ Overwriting unprocessed pay file.

☒ Acknowledge all warnings for PHS1.

Payroll Dates

Check Date: 08/13/2010

Period Begin: 07/30/2010

Period End: 08/13/2010

Payroll Type

N - Create New Payroll

Salary Status

NO Salary

Time Imports

AAATIME

Payroll Filter Options

Division (Blank=All):

Branch (Blank=All):

Department (Blank=All):

Pay Frequency (0 = All): 0

Pay Group:

Full time / Part Time:

Global Auto Post

Employee Auto Post

Check Options (1 - 9)

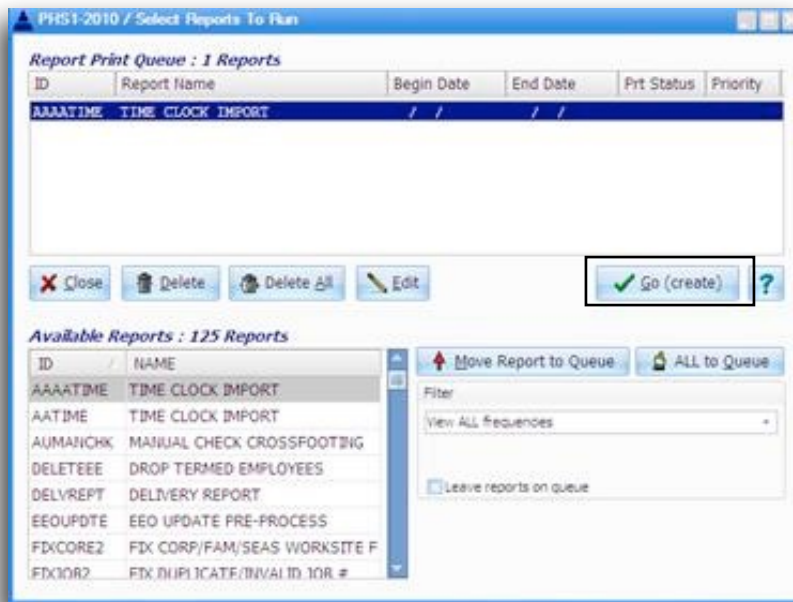
Global Check Stub

Payroll Memo

Reminder: Block Time Off and Additional Check Options if necessary.

Close Begin - Create Pay File Help

2. In the **Report Print Queue** window, select the import program and click **Go (create)**.



3. Go to the **File Menu**, choose **Imports**, and select the import program.



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.

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