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.

• • •		Configure Users	-
< 🐵 >	2		(i)
Back Show All Forward	Groups		Manuals
Active Users Only	-		
Allen, April	Name:	April 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	e: 2/28/20	
	Full/Part time	e: Full Time ᅌ	
	Wage	e: 0.00 Hourly ᅌ	
	Add or Deduc	it: None ᅌ	
	Departmen	it: None 📀	
	Overtime	e: Weekly Only 📀	
	Employee #	#: 10254	
	Extension	n:	
		Revert	v
New User 🚽 🛛 Delete ,	-		

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.**

Configure !	Payroll Settings (i) Manuals v
Payroll Frequency Semi-Monthly 1st Period Start: 1st C 16th C	Electronic Timecard Approval Hourly worker timecard approval Salaried worker leave approval Manager timecard approval Image: Salaried worker leave approval
Current Payroll Period Start Date: 9/16/24 0 10 End Date: 9/30/24 0 10 2 Reopen Prior Period	Payroll Export Paylocity Setup ?
	Revert Apply

Paylocity is a trademark of Paylocity Corporation. Redcort Software is not affiliated with Paylocity Corporation in any way.

II. In the **Paylocity Setup** window, under the **Fields To Export** list, click the + button.

	Payloc	ity Setup				
	Users To Fusert		Cieldo To Funera			
	Users to Export		Fields to Export			
Brown, f	Aike	Code	Field Name			
🗹 Clark, M	att					
🗹 Garcia, /	Ashley					
🗹 Johnsor	, Jack					
🗹 Jones, E	mily					
🗹 Lee, Jes	sica					
Miller, S	arah					
Taylor, C	Chris					
Villiams	. Jennv					
-	,,					
		_				
All None	9	+ -	Drag fields to alter the orde	er)		
Export To:	/Users/Nate/Desktop		Sel	ect		
	Cancel		Save Changes			

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.

Assign an export field to a PaylocityEarning Code. You can assign multiple export fields to one earning code. Paylocity will total all assigned fields for the earning code.				
PaylocityEarning Code				
Virtual TimeClock Field:	Output line			
Cancel	ОК			

- 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.

0	Timecard Review & Payroll	Approval							×	
File	File Edit View Actions Reports Configure Help									
	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		
	Disharand Dah	77 70	0.07	0.00	More	aging	A11 1	/ Limocardo	~	
	Reflesh		wiess	aying	▼ Air i	innecarus				
	1 Review & Approve Hours 🕑				Manager Approve All			Remove Sign Off		
	2 Run a Payroll Hours Report						View Report			
	3 Create a Payroll Integration File						Save File			
	4 Close Your Payroll Period						Close Per	iod		

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.

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 24.1

Revised 10.01.24

Paylocity is a trademark of Paylocity Corporation. Redcort Software is not affiliated with Paylocity Corporation in any way.