Virtual TimeClock® Payroll Export Guide

Exporting to Paychex® Preview®

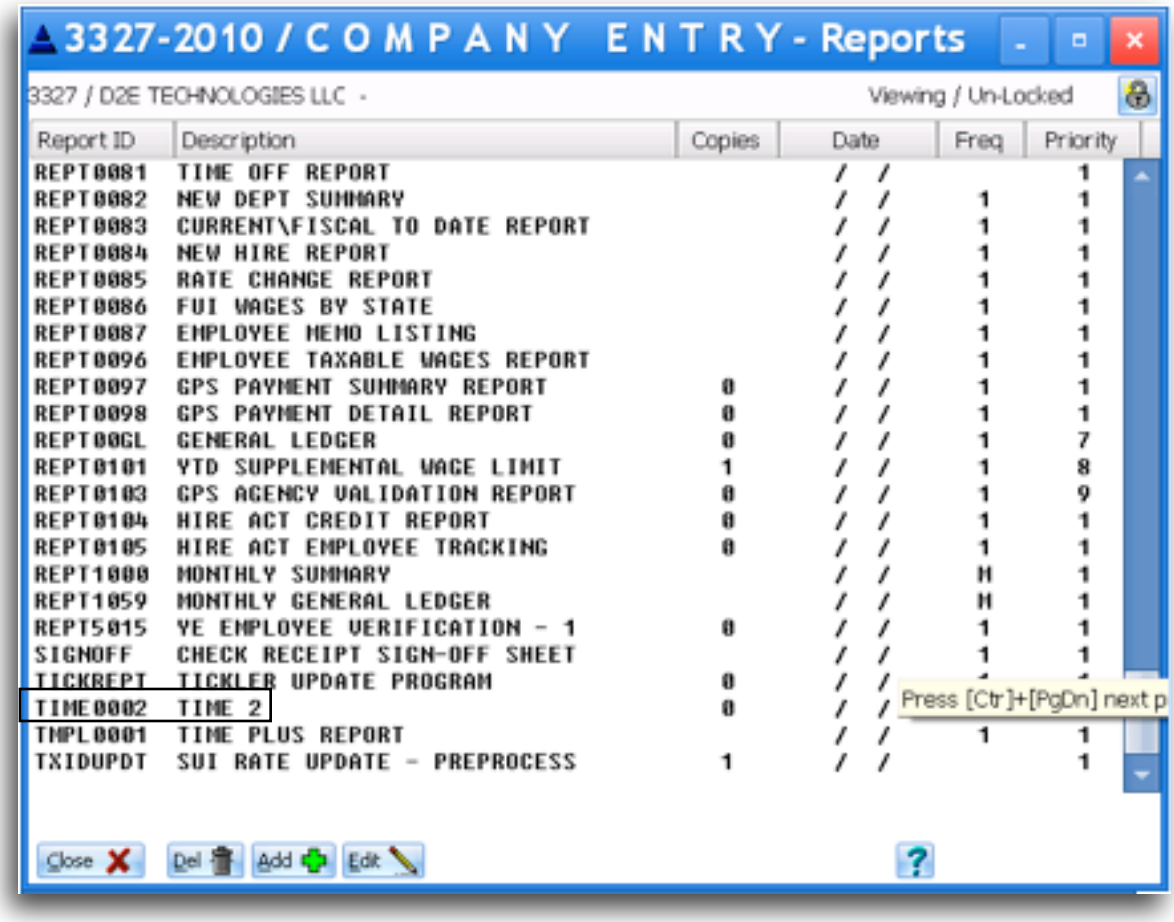
Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into Paychex® Preview®. To import files, you must complete a one-time setup.

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

Paychex® Preview® Integration Setup

1. You must contact your Paychex® Client Service Representative to have the import program TIME0002 added to your company list of reports in Paychex® Preview®.

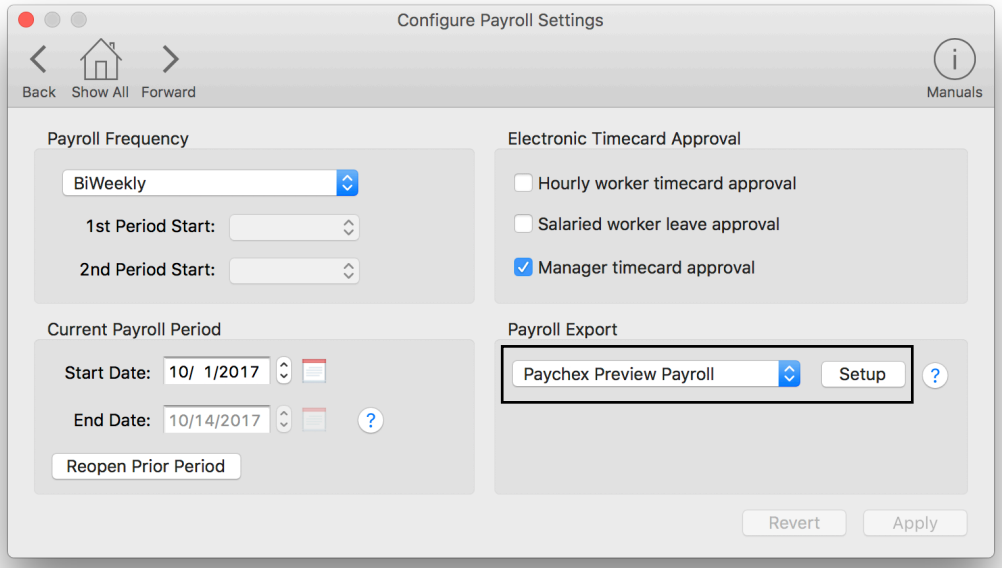
2. Go to the **Company Menu**, click **Company Options**, and go to **#6 - Reports**. If it's not listed, contact your Paychex® Client Service Representative to have the import program added.



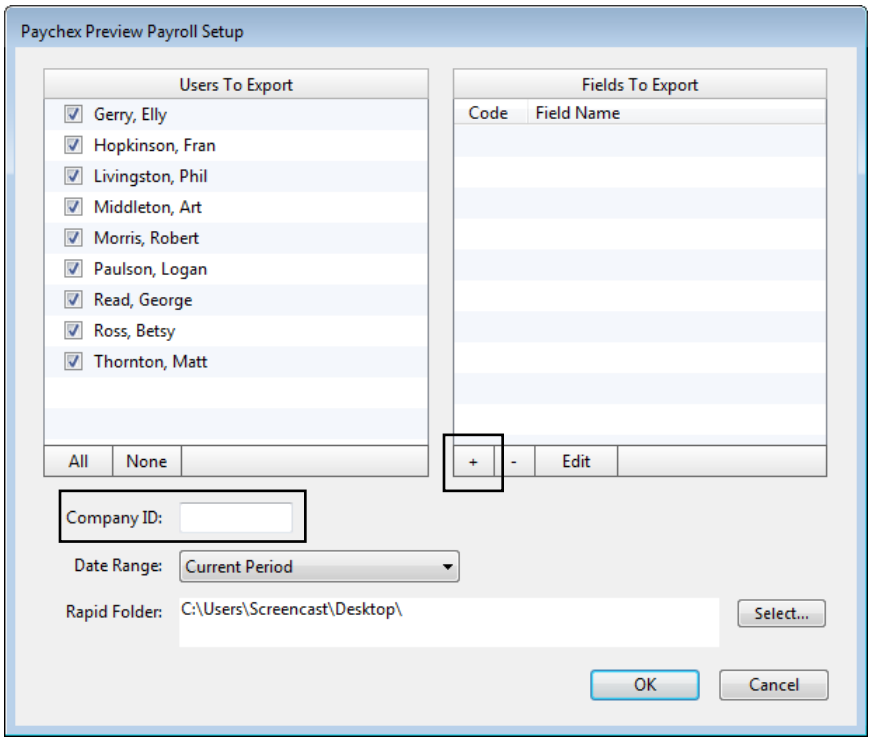
Paychex and Preview are trademarks of Paychex, Inc. Redcort Software is not affiliated with Paychex, Inc. in any way.

Virtual TimeClock Integration Setup

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

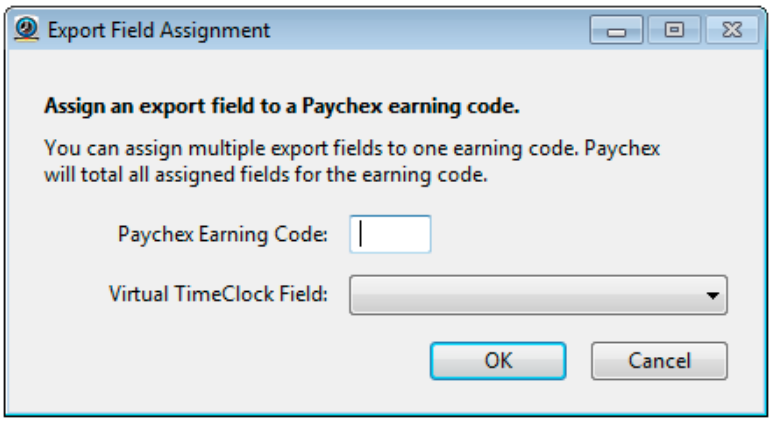


2. In the **Company ID** field, enter your company code assigned by Paychex® Preview®. Under the **Fields To Export** list, click the **+** button.

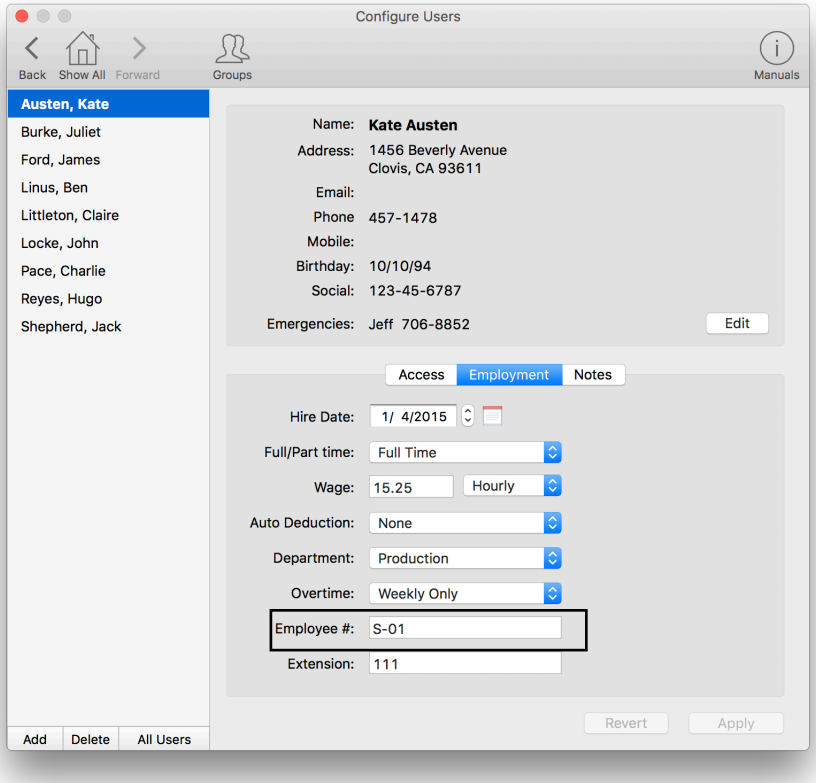


Paychex and Preview are trademarks of Paychex, Inc. Redcort Software is not affiliated with Paychex, Inc. in any way.

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



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

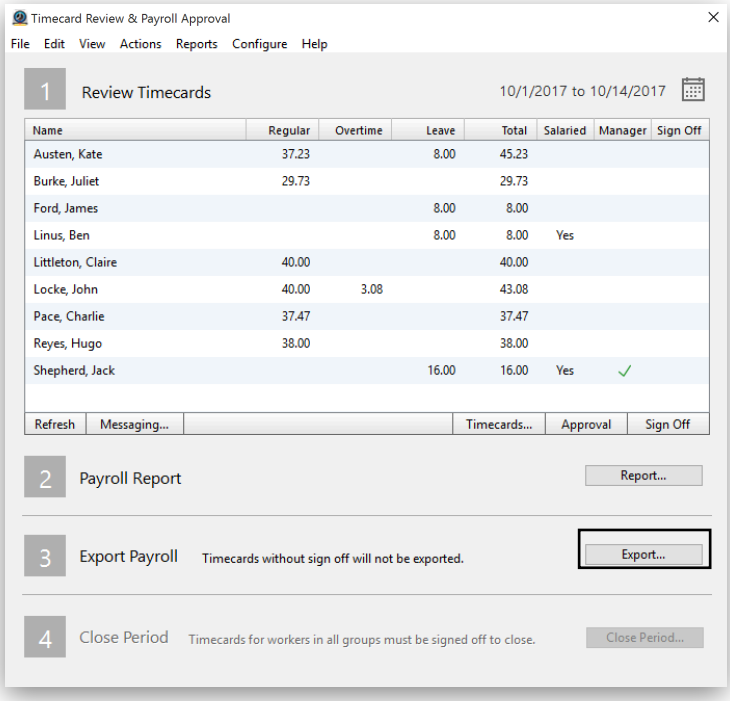


Employee numbers in Virtual TimeClock must be identical to employee numbers in PayChex® Preview® or payroll hours will not be imported.

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

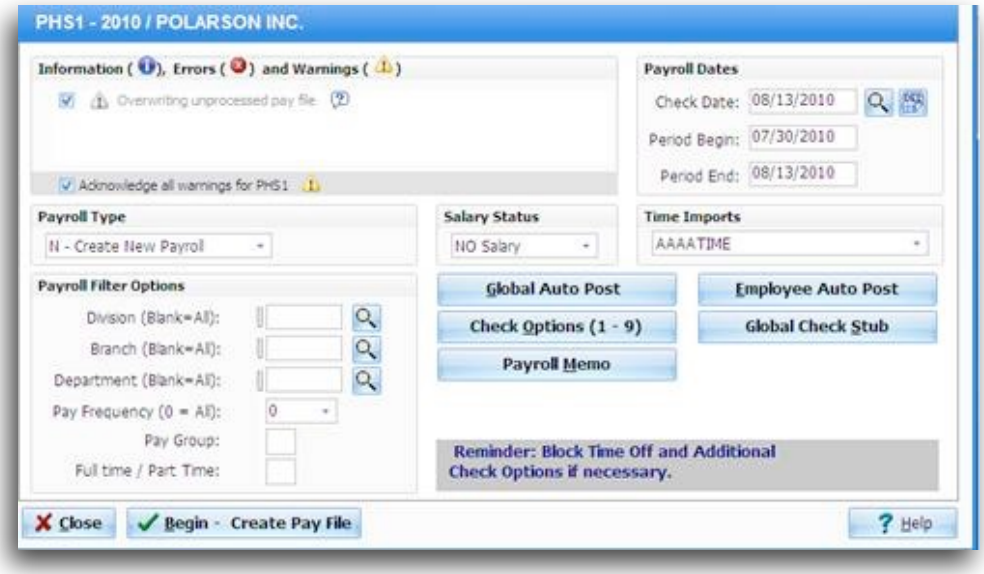
Exporting Payroll Hours

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.



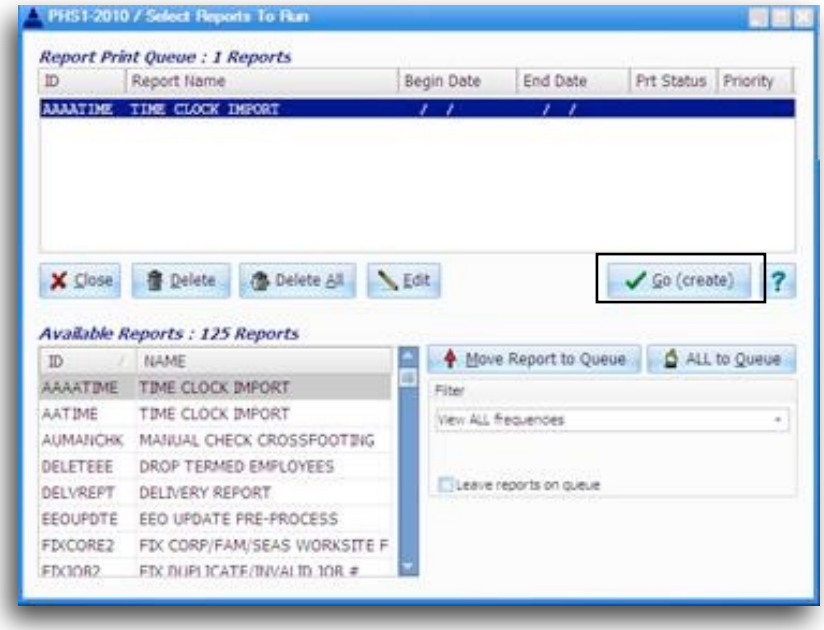
Importing Payroll Hours

1. There are three ways to run the import program to upload your time clock export file. In the **Begin Pay Period** window, select the import program from the **Time Imports** drop-down list and click **Begin - Create Pay File**.



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

2. In the **Report Print Queue** window, select the import program and click **Go (create)**.



3. Go to the **File Menu**, choose **Imports,** and select the import program.



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

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