

## 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.

Enter Hours

Save

Import Hours...

Fill Down Column

400.00

Import Hours using the following match

☐ Employee Name

☒ Social Security #

☐ Employee Name & Social Security #

☒ Retain Hours for Next Pay Period

	Total	Regular	Overtime	DblTime	PayRate2	Sick	Vacation	Comp	Holiday
>Crawford, Alex	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
>Dickens, Chuck	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Griffin, Marj	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hill, Allison	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Morrison, Leila	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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.

The screenshot shows the 'Employees' window with the 'Personal' tab selected. The employee's name is Gary Adams. The Social Security # is 123-45-6789. The window also shows a list of other employees: Dickens, Chuck; Griffin, Marj; Hill, Allison; Morrison, Leila. The 'Direct Deposit Paycheck' section is also visible, showing 'Direct Deposit' is checked.

Employees

Number Employees: 5

Save New Delete

Personal Wages Taxes Income Deductions Accrued Hours YTD

First Name: Gary ☐ Inactive (Delete at New Year)

Last Name: Adams

Address Line 1: 123 Redwood Street

Address Line 2:

City: Fresno

State & Zip: CA 93710

Social Security #: 123-45-6789

Email: ac@samplepr.com

Phone Number: 456-7890

Birth Date: 1/5/58

Employee #: 1

Department: Assembly

Direct Deposit Paycheck

☒ Direct Deposit ☐ Prenote

Routing #1: 000000000 Checking

Account #1: 000000000000000000

Routing #2: Checking

Account #2:

Amount:

Adams, Gary  
Dickens, Chuck  
Griffin, Marj  
Hill, Allison  
Morrison, Leila

## 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**.

The screenshot shows the 'Configure Payroll Settings' window. The 'Payroll Frequency' is set to BiWeekly. The 'Electronic Timecard Approval' section has 'Manager timecard approval' checked. The 'Payroll Export' section has 'CheckMark Payroll' selected, and the 'Setup' button is highlighted.

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

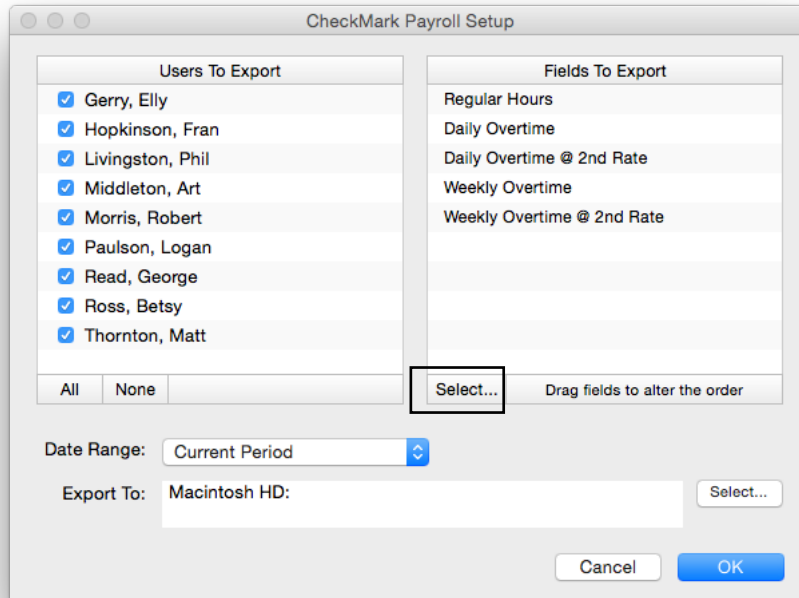
Payroll Export

CheckMark Payroll Setup

Revert Apply

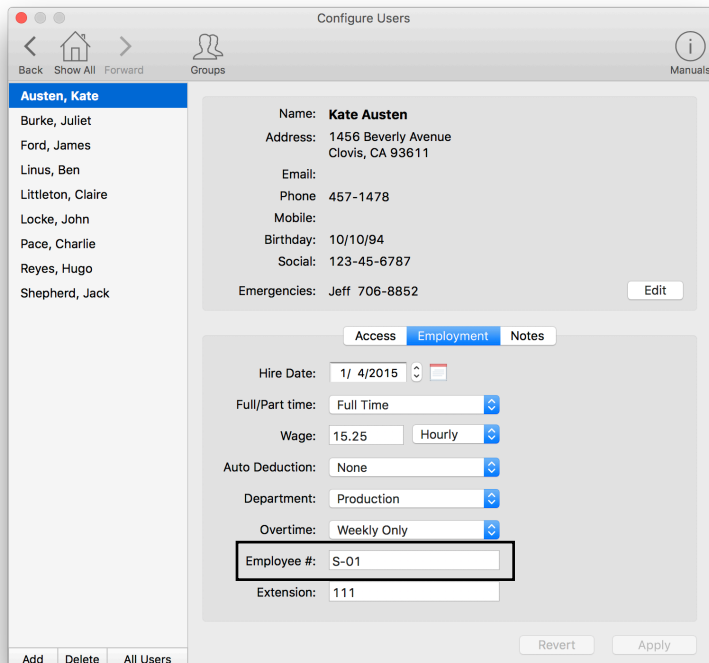
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2. Under the **Fields To Export** list, click the **Select** button. Click on a field name to include the field in the payroll export. You can drag the field name up or down within the Fields To Export list to change the export order. The fields must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



The image shows the 'CheckMark Payroll Setup' dialog box. It has two main sections: 'Users To Export' and 'Fields To Export'. The 'Users To Export' section lists several users with checkboxes, all of which are checked. The 'Fields To Export' section lists several fields: 'Regular Hours', 'Daily Overtime', 'Daily Overtime @ 2nd Rate', 'Weekly Overtime', and 'Weekly Overtime @ 2nd Rate'. Below these sections are buttons for 'All', 'None', and 'Select...'. The 'Select...' button is highlighted with a red box. Below the 'Select...' button is a 'Date Range' dropdown set to 'Current Period' and an 'Export To' dropdown set to 'Macintosh HD:'. There are also 'Cancel' and 'OK' buttons at the bottom right.

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



The image shows the 'Configure Users' dialog box. It has a sidebar on the left with a list of users: 'Austen, Kate', 'Burke, Juliet', 'Ford, James', 'Linus, Ben', 'Littleton, Claire', 'Locke, John', 'Pace, Charlie', 'Reyes, Hugo', and 'Shepherd, Jack'. The 'Austen, Kate' user is selected. The main area shows the details for 'Kate Austen', including Name, Address, Email, Phone, Mobile, Birthday, Social, and Emergencies. Below this is a tabbed interface with 'Access', 'Employment', and 'Notes' tabs. The 'Employment' tab is active, showing fields for 'Hire Date', 'Full/Part time', 'Wage', 'Auto Deduction', 'Department', 'Overtime', 'Employee #', and 'Extension'. The 'Employee #' field is highlighted with a red box. At the bottom are 'Add', 'Delete', 'All Users', 'Revert', and 'Apply' buttons.



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.

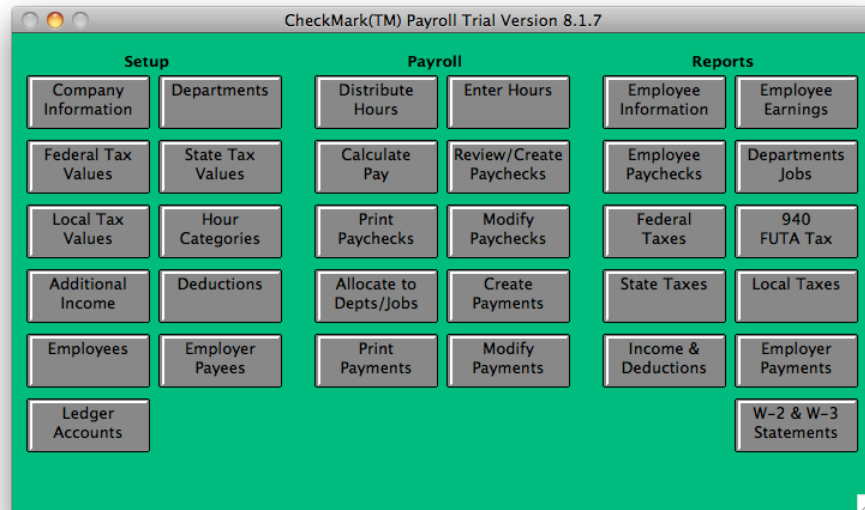
Name	Regular	Overtime	Leave	Total	Salaried	Manager	Sign Off
Austen, Kate	37.23		8.00	45.23			
Burke, Juliet	29.73			29.73			
Ford, James			8.00	8.00			
Linus, Ben			8.00	8.00	Yes		
Littleton, Claire	40.00			40.00			
Locke, John	40.00	3.08		43.08			
Pace, Charlie	37.47			37.47			
Reyes, Hugo	38.00			38.00			
Shepherd, Jack			16.00	16.00	Yes		✓

## Importing Payroll Hours

1. 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**.

	Total	Regular	Overtime	DbTime	PayRate2	Sick	Vacation	Comp	Holiday
>Crawford, Alex	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
>Dickens, Chuck	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Griffin, Marj	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hill, Allison	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Morrison, Leila	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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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