

Virtual TimeClock[®] Payroll Export Guide

Exporting to Paychex[®] Preview[®]

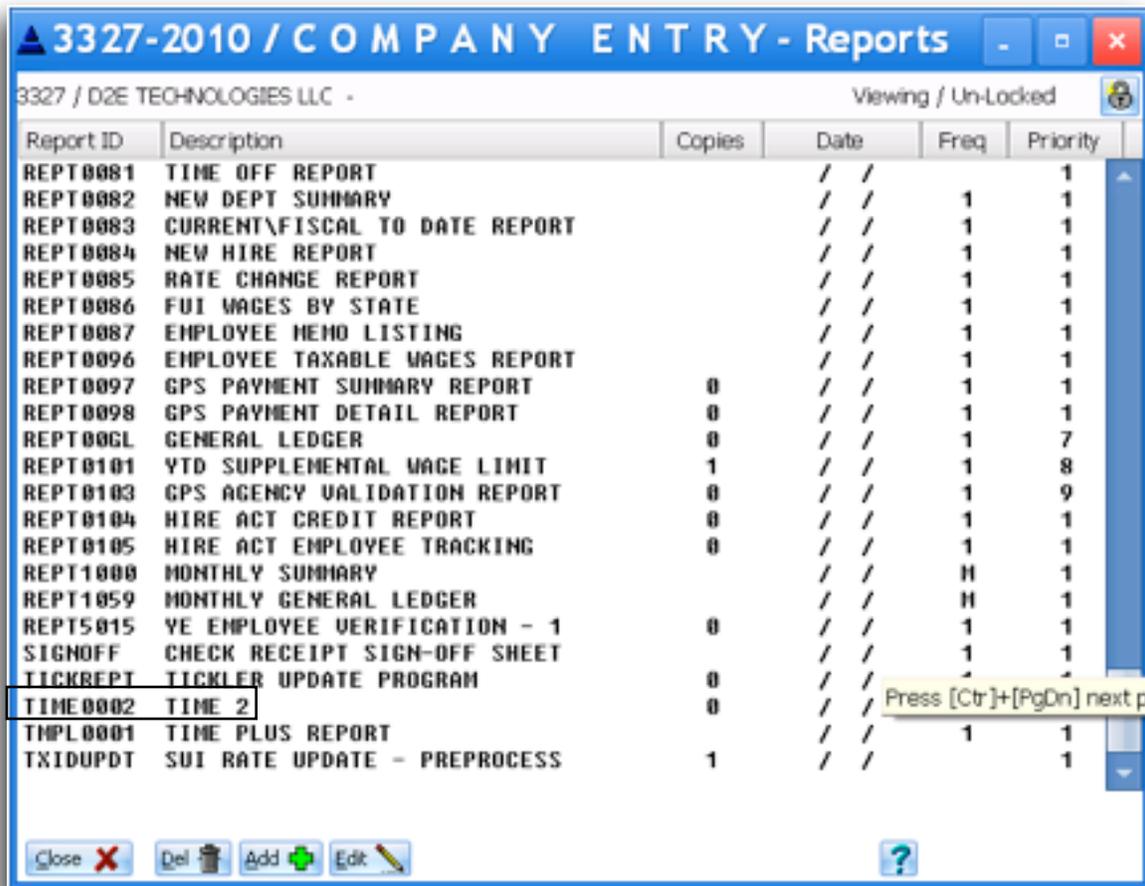
Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into Paychex[®] Preview[®]. To import files, you must complete a one-time setup.



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

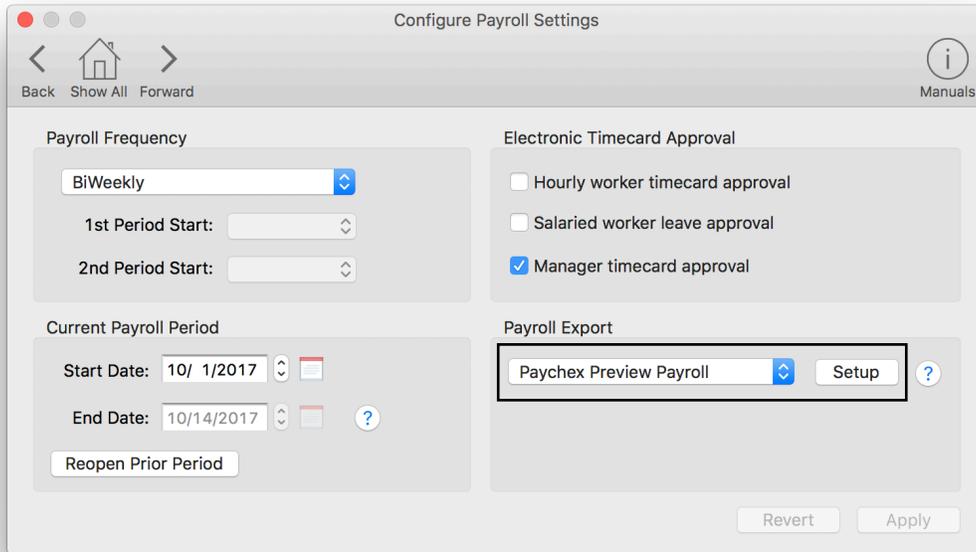
Paychex[®] Preview[®] Integration Setup

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.

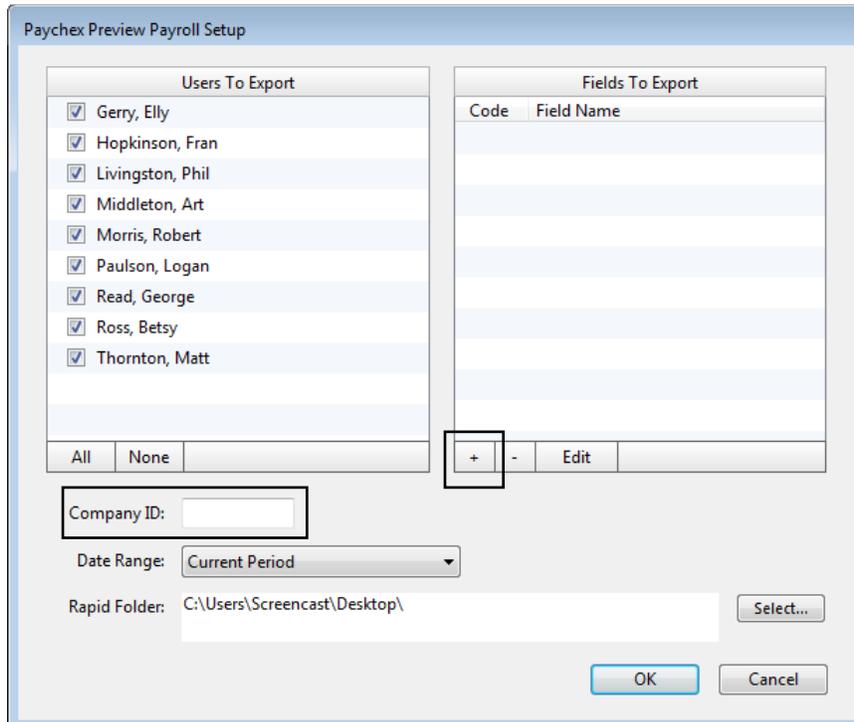


Virtual TimeClock Integration Setup

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.



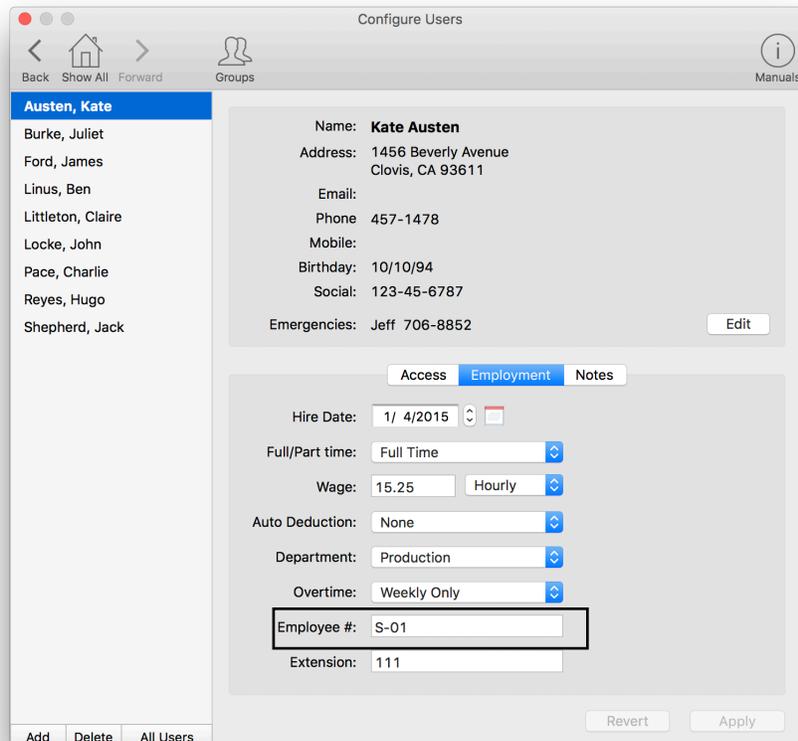
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3. Enter an earning code from your PayChex® Preview® system and select the corresponding Virtual TimeClock export field.



The dialog box is titled "Export Field Assignment" and contains the following text: "Assign an export field to a Paychex earning code. You can assign multiple export fields to one earning code. Paychex will total all assigned fields for the earning code." Below the text are two input fields: "Paychex Earning Code:" with a text box, and "Virtual TimeClock Field:" with a dropdown menu. At the bottom right are "OK" and "Cancel" buttons.

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



The "Configure Users" interface shows a list of users on the left and a detailed view for "Austen, Kate" on the right. The user list includes: Austen, Kate; Burke, Juliet; Ford, James; Linus, Ben; Littleton, Claire; Locke, John; Pace, Charlie; Reyes, Hugo; and Shepherd, Jack. The detailed view for Kate Austen includes: Name: Kate Austen; Address: 1456 Beverly Avenue, Clovis, CA 93611; Email; Phone: 457-1478; Mobile; Birthday: 10/10/94; Social: 123-45-6787; Emergencies: Jeff 706-8852. Below this is the "Employment" tab with fields for: Hire Date: 1/4/2015; Full/Part time: Full Time; Wage: 15.25 Hourly; Auto Deduction: None; Department: Production; Overtime: Weekly Only; Employee #: S-01 (highlighted with a red box); and Extension: 111. At the bottom are "Add", "Delete", "All Users", "Revert", and "Apply" buttons.

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

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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.

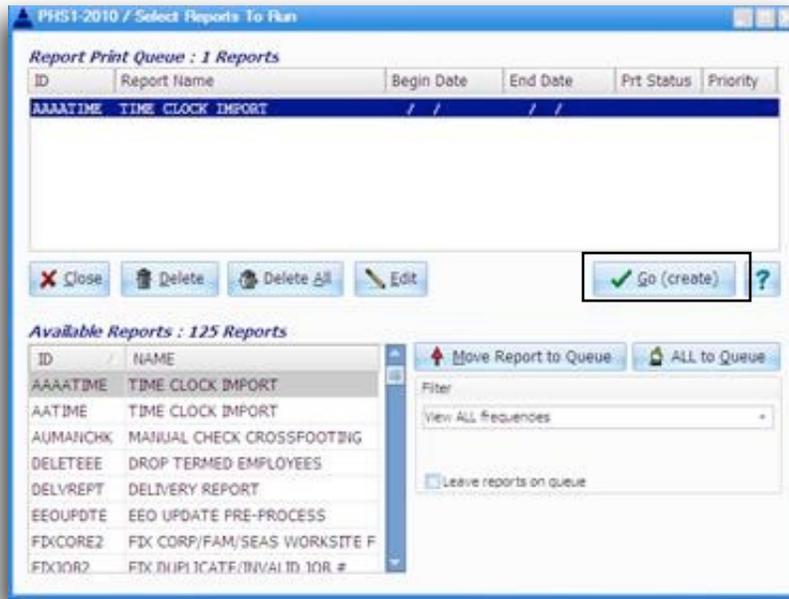
Name	Regular	Overtime	Leave	Total	Salaried	Manager	Sign Off
Austen, Kate	37.23		8.00	45.23			
Burke, Juliet	29.73			29.73			
Ford, James			8.00	8.00			
Linus, Ben			8.00	8.00	Yes		
Littleton, Claire	40.00			40.00			
Locke, John	40.00	3.08		43.08			
Pace, Charlie	37.47			37.47			
Reyes, Hugo	38.00			38.00			
Shepherd, Jack			16.00	16.00	Yes		✓

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**.

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



- 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 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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