



Virtual TimeClock®

Paychex Preview Payroll Integration Guide

This guide will help you set up and use the Paychex Preview - 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.

Paychex Preview Integration Overview

Virtual TimeClock supports an easy-to-use interface that exports a specially formatted time clock file for Paychex Preview that makes your payroll process easier, more accurate, and less time consuming. This file can be imported to either the hosted or stand alone version of Paychex Preview. This file contains employee identification numbers and earning codes that allow you to import regular hours, daily or weekly overtime, as well as paid leave hours like vacation, sick leave, holiday, and personal time into Paychex Preview.

Setting up time clock integration

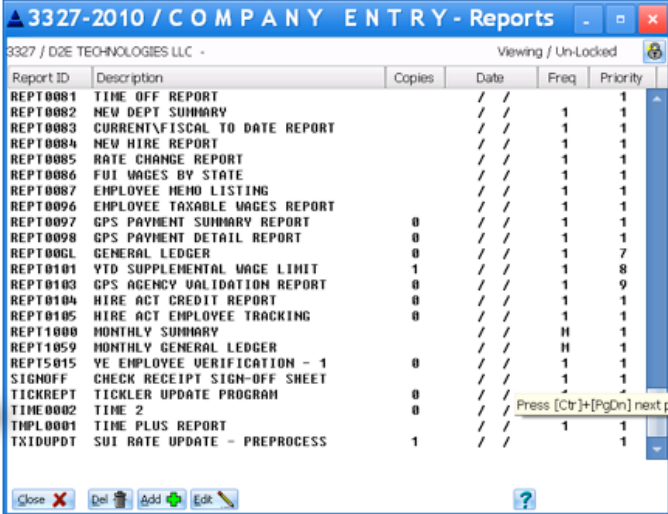
You must contact your Paychex Client Service Representative to have the import program TIME0002 added to your company list of reports in Paychex Preview in order to import your time and attendance information.

Paychex Preview Integration Setup

Verify the TIME0002 import program has been added to your company list of reports

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.

Verify the import program has been added to your company list of reports



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
REPT006L	GENERAL LEDGER	0	/ /	1	7
REPT0101	VTD 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	/ /		

Sync your employee identification numbers

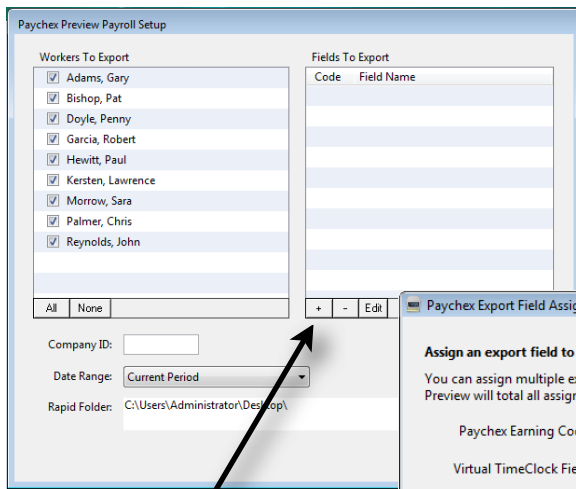
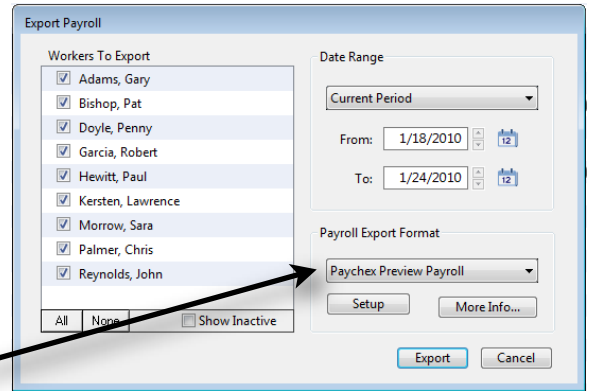
Employee Numbers in Paychex Preview must be identical to Employee Numbers in Virtual TimeClock. If an Employee Number does not match, then that employee's hours will not be imported.

Virtual TimeClock Integration Setup

Set up your export defaults

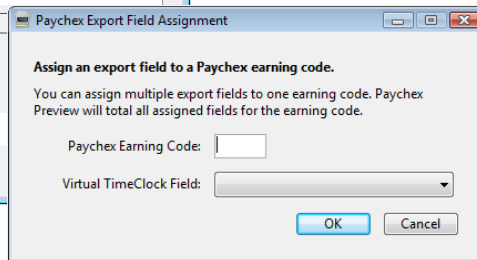
Go to the **File** menu and choose **Export Payroll**. Select **Paychex Preview Payroll** from the **Payroll Export Format** drop-down list. Click **Setup**.

In the **Company ID** field, enter the four character company identification number assigned by Paychex. Click the **Select** button to set the default location to save the export file. Paychex Preview will always look for your time clock import file in the Rapid folder that houses the Paychex Preview program.



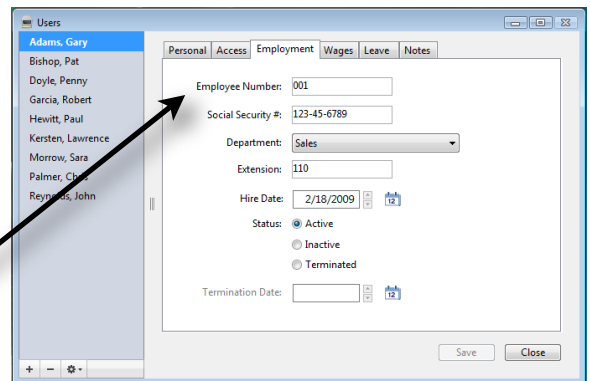
Assign earning codes

Under the **Fields To Export** list, click the **+** button to set up a new earning code assignment. In the **Paychex Earning Code** field, enter the one to two character alphanumeric earning code from your Paychex Preview system. From the **Virtual TimeClock Field** drop-down list, select the corresponding Virtual TimeClock export field and click **OK**.



Sync your employee identification numbers

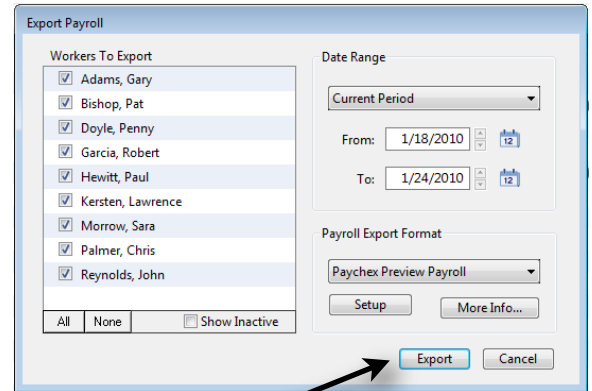
Employee Numbers in Paychex Preview must be identical to Employee Numbers in Virtual TimeClock. If an Employee Number does not match, then that employee's hours will not be imported. Go to the **Lists** menu and choose **Users**. Select a user and click the **Employment** tab to edit an employee number.



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**. The export file will automatically be saved in your default Rapid folder.

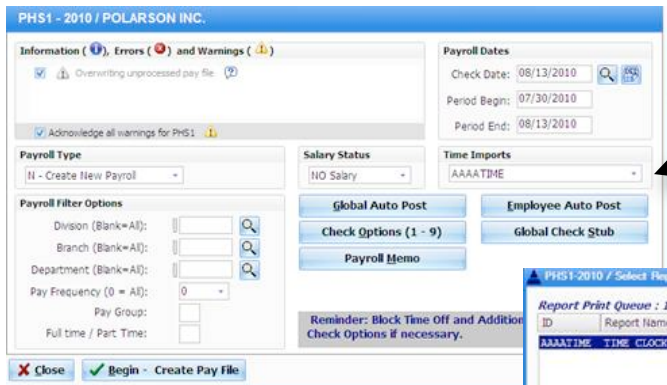


Click here to create your Paychex Preview Payroll export file

Importing Payroll Hours

Run the import program to upload your time clock export file

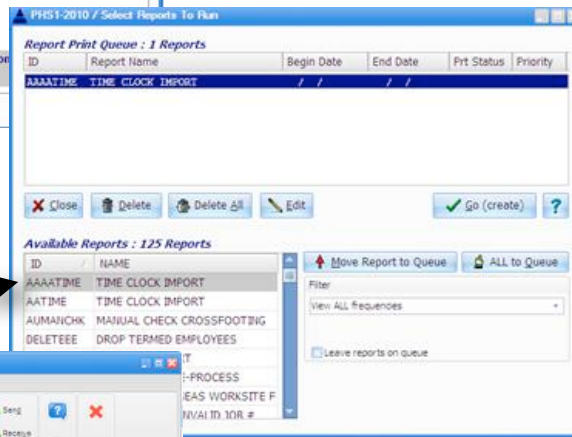
There are three ways to run the import program. In the **Begin Pay Period** window, select the import program from the **Time Imports** drop-down list and click **Begin - Create Pay File**.



Run the import program here

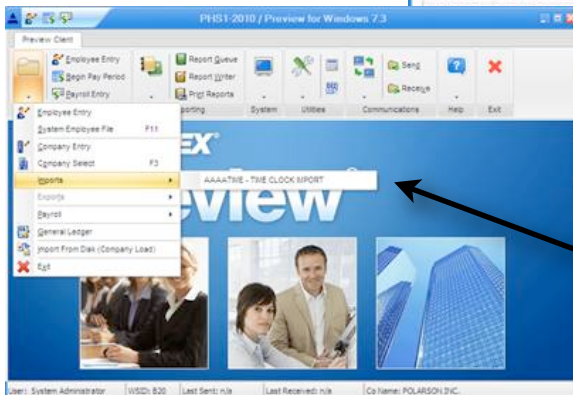
In the **Report Print Queue** window, select the import program and click **Go (create)**.

Or run the import program here



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

Or run the import program here



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.

Paychex Preview help

For more information on importing and processing your payroll, please contact your Paychex Client Service Representative. More information about Payroll Preview is available at www.paychex.com or toll free by calling 1-800-322-7292.