

## Virtual TimeClock® Payroll Export Guide

### Exporting to SurePayroll®

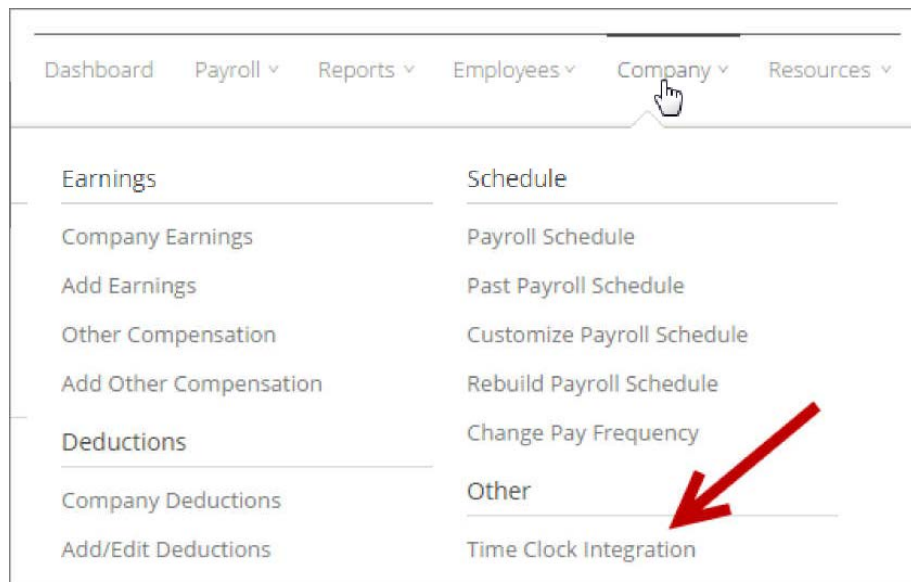
Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into SurePayroll® online payroll. To import files, you must complete a one-time setup.



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

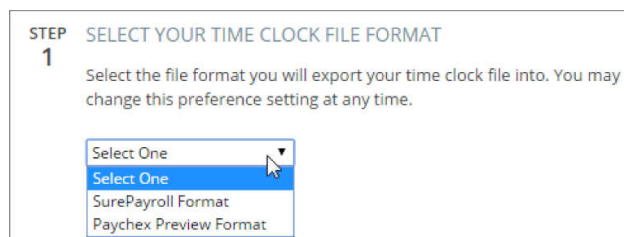
### SurePayroll® Integration Setup

1. **Register your company for time clock integration.** From any SurePayroll screen, select **Company** from the top navigation menu. Choose **Time Clock Integration** in the Other section.



On the Learn More page, click **Register**. Select **Virtual TimeClock** from the list of time clock vendors and click **Register** to finish and set up your time clock integration preferences.

2. **Select your time clock file format.** The Preferences page includes four simple steps to complete the setup of time clock integration. Select **SurePayroll Format** as your time clock file format.



3. **Select your preferences for importing hours.** Select how hourly and salaried employee hours are to be imported. Leave these settings at default which will retain all employees on your Payroll Entry page, regardless of whether they appear in the file imported from Virtual TimeClock.
4. **Verify earning codes.** Virtual TimeClock will automatically default to the earning codes that need to be used for SurePayroll. Note: Virtual TimeClock uses the Other Hours (**Other H**) earning code 08 for Holiday Hours.

STEP 3 ADD EARNING CODES TO TIME CLOCK EXPORT FILE	
EARNING	CODE
REGULAR	01
O/TIME	02
OTHER H	08
Sick Time	04

5. **Match employee ID numbers.** When importing timecard hours, Virtual TimeClock employee ID numbers must correspond to SurePayroll employee IDs. In the following steps you will verify that employee IDs in Virtual TimeClock match SurePayroll.

STEP 4 SYNC UP YOUR EMPLOYEE NUMBERS		
For successful integration, your payroll's employee identification numbers must be identical to the employee numbers shown in your time clock system.		
Your payroll's employee identification numbers are shown below. You may enter these numbers into your time clock system, or you may edit them to correspond to the information stored in your time clock system.		
To view or edit your employee ID numbers go to the Employee List.		
<div>Edit</div>		
NAME	SOCIAL SECURITY #	EMPLOYEE NUMBER
BELLINI, FRANCESCA	*****5555	9
DACHS, CECILIA	*****5555	8
STEPHEN, ALONDRA	*****5555	10
TOMME, VINCENT	*****5555	1

## Virtual TimeClock Integration Setup

1. **Match employee ID numbers.** Enable Administration Mode and choose **Users** from the *Configure* menu. Select a user and click the Employment tab to view and modify the **Employee #**. Match the **Employee #** to the Employee ID listed in SurePayroll. Repeat for each employee. If employee IDs do not match exactly, hours will not be imported.

The screenshot shows the 'Configure Users' window with the 'Employment' tab selected. The user 'Matt Fowler' is selected from the list on the left. The 'Employee #' field is highlighted with a red arrow, indicating it needs to be matched to the SurePayroll Employee ID.

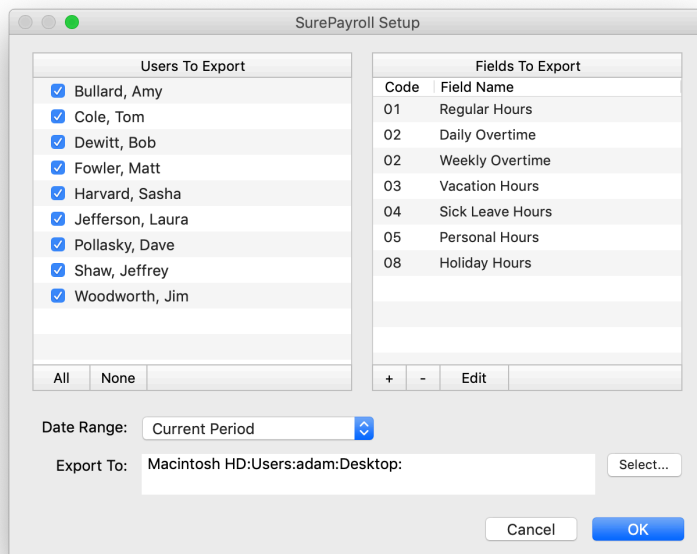
Field	Value
Name	Matt Fowler
Address	321 N. Cedar Avenue
Email	
Phone	454-9632
Mobile	
Birthday	
Social	123-45-6785
Emergencies	Mike 298-2541
Hire Date	9/25/2007
Full/Part time	Full Time
Wage	14.00
Add or Deduct	30 Minutes Deduction
Department	Sales
Overtime	Weekly Only
Employee #	S-01
Extension	111

2. **Set your payroll export.** Select **Payroll Settings** from the *Configure* menu. In the Payroll Export section, select SurePayroll from the pop up menu.

The screenshot shows the 'Configure Payroll Settings' window. The 'Payroll Export' dropdown menu is highlighted with a red box, showing 'SurePayroll' selected.

Section	Field	Value
Payroll Frequency	Frequency	Semi-Monthly
	1st Period Start	1st
	2nd Period Start	16th
Current Payroll Period	Start Date	7/ 1/2019
	End Date	7/15/2019
	Reopen Prior Period	Button
Electronic Timecard Approval	Hourly worker timecard approval	<input type="checkbox"/>
	Salaried worker leave approval	<input type="checkbox"/>
	Manager timecard approval	<input checked="" type="checkbox"/>
Payroll Export	Export Method	SurePayroll
	Setup	Button

- Virtual TimeClock will automatically default to the standard SurePayroll earning codes and will use the Other Hours (earning code 08) for Holiday Hours. To modify the default settings, select **Setup** next to the Payroll Export pop up from the last step. Under the **Fields To Export** list, click the **Edit** button if you need to make changes.



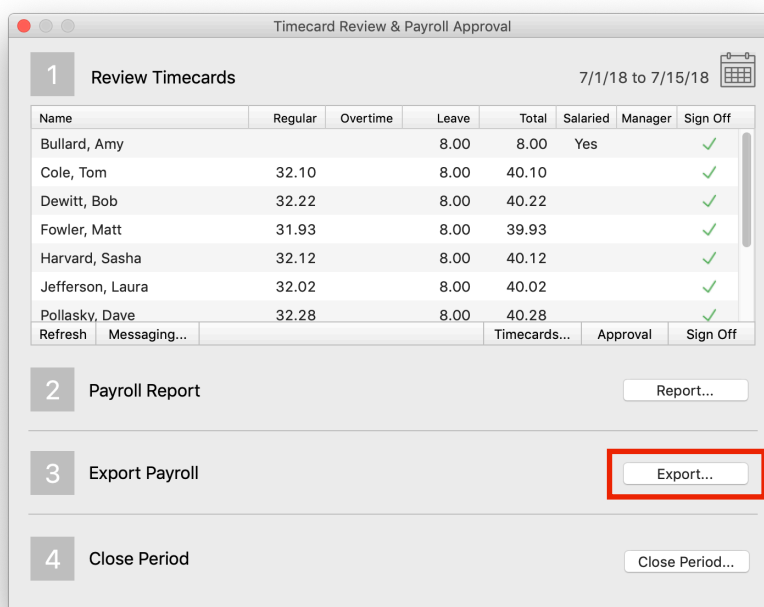
The SurePayroll Setup dialog box is shown. It has two main sections: 'Users To Export' and 'Fields To Export'. The 'Users To Export' section lists eight users with checkboxes: Bullard, Amy; Cole, Tom; Dewitt, Bob; Fowler, Matt; Harvard, Sasha; Jefferson, Laura; Pollasky, Dave; Shaw, Jeffrey; and Woodworth, Jim. All are checked. Below this are 'All' and 'None' buttons. The 'Fields To Export' section is a table with 'Code' and 'Field Name' columns. It lists: 01 Regular Hours, 02 Daily Overtime, 02 Weekly Overtime, 03 Vacation Hours, 04 Sick Leave Hours, 05 Personal Hours, and 08 Holiday Hours. Below the table are '+', '-', and 'Edit' buttons. At the bottom, there is a 'Date Range' dropdown set to 'Current Period', an 'Export To' text field with 'Macintosh HD:Users:adam:Desktop:' and a 'Select...' button, and 'Cancel' and 'OK' buttons.

Users To Export	
<input checked="" type="checkbox"/>	Bullard, Amy
<input checked="" type="checkbox"/>	Cole, Tom
<input checked="" type="checkbox"/>	Dewitt, Bob
<input checked="" type="checkbox"/>	Fowler, Matt
<input checked="" type="checkbox"/>	Harvard, Sasha
<input checked="" type="checkbox"/>	Jefferson, Laura
<input checked="" type="checkbox"/>	Pollasky, Dave
<input checked="" type="checkbox"/>	Shaw, Jeffrey
<input checked="" type="checkbox"/>	Woodworth, Jim

Fields To Export	
Code	Field Name
01	Regular Hours
02	Daily Overtime
02	Weekly Overtime
03	Vacation Hours
04	Sick Leave Hours
05	Personal Hours
08	Holiday Hours

## Exporting Payroll Hours from Virtual TimeClock

- 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. For more information, see the [Payroll Approval Knowledge Base](#) article.

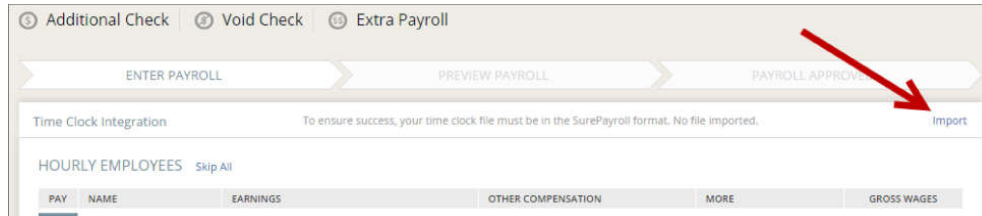


The Timecard Review & Payroll Approval dashboard is shown. It has a header with '7/1/18 to 7/15/18' and a calendar icon. The main content is divided into four sections: 1. Review Timecards, 2. Payroll Report, 3. Export Payroll, and 4. Close Period. The 'Review Timecards' section contains a table with columns: Name, Regular, Overtime, Leave, Total, Salaried, Manager, and Sign Off. The table lists eight users with their respective hours and a green checkmark in the 'Sign Off' column. The 'Export Payroll' section has a red box around the 'Export...' button.

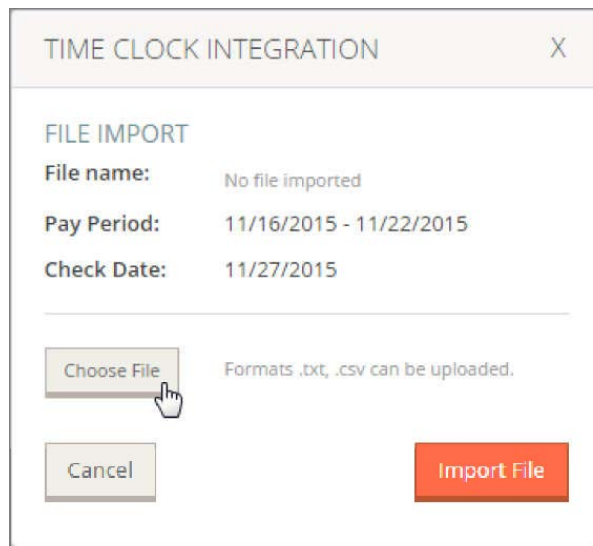
Name	Regular	Overtime	Leave	Total	Salaried	Manager	Sign Off
Bullard, Amy			8.00	8.00	Yes		✓
Cole, Tom	32.10		8.00	40.10			✓
Dewitt, Bob	32.22		8.00	40.22			✓
Fowler, Matt	31.93		8.00	39.93			✓
Harvard, Sasha	32.12		8.00	40.12			✓
Jefferson, Laura	32.02		8.00	40.02			✓
Pollasky, Dave	32.28		8.00	40.28			✓

## Importing Payroll Hours into SurePayroll

1. **Upload your time clock export file.** After beginning your payroll, you will import your time clock file. On Payroll Entry, click **Import**.



2. In the Time Clock Integration window, click **Choose File**.



3. Locate the file on your computer and click **Open**. Click **Import File** to import your time clock file into online payroll.
4. You will see a confirmation message confirmed that your file was uploaded successfully and you will see the hours from Virtual TimeClock appear in the employee's earnings.

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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