Virtual TimeClock® Payroll Export Guide

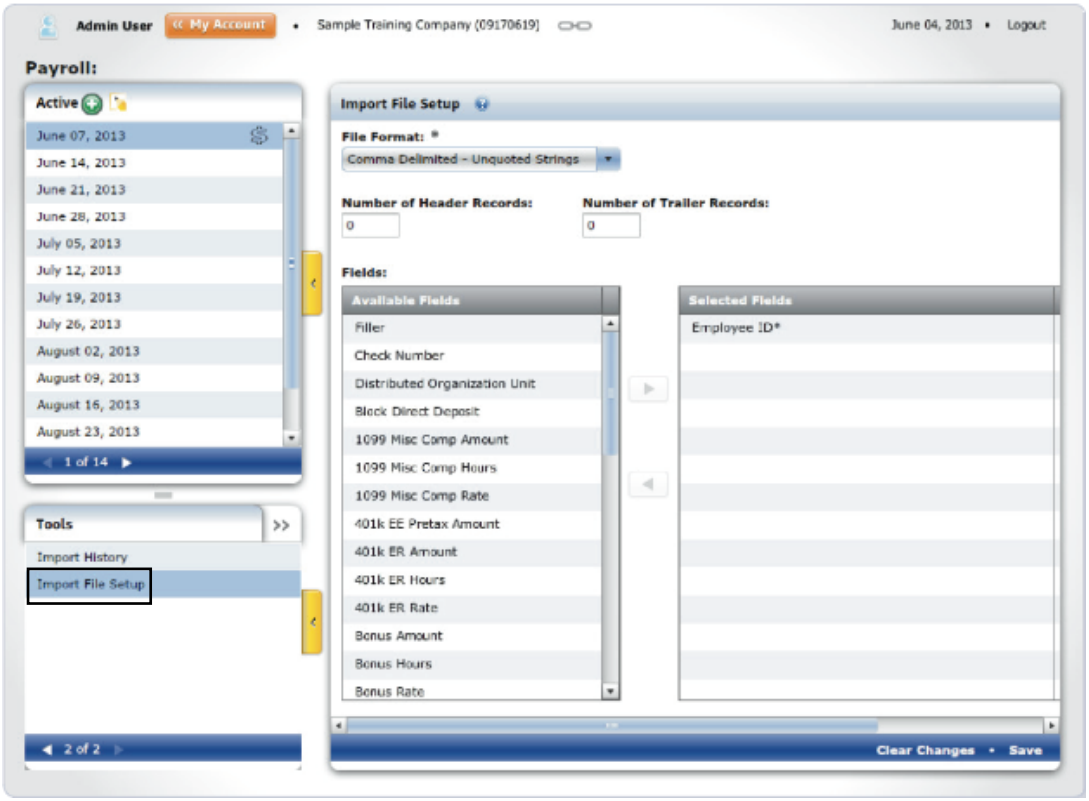
Exporting to Paychex® Flex®

Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into Paychex® Flex® (formerly Paychex® Online®) Payroll. To import files, you must complete a one-time setup.

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

Paychex® Flex® Payroll Integration Setup

1. Set up your company for time clock integration. Navigate to the **Payroll** icon. In the **Views** panel, click **>>** and then select **Tools** and **Import File Setup**. From the **File Format** drop-down list, select **Comma Delimited - Unquoted Strings**. In the **Number of Header Records** field enter **1** (one). In the **Number of Trailer Records** field enter **0** (zero).



2. Move the fields that correspond to your Virtual TimeClock export file from the **Available Fields** list to the **Selected Fields** list. The fields must be in the same order as those in your Virtual TimeClock export file. After all the fields have been selected and the sort order set, click **Save**.

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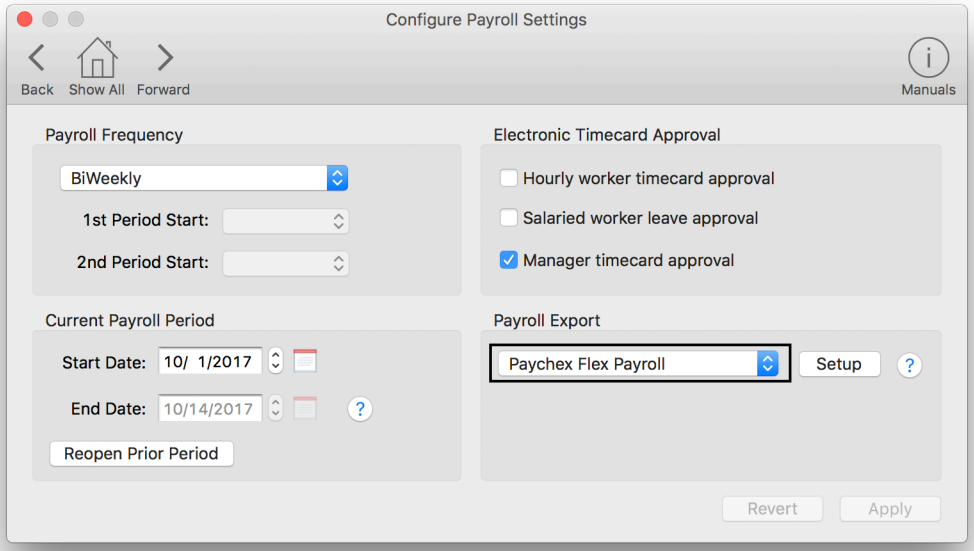
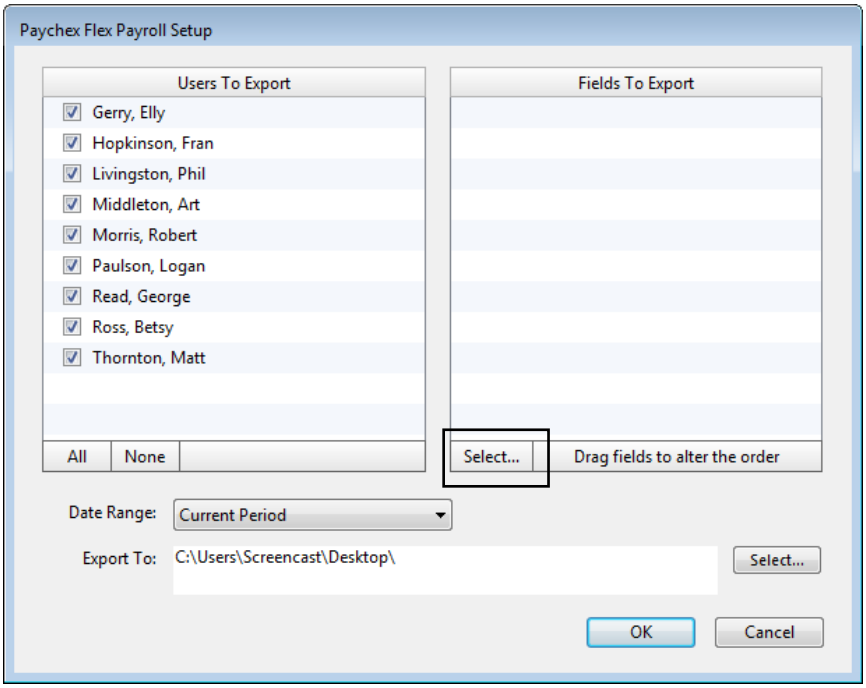
Virtual TimeClock Integration Setup

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



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 Paychex® Flex® Payroll **Import File Setup** page.



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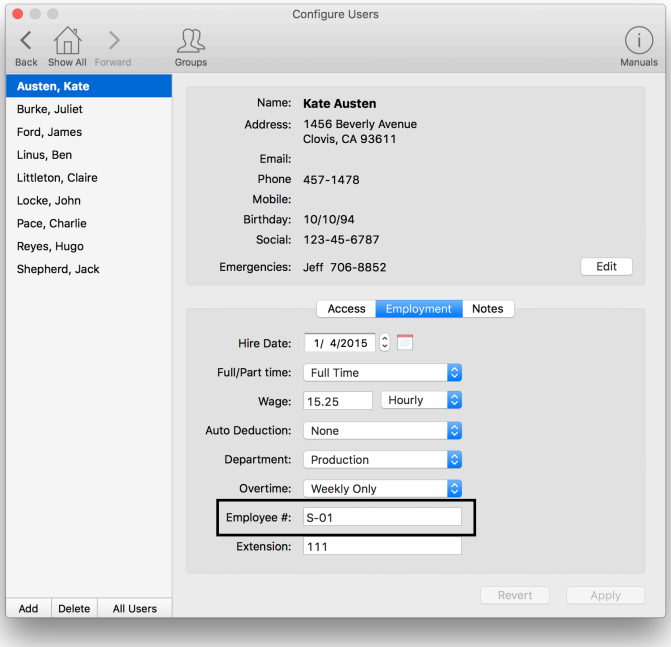
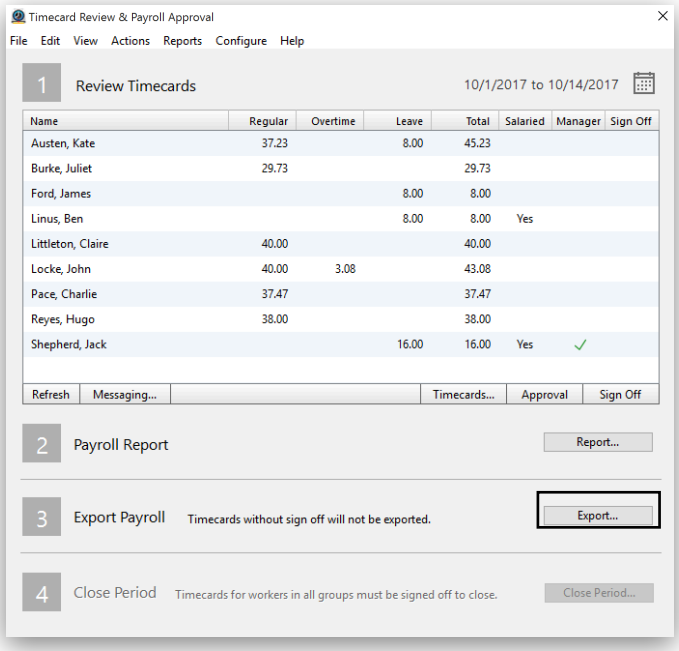
3. Sync your employee identification numbers. Choose **Users** from the **Configure** menu.



Employee numbers in Virtual TimeClock must be identical to Employee IDs in Paychex® Flex® 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.



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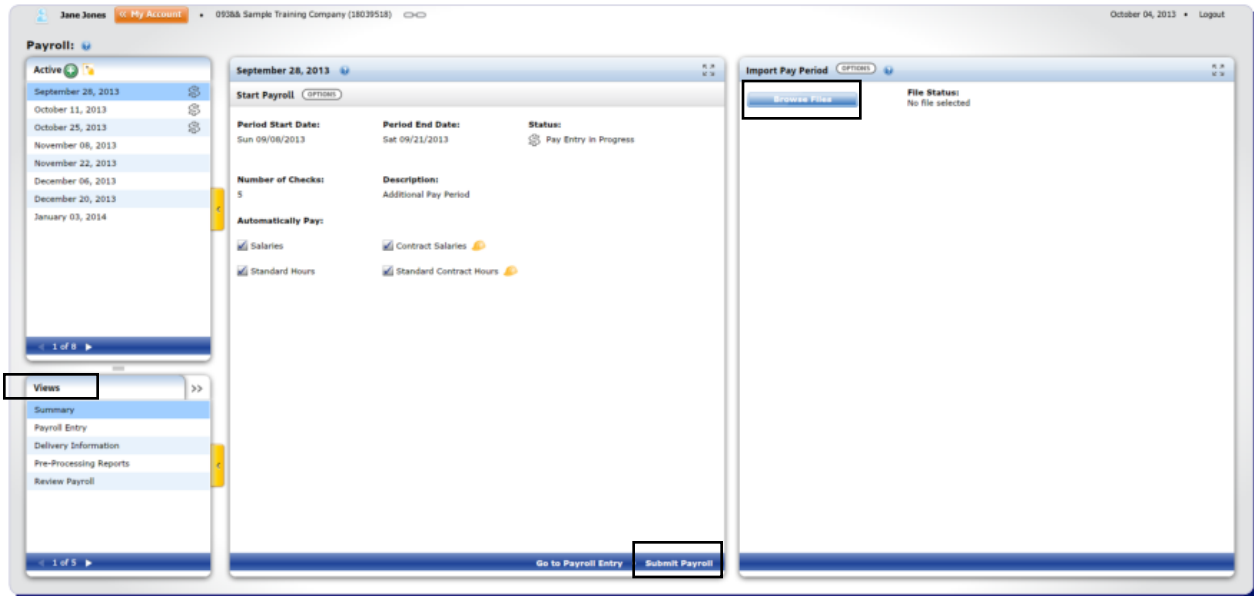
Importing Payroll Hours

1. Upload your time clock export file. Log in to Paychex® Flex® and select **Payroll**. From the **Import Pay Period** panel on the right, click **Browse Files**. Select the export file that was created in the Exporting Payroll Hours section above and click **Open**. Click **Process** in the lower-right corner to import your time clock file.

2. Select **Review Payroll** from the **Views** panel in the lower left-hand navigation panel to confirm your payroll totals. Then 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 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.

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