

Virtual TimeClock[®] Payroll Export Guide

Exporting to CheckMark[®]

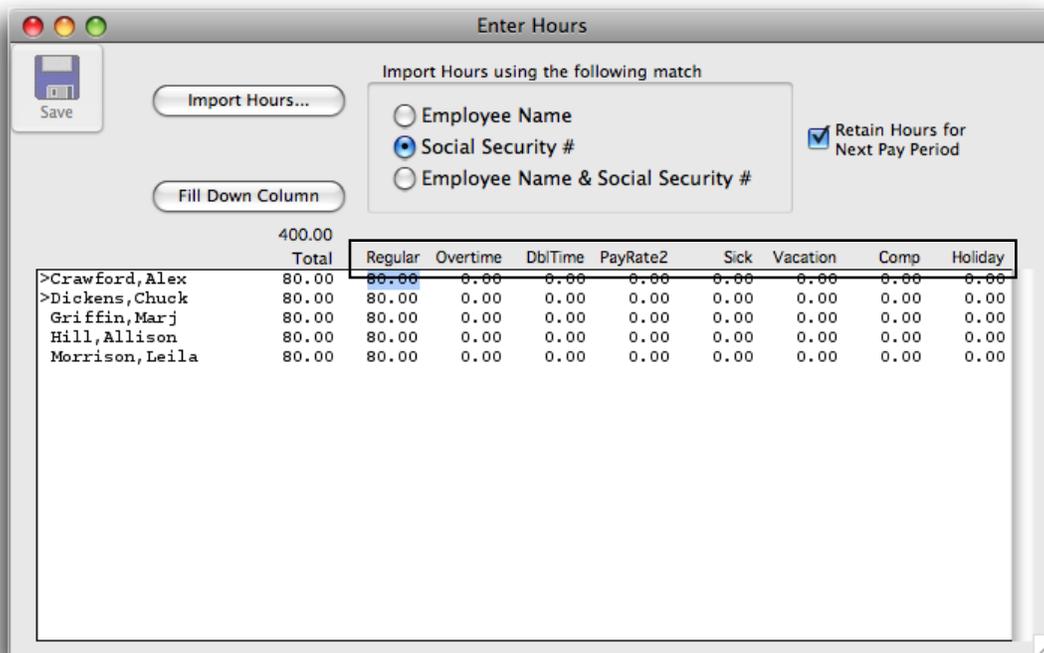
Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into CheckMark[®] Payroll.



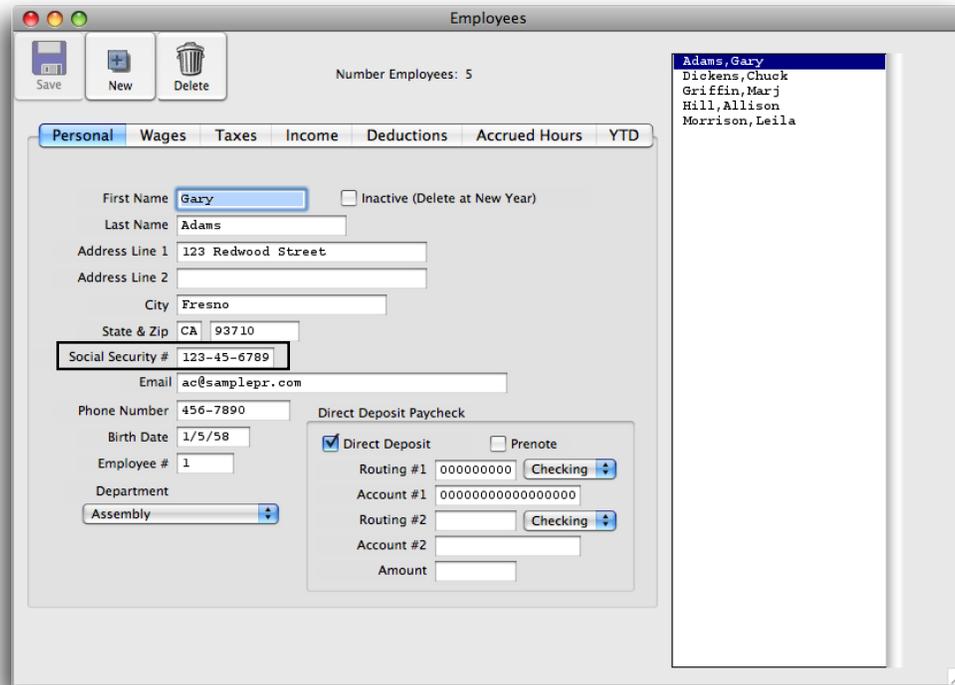
Need help with payroll integration? Contact us at 1-888-207-0005 or <http://www.redcort.com/support>.

CheckMark[®] Integration Setup

1. 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.

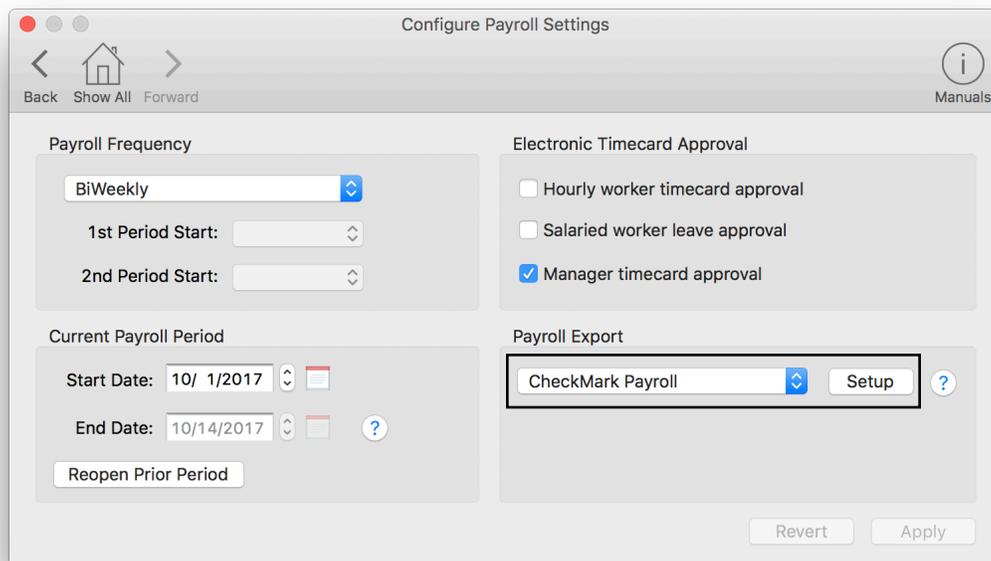


2. Sync your employee identification numbers. Click **Employees** under the **Setup** section on the **Command Center**. Now click the **Personal** tab to verify Social Security #s.



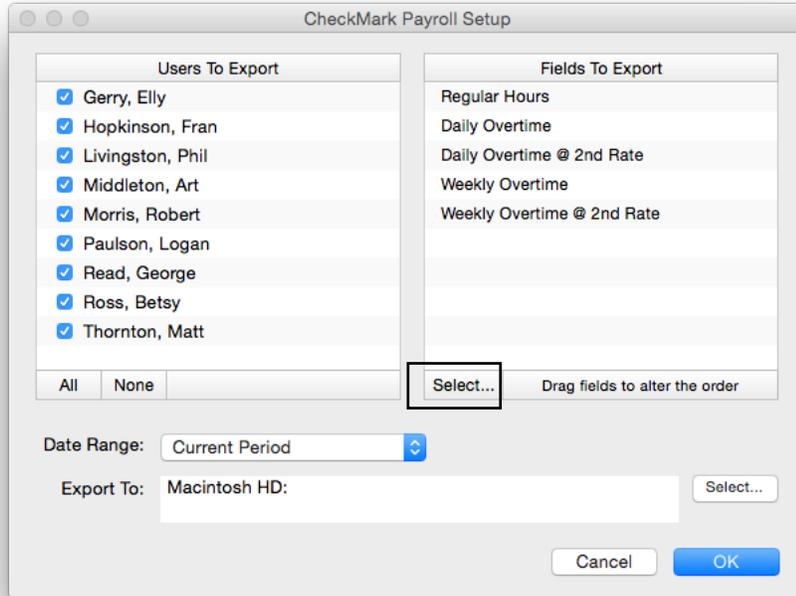
Virtual TimeClock Integration Setup

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

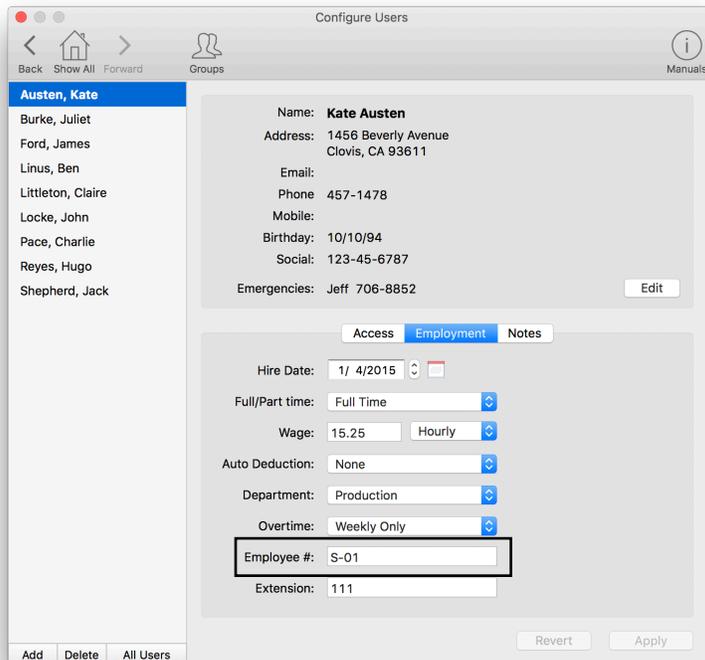


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- Under the **Fields To Export** list, click the **Select** button. Click on a field name to include the field in the payroll export. You can drag the field name up or down within the Fields To Export list to change the export order. The fields must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



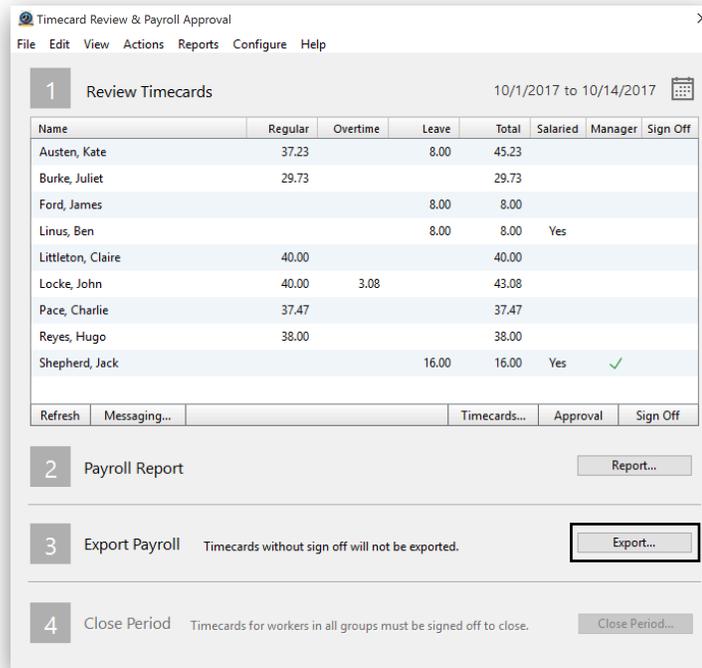
- Sync your employee identification numbers. Choose **Users** from the **Configure** menu.



If a SSN does not match, then that employee's hours will not be imported.

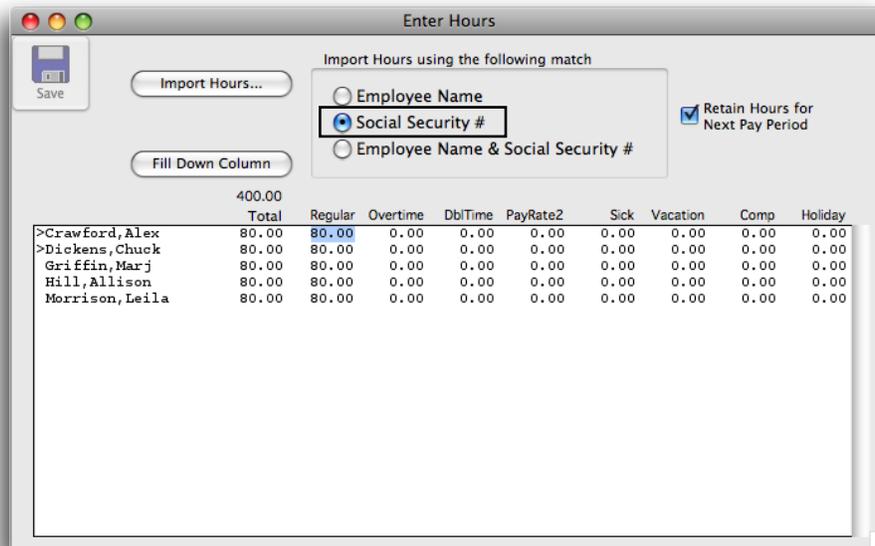
Exporting Payroll Hours

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.

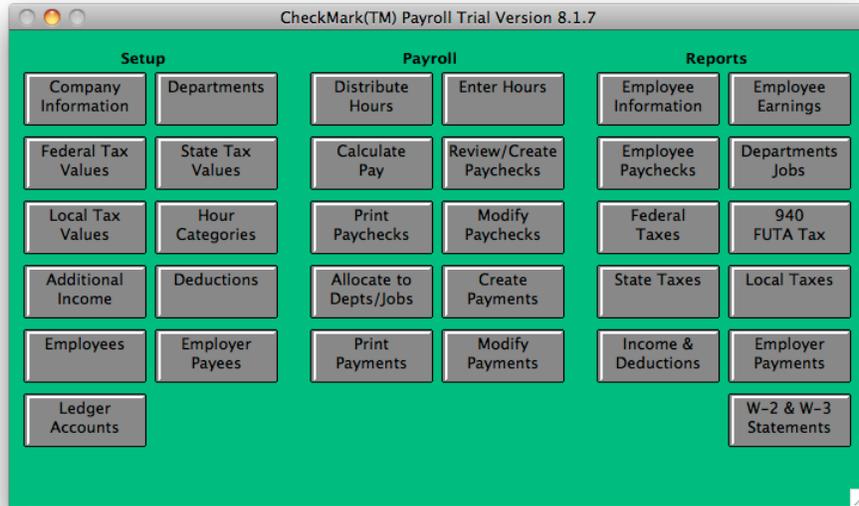


Importing Payroll Hours

1. 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 and click **Open**.



2. 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.



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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