

Virtual TimeClock® Payroll Integration Guide

Exporting to Paychex® Flex®

Virtual TimeClock will export a Standard Payroll Import (SPI) compliant file that allows you to import employee hours into Paychex® Flex® Payroll. To import files, you must complete a one-time setup.

Note: For Virtual TimeClock users with a Paychex Flex integration before October 2024, you may need to contact Paychex and request that they update your integration setting to be “SPI Compliant.” Doing so will allow you to follow the steps in this integration guide to complete the integration setup.

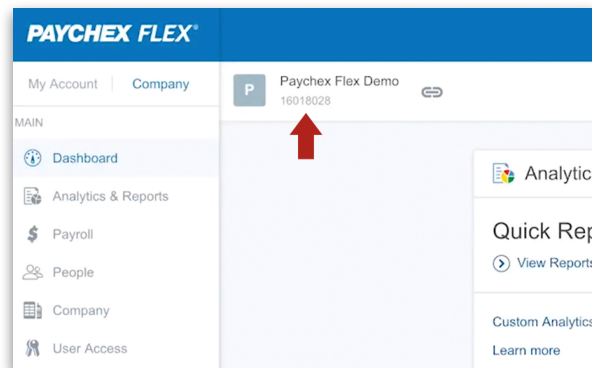


Need help with payroll integration? Contact us at 1-559-434-8544 or <http://www.redcort.com/contact>.

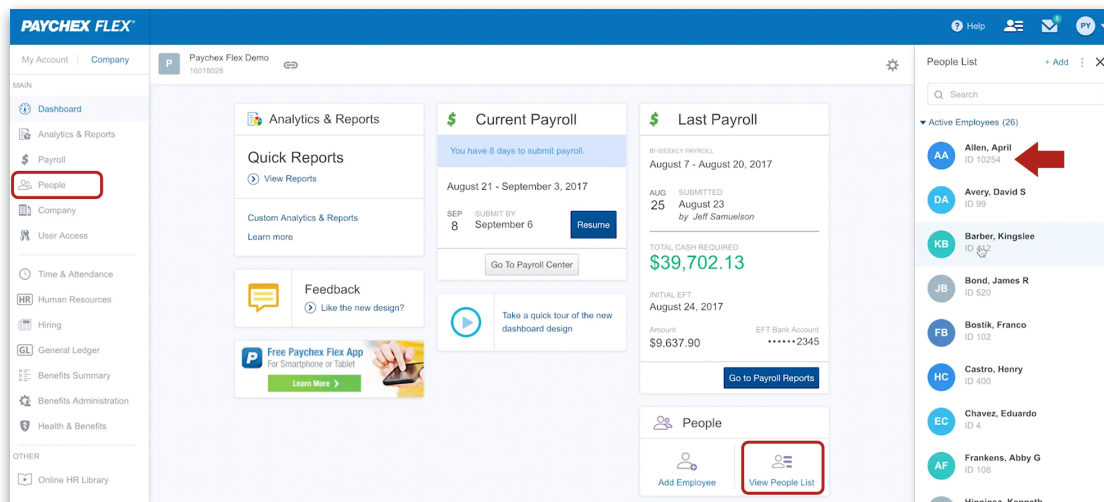
Things to Do Before You Begin

Locate the following information in your Paychex Flex account, you will need these items for the Virtual TimeClock setup.

- **Locate your Company ID.** Open your Paychex Flex account and look in the upper left corner.

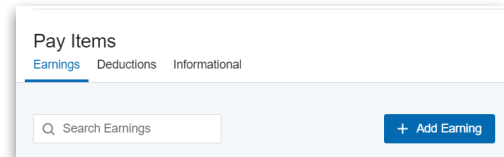
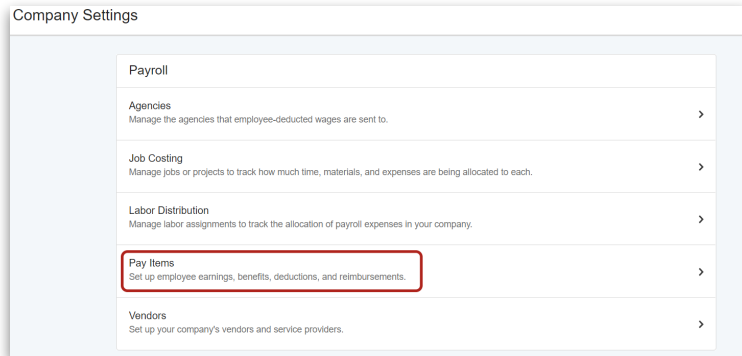


- **Locate your Employee IDs.** Open the people list and make a note of each employee’s ID.



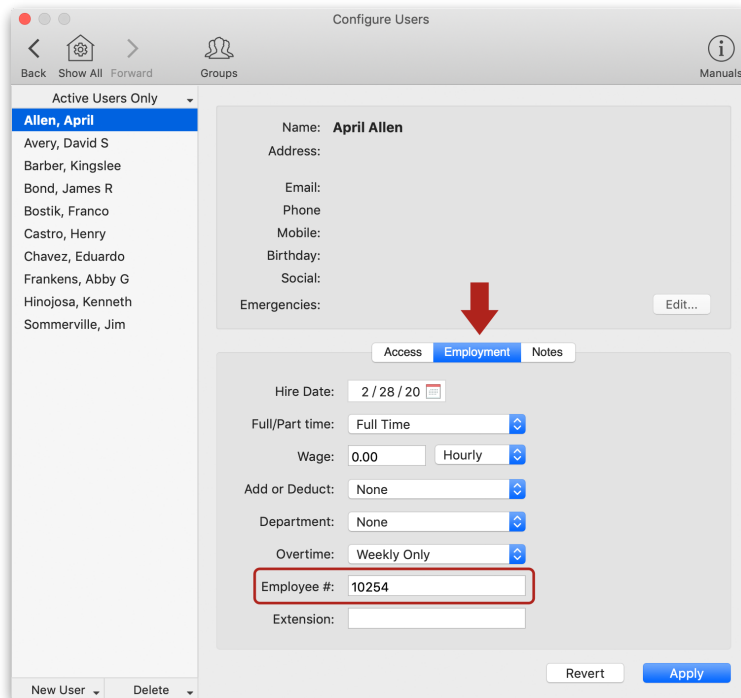
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- **Locate your Pay Items.** From your Flex account, find your **Company Settings** and open **Pay Items** in the Payroll section. Note the component names for each type of pay item that employees receive (e.g., Regular, Overtime, Vacation, etc). You will need to match each pay item's component name to a Virtual TimeClock field in the following steps.



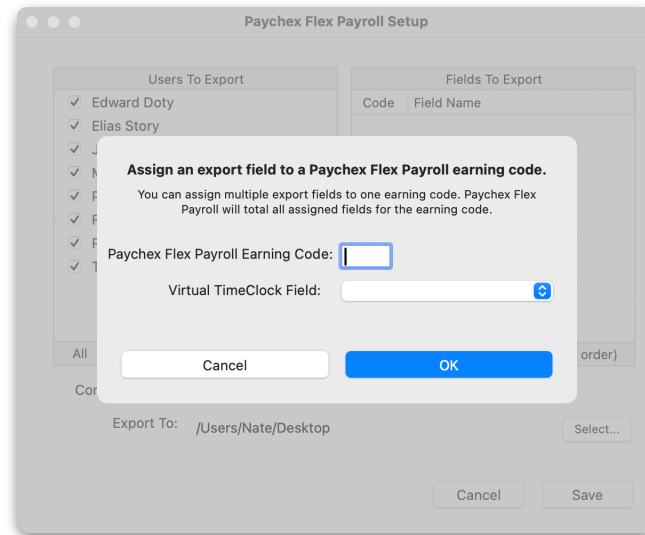
Virtual TimeClock Integration Setup

1. **Enter Paychex Employee IDs into Virtual TimeClock.**
 - A. With Administration Mode turned on, select **Users** from the *Configure* menu.
 - B. Click the **Employment** tab for each user and enter their Employee ID from Paychex into the **Employee #** field.
 - C. Repeat this step for each worker.



Note: Employee numbers in Virtual TimeClock must be identical to employee numbers in Paychex Flex or payroll hours will not import successfully.

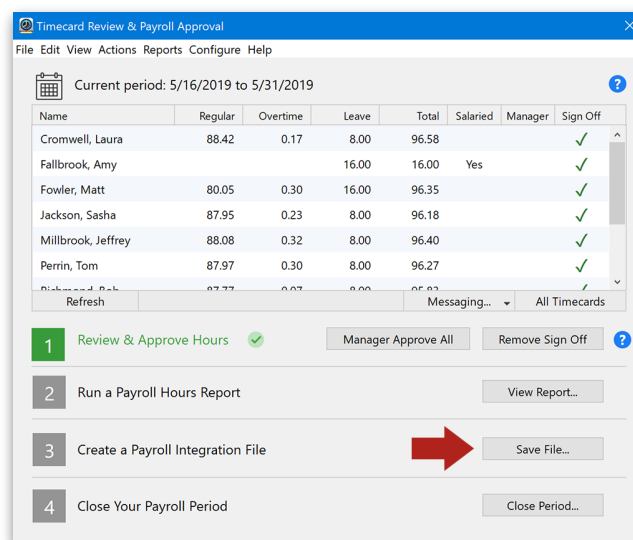
2. **Set up your export defaults.**
 - A. In Virtual TimeClock, select **Payroll Settings** from the **Configure** menu.
 - B. Choose the **Paychex Flex Payroll** export.
 - C. Click **Setup**.
3. Press the **+** button in the bottom left corner of the *Fields to Export* list and enter the Paychex Flex pay item's component name, then select the Virtual TimeClock field that you would like to assign to that pay item in the export file, then press **OK**.



4. Repeat this for every pay item you want to include in the export file.

Exporting Payroll Hours

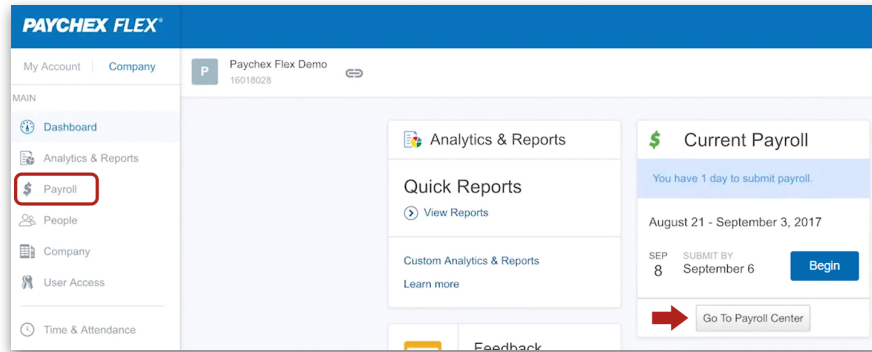
1. At the end of the payroll period, choose **Approval** from the Virtual TimeClock administrative toolbar to enter the **Timecard Review & Payroll Approval** dashboard. Once all timecards have been approved, click **Save File** to export your integration file. If a timecard is not approved, it will not be exported.



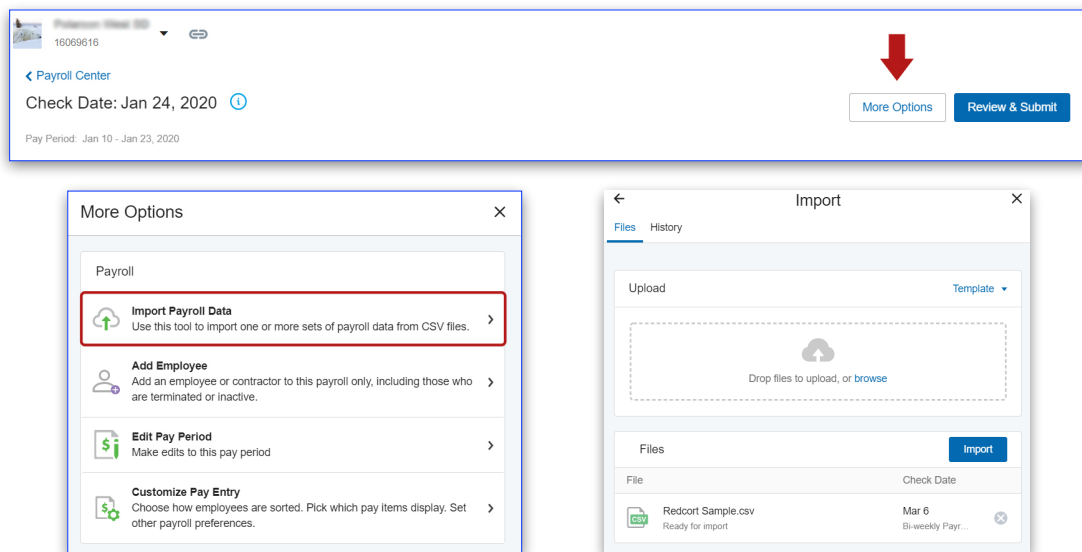
Importing Payroll Hours in Paychex Flex

Follow the steps below to import payroll hours in your Paychex Flex software at the end of the period.

1. Log in to Paychex Flex, and open the **Payroll Center**.



2. Open the current payroll, click **More Options**, and then choose **Import Payroll Data**. At the *Import* window, browse and select the Virtual TimeClock export file you created in the step above, and click **Import**.



3. Once hours have been imported, click **Review & Submit** to review hour totals. To finish submitting hours to payroll, click **Submit Payroll** to release your payroll to Paychex for processing.

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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