Payroll Settings and Exporting

Explanation - the payroll settings screen is where you set the values of properties related to exporting payroll data to a file for importing into an accounting system.

Access - administration | settings | payroll settings (required)

Data fields

Export payroll to format - this field is used to select the default export method desired. ExpressTime allows you to export employee hours, pay type and pay rates per building for a given period of time. ExpressTime offers the option of exporting into several payroll applications including quickbooks, adp, excel and word.

Work Week begins - when payroll exporting is performed, ExpressTime automatically determines the amount of regular and overtime pay for each employee. This field indicates the starting day of the work week, which will be used for calculating overtime. The default is Sunday.

Overtime calculation period - some countries or areas calculate overtime on a daily basis rather than weekly. This option allows you to define the desired method as daily or weekly.

Hours after which overtime begins - defines the number of hours after which overtime is calculated based on the overtime calculation period. For example, daily would likely be 8, while weekly would likely be 40.

Regular pay code in payroll application - ExpressTime allows you to export employee hours, pay type and pay rates per building for a given period of time. ExpressTime offers the option of exporting to several popular payroll and accounting applications in addition to excel and word. Some applications require that the pay codes for hourly, overtime and fixed pay be indicated as a special code. Enter the codes required by your payroll program in this field.

Overtime pay code in payroll application - ExpressTime allows you to export employee hours, pay type and pay rates per building for a given period of time. ExpressTime offers the option of exporting to several popular payroll and accounting applications in addition to excel and word. Some applications require that the pay codes for hourly, overtime and fixed pay be indicated as a special code. Enter the codes required by your payroll program in this field.

Fixed pay code in payroll application - ExpressTime allows you to export employee hours, pay type and pay rates per building for a given period of time. ExpressTime offers the option of exporting to several popular payroll and accounting applications in addition to excel and word. Some applications require that the pay codes for hourly, overtime and fixed pay be indicated as a special code. Enter the codes required by your payroll program in this field.

Export service to payroll application - QuickBooks requires that a service name be provided with each time record exported. You must enter a service that matches exactly in ExpressTime

If you are exporting to QuickBooks, please see the QuickBooks payroll export guide for help.

Test first -we strongly recommend you test your export well in advance before attempting to run actual payroll from an export. When testing the export, it is advised that you back up your payroll/accounting software so you can restore it after testing. When you are ready to test or to run actual payroll, follow the steps below for exporting to payroll.

Importing into other payroll applications - occasionally we get calls from clients requesting help importing to their payroll program from the ExpressTime software. Please keep in mind that ExpressTime exports to the fields designated for the format you are exporting to. Our programmers have no control over the required specifications of the format we export to. We will do our best to assist you if you have a question about exporting, but we cannot support your payroll/accounting program. The only knowledge we have of your payroll program is the specifications for the export.

Exporting to payroll
At the end of the pay period the employee hours can be exported to a selected format for processing payroll. To select the format you wish to export to, go to administration | settings | payroll. Select the format you wish to export to, then post by clicking the blue check (√). The format may be in a MicroSoft® format or your accounting software. The work week begins and overtime settings can also be changed in payroll settings to accommodate your pay period.

Preparing to export for pay period

Clean up your times- by making sure you have a begin time and end time for each time an employee serviced a building. The Exceptions/Quick Edit screen is an excellent place to start. The Exceptions/Quick Edit screen groups services and exceptions onto one screen so everything can be viewed and edited in one place eliminating the need to go to multiple screens and or reports.

Things to watch for:

➢ Begin time, but no end time appears -when this occurs go to scheduled services for the employee and the building and the day that is missing a time.

➢ Begin time and end time only 1 minute apart-this usually means the employee forgot to clock in, and after servicing the building had to clock in, then immediately call back to clock out. To fix this, go to scheduled services for the employee and the building and the day it occurred.

➢ Missing employee time

➢ Incorrect employee pay amount -go to scheduled services, select the building and the date the service was performed. Look at the pay method and pay rate for the employee whose pay amount is incorrect. Correct the pay method, or pay amount, whichever is applicable. It will reflect correctly the next time the report is generated.

<u>Example</u>: an employee is supposed to work 1.5 hours at a fixed pay method of $25, but the pay method in scheduled services selected is hourly. The report will reflect an incorrect payment amount of $37.50. If the pay method is changed to fixed in scheduled services for the day the service occurred, the report will reflect a $25 pay amount.

Watch for unscheduled services-when an unscheduled employee clocks in, ExpressTime pulls the pay rate from the employee record. This may not be the pay rate intended for the service. The building services exceptions report reflects a comment on unscheduled services for a quick reference of which services were not scheduled.

 When you are ready to export, go to personnel, time exporting, enter the from and thru dates of the pay period. (Some formats read pay period begins and pay period ends). Click acquire data, or ok, whichever is applicable. (Varies per format) the hourglass will appear while data is being gathered. This will take a few minutes. The employee list will appear on the left and a grid displaying the data for each employee will appear on the right. From here you have a couple of options:

a) Print-Click Print above the grid and print the export report. This report can be used even if you don't actually export, or you can export after printing the report.

b) Export-Above the grid is the format you selected to export to. Click the format and follow the applicable process for exporting. Basically, you will see a dialog box that prompts you to name the file and tell it where to save. Save the file in the desired location to be retrieved later through your accounting program. Obviously this will be the file you import from through your payroll program. After you save the file, go to your payroll program to import the file. You may need assistance from your payroll program provider on importing.