Virtual TimeClock® Payroll Integration Guide [Beta]

Exporting to Paylocity®

Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into Paylocity® for payroll. 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/contact.

Things to Do Before You Begin

Locate the following information in your Paylocity account, you will need these items for the Virtual TimeClock setup.

- **Locate your Employee IDs**. Log into **WebPay** and go to **HR & Payroll**. There, you will see a list of all active staff and their **Employee IDs**.
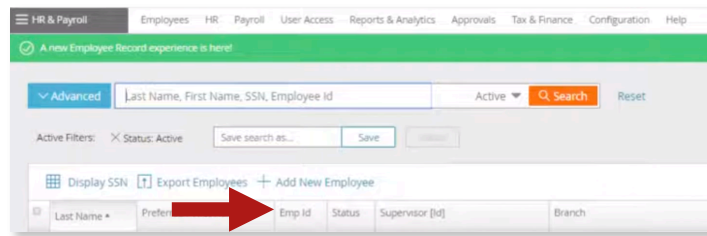

- **Locate your List of Earnings Codes**. Log into **WebPay** and go to the **Payroll** tab. From here, you can select **Earnings** to see a list of your earnings codes
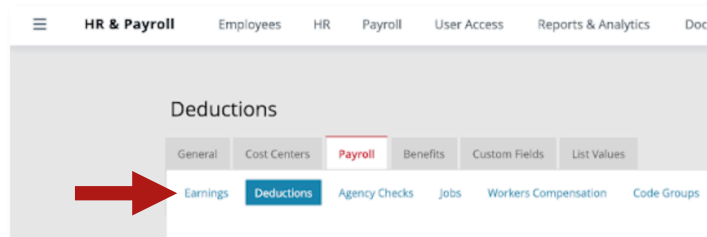
Virtual TimeClock Integration Setup

1. **Ensure Employee IDs are entered into Virtual TimeClock**.
    I. With Administration Mode turned on, select **Users** from the *Configure* menu.
    II. Click the **Employment** tab for each user and enter their Employee ID from Paylocity into the **Employee #** field. Repeat this step for each worker.
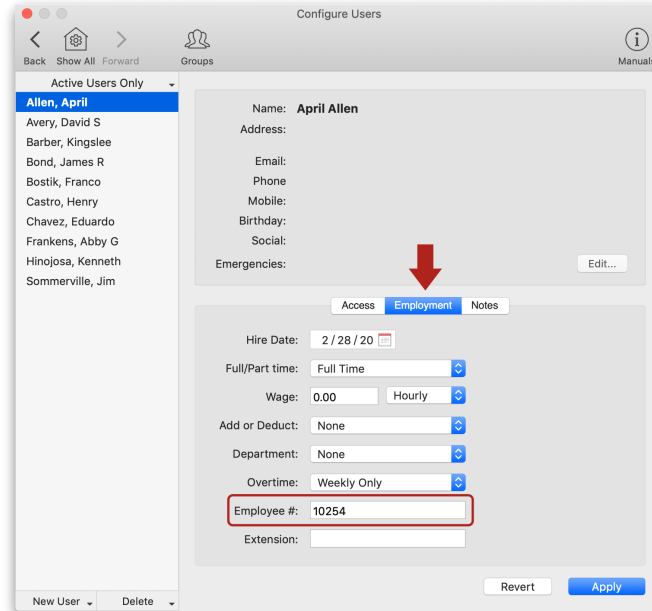

      Note: Employee numbers in Virtual TimeClock must be identical to employee numbers in Paylocity or payroll hours will not import successfully.

2. **Set up your export defaults**.
    I. Select Paylocity as your payroll export from the **Configure Payroll Settings** window.
        A. Select **Turn Administration On** from the *File* menu.
        B. Select **Configure** from the administration toolbar.
        C. Select **Payroll Settings**.
        D. Under the *Payroll Export* section, select **Paylocity** from the drop-down menu and then click **Setup.**
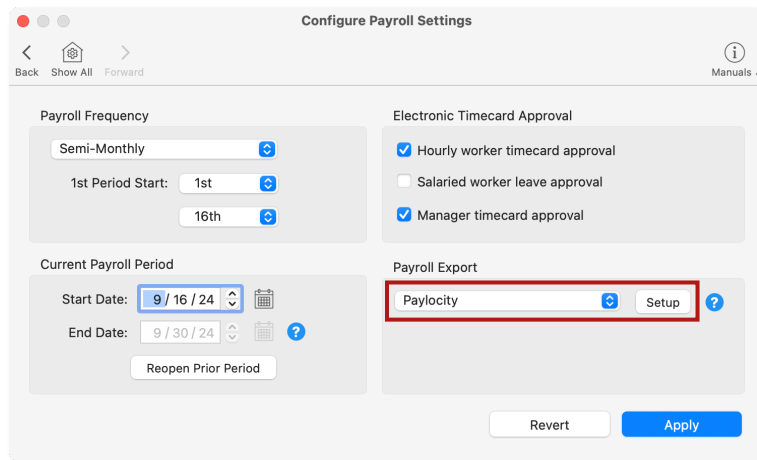
II. In the **Paylocity Setup** window, under the **Fields To Export** list, click the **+** button.
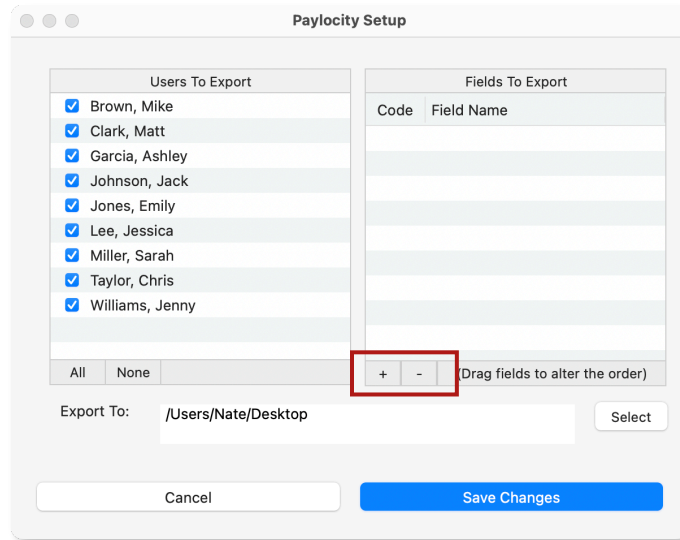
III. Enter an earnings code from your Paylocity systems earnings codes report and match it to the corresponding Virtual TimeClock export field. Repeat steps II & III until all desired codes are entered.
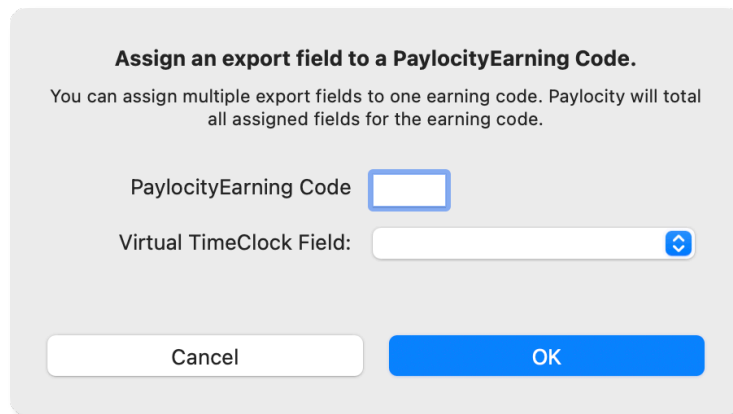

IV. Press **Save Changes** to close the **Paylocity Setup** window.

V. Press **Apply** to save the Payloctiy payroll export settings, and then close the **Configure Payroll Settings** window.

Note: Paylocity earnings codes must be entered exactly the same as they appear on the earnings codes report or payroll hours will not be imported.

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.
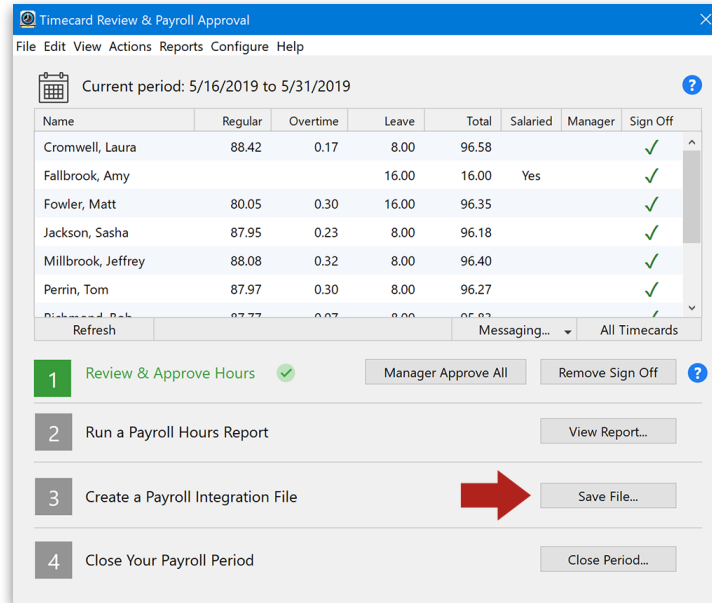
Importing Payroll Hours in Gusto

Follow the steps below to import payroll hours in your Gusto software at the end of the period.

1. Log in to WebPay and choose **Payroll > Pay Entry**.

2. Select **Batch Type** then select **TimeImprt**, then select **Add Batch**

3. In the **Batch Type** section, you can merge this batch into an existing one or you can create a new batch

4. In the **Time Import** section, select **Upload**, and choose the file saved in the previous steps for exporting payroll hours.

5. Review the status report and make sure to resolve any errors from the status report. Any hours with errors associated with them will not be imported.

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