



Virtual TimeClock®

CheckMark Payroll Integration Guide

This guide will help you set up and use the CheckMark - Virtual TimeClock integration feature.

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Note:

Program screenshots alternate between Mac and Windows editions of Virtual TimeClock '11. While your Virtual TimeClock software may look slightly different from a particular image, all controls and buttons are functionally the same.

CheckMark Integration Overview

Virtual TimeClock supports an easy-to-use interface that exports a specially formatted time clock file for CheckMark that makes your payroll process easier, more accurate, and less time consuming. This file contains employee social security numbers, regular hours, overtime hours, and up to six optional hours fields that allow you to import vacation, sick leave, holiday, and personal time into CheckMark Payroll.

Setting up time clock integration

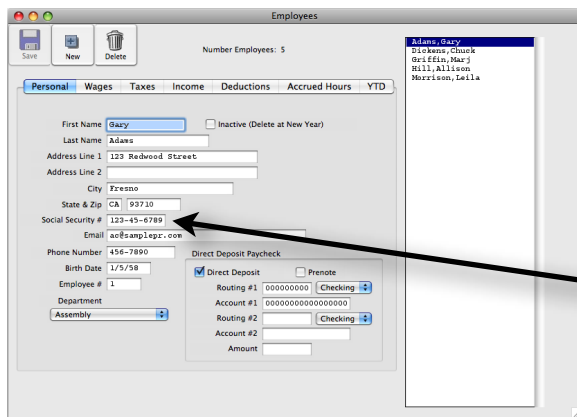
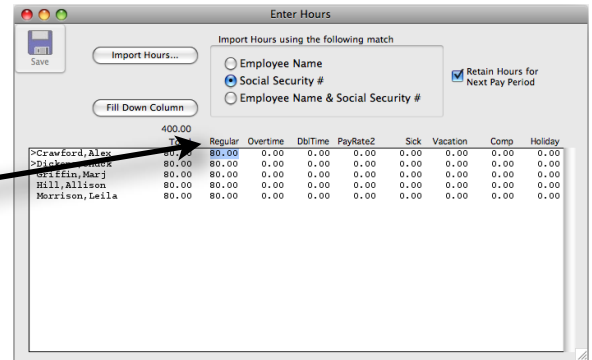
To import files, you must do a one-time setup. This process allows you to choose the fields in your import files, and the order of the fields. Files cannot be imported unless this setup step is completed.

CheckMark Integration Setup

Verify your payroll hour categories

Click **Enter Hours** under the **Payroll** section on the **Command Center**. Note the hour categories in use by your company and their sort order within the **Enter Hours** window.

Verify hour categories and sort order here



Sync your employee identification numbers

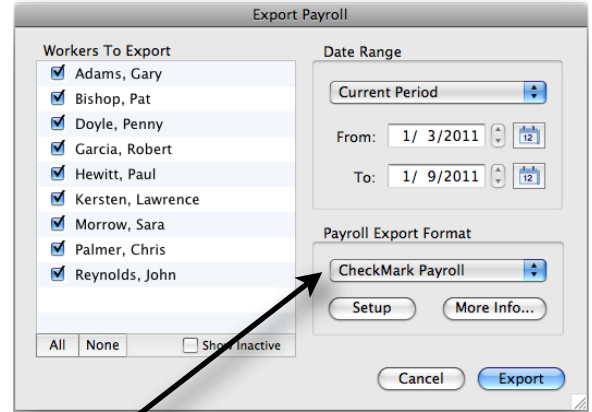
Social Security #s in CheckMark Payroll must be identical to Social Security #s in Virtual TimeClock. If a Social Security # does not match, then that employee's hours will not be imported. Click **Employees** under the **Setup** section on the **Command Center**. Now click the **Personal** tab to verify Social Security #s.

Verify Social Security #s here

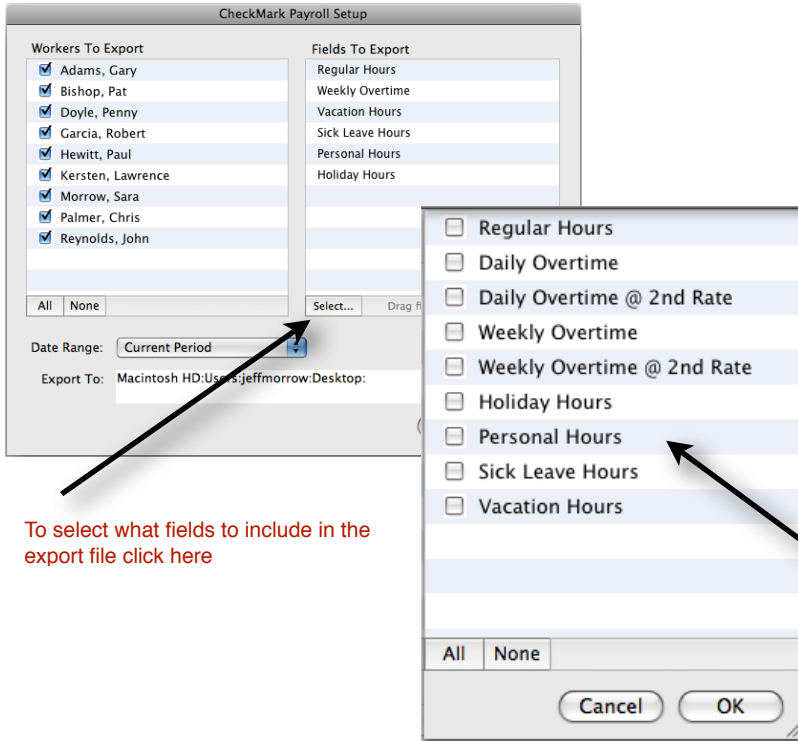
Virtual TimeClock Integration Setup

Set up your export defaults and export fields

Go to the **File** menu and choose **Export Payroll**. Select **CheckMark Payroll** from the **Payroll Export Format** drop-down list. Click **Setup**.



Select CheckMark Payroll here



To select what fields to include in the export file click here

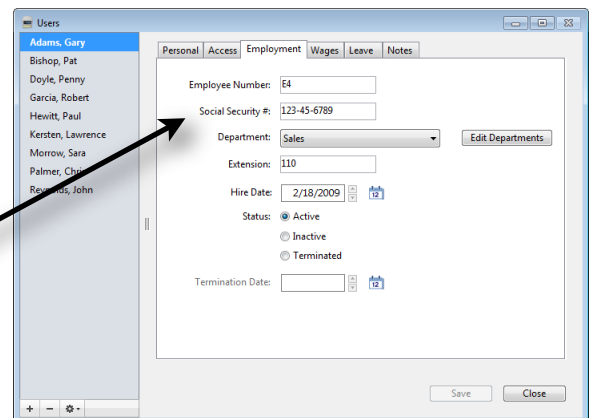
Under the **Fields To Export** list, click the **Select** button. Click on a field name to include the field in the payroll export. Click **OK**. You can drag the field name up or down within the Fields To Export list to change the export order. The fields must be in the same order as those in your CheckMark Payroll Enter Hours window.

Click on a field name to include the field in the payroll export

Sync your employee identification numbers

Social Security #s in CheckMark Payroll must be identical to Social Security #s in Virtual TimeClock. If a Social Security # does not match, then that employee's hours will not be imported. Go to the **Lists** menu and choose **Users**. Select a user and click the **Employment** tab to edit a social security number.

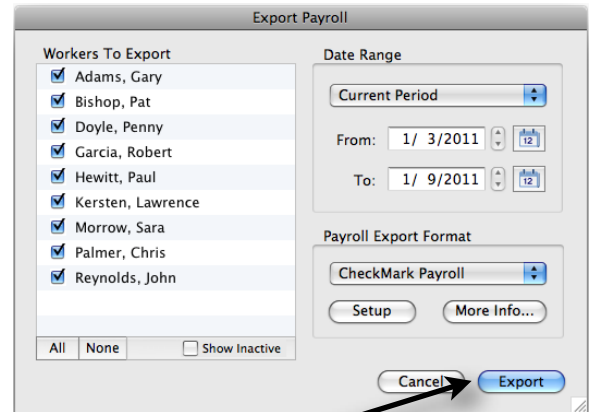
Edit Virtual TimeClock social security numbers here



Exporting Payroll Hours

Create your export file

Go to the **File** menu and choose **Export Payroll**. Click on a worker's name to include the employee in the payroll export. Select the desired payroll date range. Click **Export**, and save the export file to your desktop or a specified folder.

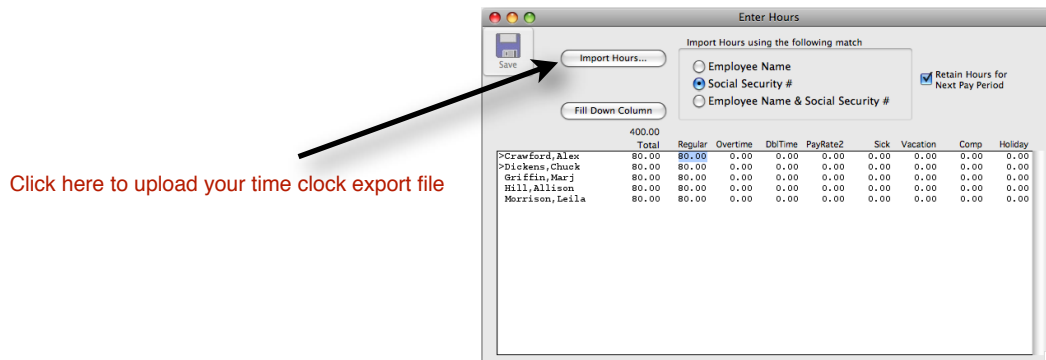


Click here to create your CheckMark Payroll export file

Importing Payroll Hours

Upload your time clock export file

Click **Enter Hours** under the **Payroll** section on the **Command Center**. Click the **Social Security #** radio button for matching the imported hours. Click **Import Hours** to search for your time clock export file, then click **Open**.



Use the Enter Hours window to review, edit and save your payroll hours. Click **Calculate Pay** under the **Payroll** section on the **Command Center** to finish processing your payroll.

Assistance & Support

Virtual TimeClock help

A variety of help options are available on our website. Go to the **Help** menu and choose **Technical Support Resources** to download training guides and documentation, view frequently asked questions, search our current support blog, or contact a member of our technical support team. You can also reach us toll free at 1-888-207-0005.

CheckMark help

For more information on importing and processing your payroll, please click the **Help** menu available within your CheckMark Payroll program. More information about CheckMark Payroll is available at www.checkmark.com or toll free by calling 1-800-444-9922.