

# Virtual TimeClock<sup>®</sup> Payroll Integration Guide

### Exporting to Paychex<sup>®</sup> Flex<sup>®</sup>

Virtual TimeClock will export a Standard Payroll Import (SPI) compliant file that allows you to import employee hours into Paychex<sup>®</sup> Flex<sup>®</sup> 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.

PAYCHEX FLEX		🤁 Help 💻 💁 🦭 🗸
My Account   Company	P Paychex Flex Demo	People List + Add 🗄 🗙
MAIN		Q Search
① Dashboard	Analytics & Reports	Active Employees (28)
Analytics & Reports		· Active Employees (20)
\$ Payroll	Quick Reports You have 8 days to submit payroll. BENEEKLY PAYROLL August 7 - August 20, 2017	Allen, April ID 10254
🖄 People	View Reports     August 21 - September 3, 2017     Aug SUBMITTED	Avery, David S
Company	Custom Analytics & Reports SEP SUBMIT BY 25 August 23 by Jeff Samuelson	DA ID 99
St User Access	Learn more TOTAL CASH REQUIRED	KB Barber, Kingslee
Time & Attendance	Go To Payroll Center \$39,702.13	
HR Human Resources	Feedback	JB Bond, James R ID 520
I Hiring	Comparing the new design?     Comparing the new design?     Take a quick tour of the new design     Amount     EFT Bank Account	Bostik, Franco
GL General Ledger	P Free Paychex Flex App \$9,637.902345	ID 102
Benefits Summary	Go to Payroll Reports	HC Castro, Henry
Eenefits Administration		
🔞 Health & Benefits	😤 People	EC Chavez, Eduardo
OTHER		Frankens, Abby G
Online HR Library	Add Employee View People List	ID 108
		Hinojosa, Kenneth

Paychex and Paychex Flex are trademarks of Paychex, Inc. Redcort Software is not affiliated with Paychex, Inc. in any way.

• 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.

Company Se	attings	
	Payroll	
	Agencies Manage the agencies that employee-deducted wages are sent to.	>
	Job Costing Manage jobs or projects to track how much time, materials, and expenses are being allocated to each.	>
	Labor Distribution Manage labor assignments to track the allocation of payroll expenses in your company.	>
	Pay Items Set up employee earnings, benefits, deductions, and reimbursements.	>
	Vendors Set up your company's vendors and service providers.	>



# 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.

	C	onfigure Users	
	R		$(\mathbf{i})$
Back Show All Forward	Groups		Manuals
Active Users Only			
Allen, April	Name: A	pril Allen	
Avery, David S	Address:		
Barber, Kingslee			
Bond, James R	Email:		
Bostik, Franco	Phone		
Castro, Henry	Mobile:		
Chavez, Eduardo	Birthday:		
Frankens, Abby G	Social:	-	
Hinojosa, Kenneth	Emergencies:		Edit
Sommerville, Jim			
		Access Employment Notes	
	Hire Date:	2/28/20	
	Full/Part time:	Full Time	
	Wage:	0.00 Hourly ᅌ	
	Add or Deduct:	None	
	Department:	None	
	Overtime:	Weekly Only	
	Employee #:	10254	
	Extension:		
		Revert	Apply
New User 🗸 Delete 🗸			

**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**.

Fields To Export Id Name oll earning code.
ning code.
OK Ordery Select

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.

Current period:	5/16/2019 to	5/31/2019					
Name	Regular	Overtime	Leave	Total	Salaried	Manager	Sign Off
Cromwell, Laura	88.42	0.17	8.00	96.58			$\checkmark$
Fallbrook, Amy			16.00	16.00	Yes		$\checkmark$
Fowler, Matt	80.05	0.30	16.00	96.35			$\checkmark$
Jackson, Sasha	87.95	0.23	8.00	96.18			$\checkmark$
Millbrook, Jeffrey	88.08	0.32	8.00	96.40			$\checkmark$
Perrin, Tom	87.97	0.30	8.00	96.27			$\checkmark$
Refresh	07 77	0.07	0.00	Mes	saging	→ All	/ Timecards
1 Review & Appr	ove Hours	<ul> <li>✓</li> </ul>	Manager	Approve Al	I	Remove Si	gn Off
2 Run a Payroll Hours Report					View Rep	oort	
	3 Create a Payroll Integration File						

Paychex and Paychex Flex are trademarks of Paychex, Inc. Redcort Software is not affiliated with Paychex, Inc. in any way.

#### 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**.

16069616 ayroll Center eck Date: Jan 24, 2020 ① Period: Jan 10 - Jan 23, 2020			More Options Review & Sub
More Options	×	← Import Files History	×
Payroll	_	Upload	Template 👻
Import Payroll Data Use this tool to import one or more sets of payroll data from CSV files.	>		
Add Employee Add an employee or contractor to this payroll only, including those who are terminated or inactive.	>	Drop files to upload, or b	rowse
Edit Pay Period Make edits to this pay period	>	Files	Import
Customize Pay Entry Choose how employees are sorted. Pick which pay items display. Set other payroll preferences.	>	File Redcort Sample.csv Ready for import	Check Date Mar 6 Bi-weekly Payr

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.

Copyright 1986-2024 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 24.2

Revised 2.01.25

Paychex and Paychex Flex are trademarks of Paychex, Inc. Redcort Software is not affiliated with Paychex, Inc. in any way.