Virtual TimeClock® Payroll Export Guide

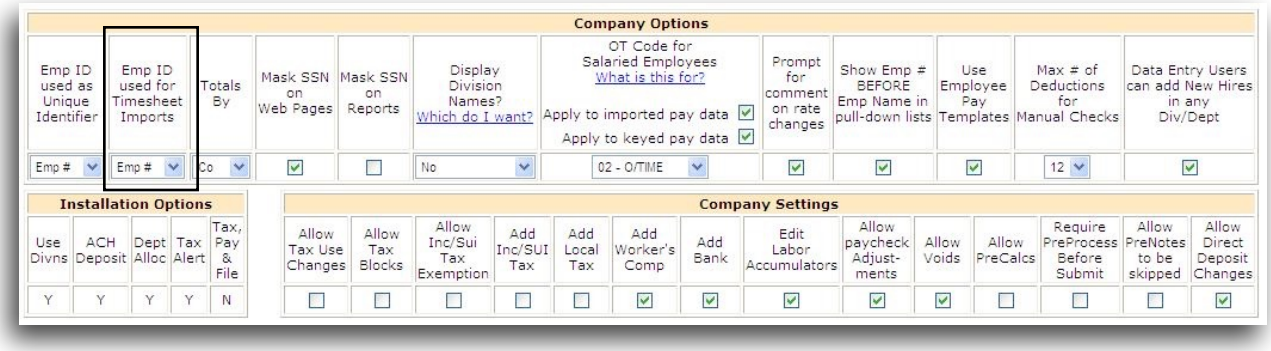
Exporting to PayChoice®

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

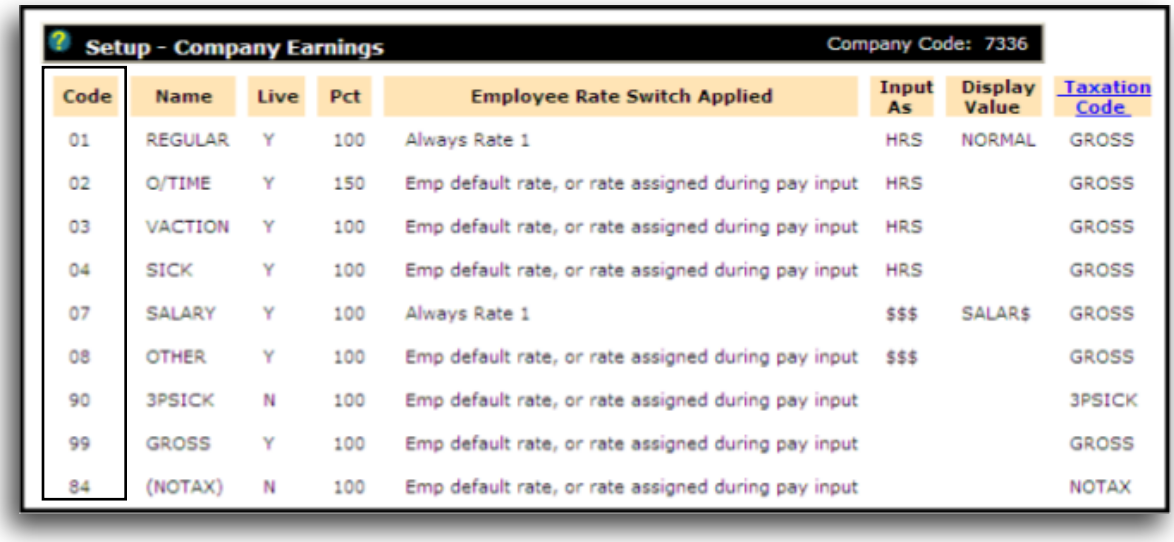
Need help with payroll integration? Contact us at 1-559-434-8544 or http://www.redcort.com/support.

PayChoice® Integration Setup

1. Set up your company for time clock integration. Click the **Company Setup** link in the left-hand navigation area, then click **Comp. Options**. Make sure **Emp ID used for Timesheet Imports** is set to **Emp #**.



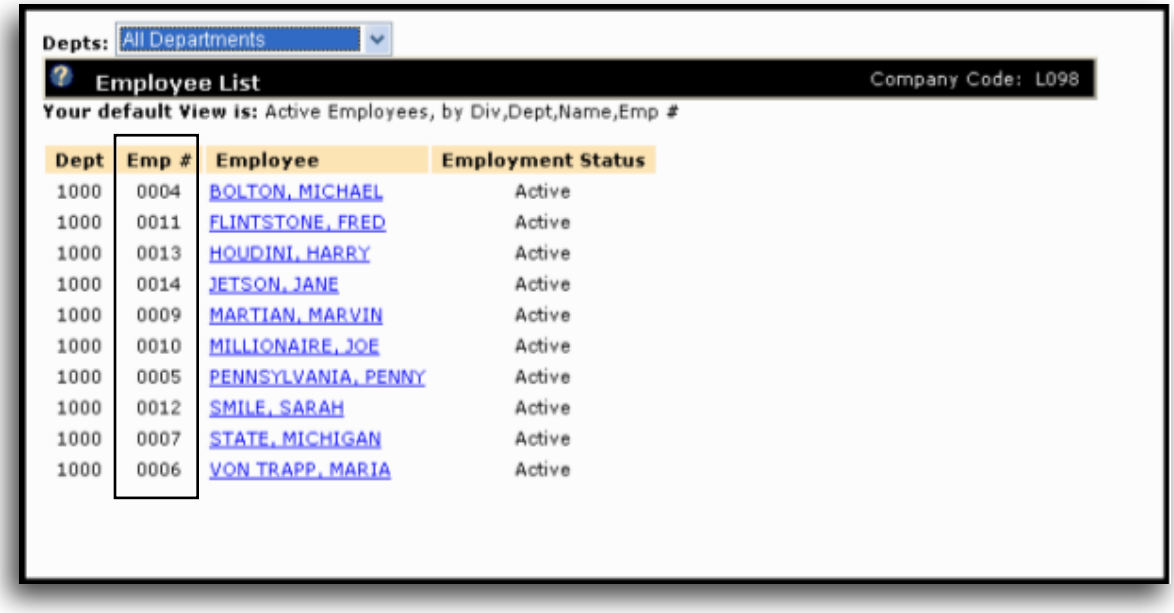
2. Verify your earning codes**.** Click the **Company Setup** link in the left-hand navigation area, then click **Earn Codes**. Note the earning codes in use by your company in online payroll.



Code	Name	Live	Pct	Employee Rate Switch Applied	Input As	Display Value	Taxation Code
01	REGULAR	Y	100	Always Rate 1	HRS	NORMAL	GROSS
02	O/TIME	Y	150	Emp default rate, or rate assigned during pay input	HRS		GROSS
03	VACTION	Y	100	Emp default rate, or rate assigned during pay input	HRS		GROSS
04	SICK	Y	100	Emp default rate, or rate assigned during pay input	HRS		GROSS
07	SALARY	Y	100	Always Rate 1	$$$	SALAR$	GROSS
08	OTHER	Y	100	Emp default rate, or rate assigned during pay input	$$$		GROSS
90	3PSICK	N	100	Emp default rate, or rate assigned during pay input			3PSICK
99	GROSS	Y	100	Emp default rate, or rate assigned during pay input			GROSS
84	(NOTAX)	N	100	Emp default rate, or rate assigned during pay input			NOTAX

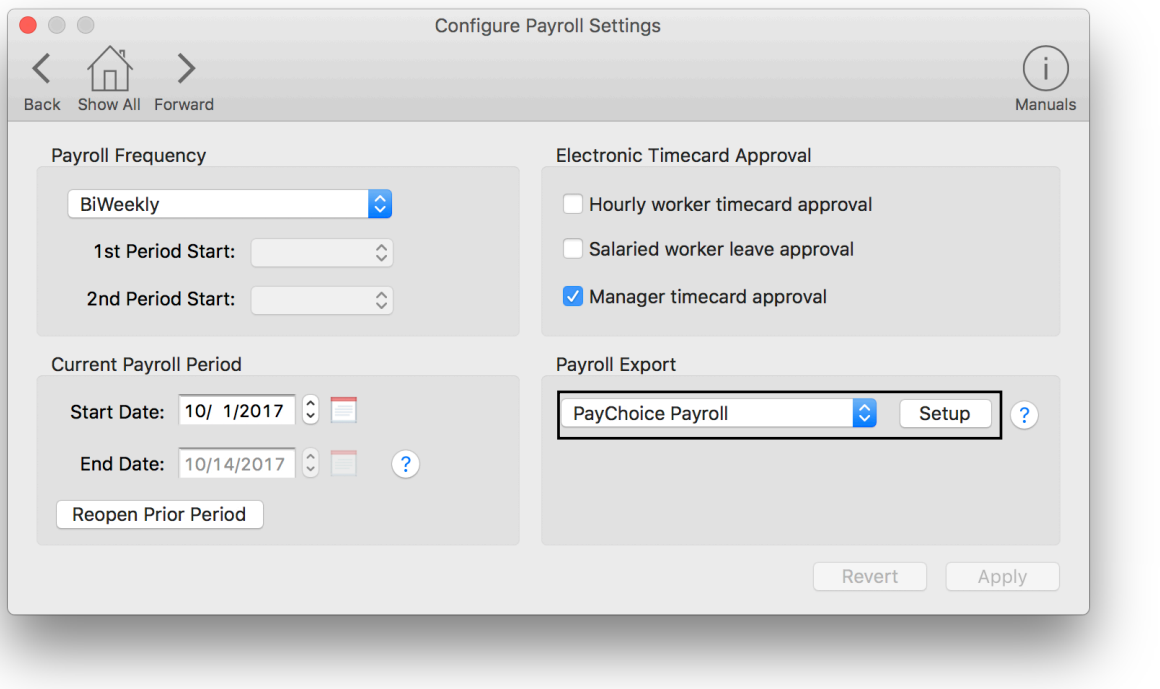
PayChoice is a trademark of Sage Software, Inc. Redcort Software is not affiliated with Sage Software, Inc. in any way.

3. Sync your employee identification numbers. Click the **Employees** link in the left-hand navigation area to verify your Employee Numbers.



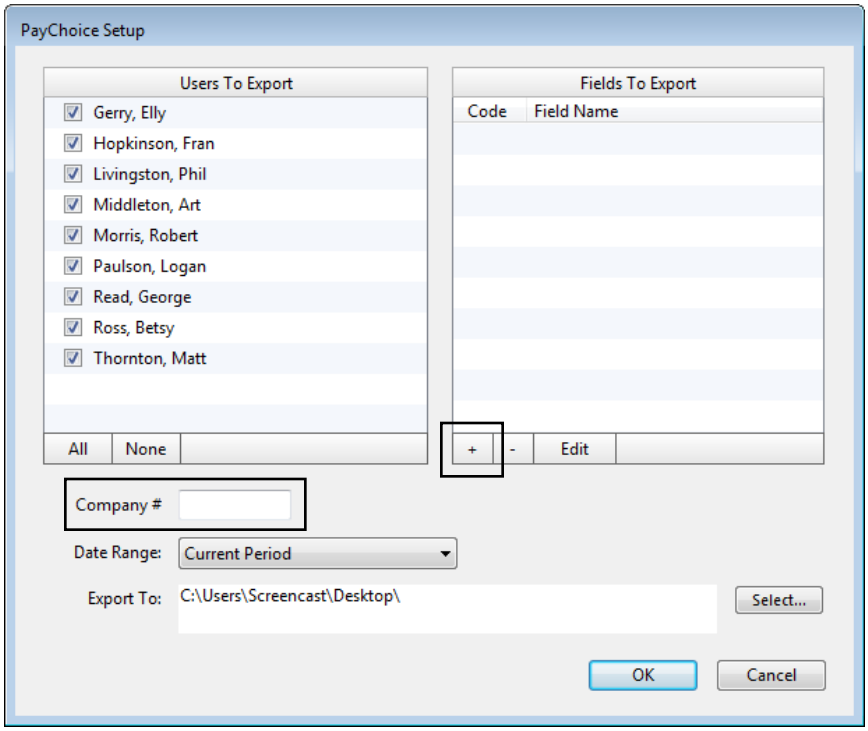
Virtual TimeClock Integration Setup

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

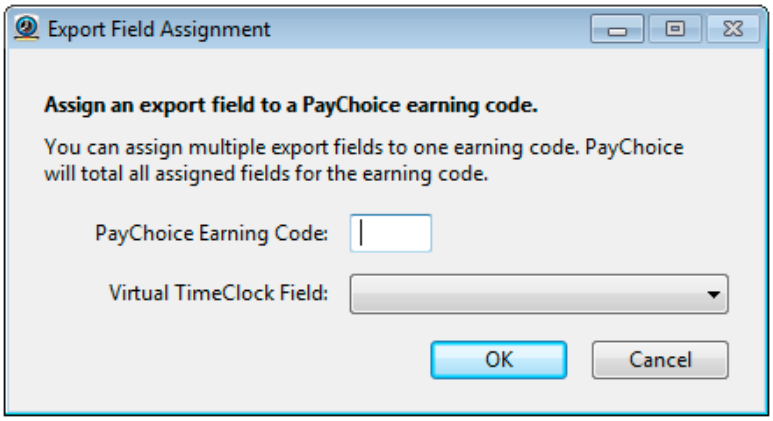


PayChoice is a trademark of Sage Software, Inc. Redcort Software is not affiliated with Sage Software, Inc. in any way.

2. In the **Company ID** field, enter your company code assigned by PayChoice. Under the **Fields To Export** list, click the **+** button.

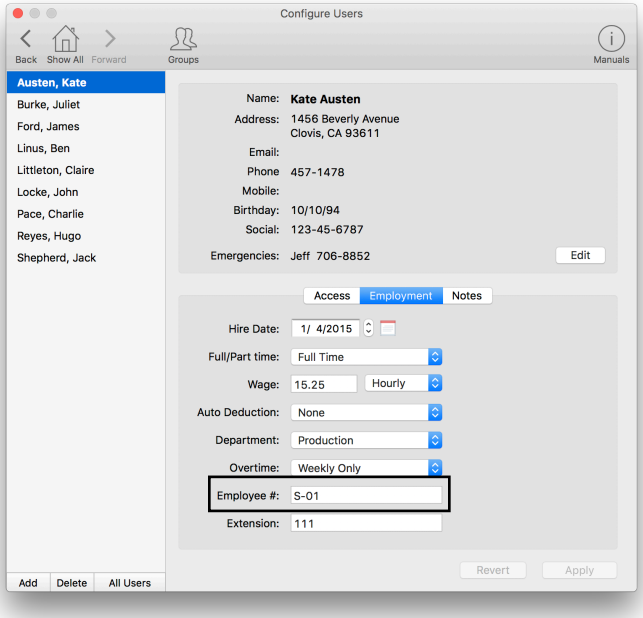


3. Enter an earning code from your PayChoice® system and select the corresponding Virtual TimeClock export field.



PayChoice is a trademark of Sage Software, Inc. Redcort Software is not affiliated with Sage Software, Inc. in any way.

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

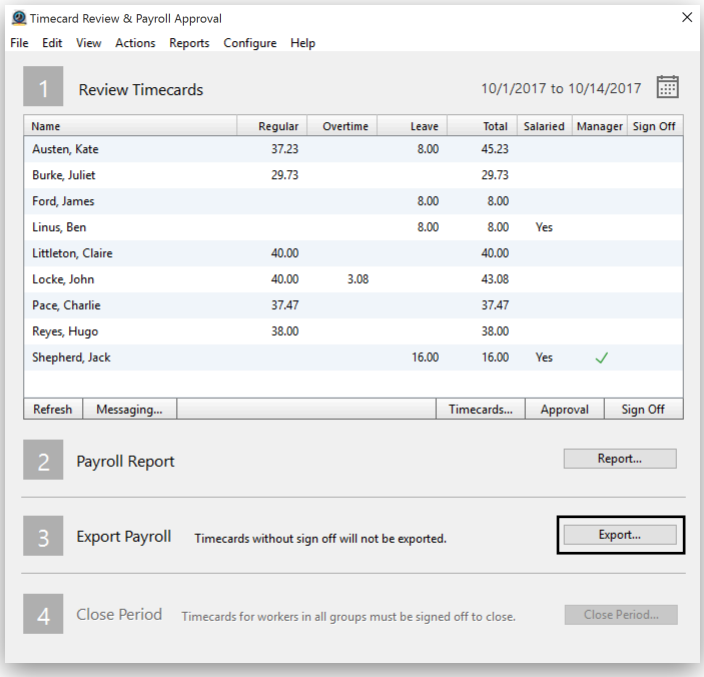




Employee numbers in Virtual TimeClock must be identical to Emp #s in PayChoice® online payroll or payroll hours will not be imported.

Exporting Payroll Hours

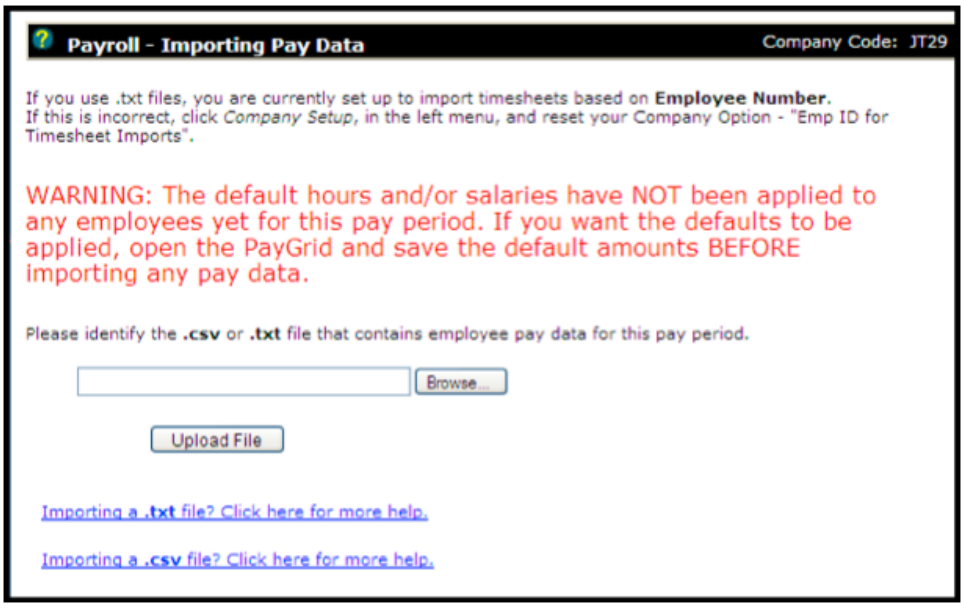
1. Choose **Payroll Approval** from the Virtual TimeClock administrative toolbar to enter the **Timecard Review & Payroll Approval** dashboard. Once all timecards have been approved, click **Export**. If a timecard is not approved, it will not be exported.



PayChoice is a trademark of Sage Software, Inc. Redcort Software is not affiliated with Sage Software, Inc. in any way.

Importing Payroll Hours

1. Upload your time clock export file. Go to the **Pay Import** page under **Payroll**. Click **Browse** to search for your time clock export file and click **Open**. Click **Upload File** to import your time clock file into online payroll.



2. Click **Continue** to review, edit and approve your payroll hours.



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 it's 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.

Copyright 1986-2017 Redcort Software Inc. All Rights Reserved. Virtual TimeClock and Virtual TimeClock Pro are registered trademarks of Redcort Software Inc. All other names mentioned are trademarks or registered trademarks of their respective holders in the United States and other countries.

Version 18.1 Revised 10.23.17

PayChoice is a trademark of Sage Software, Inc. Redcort Software is not affiliated with Sage Software, Inc. in any way.