TimeWorksPlus by PAYDATA

TimeworksPlus to Portal - Payroll Submission Procedures

STEP 1: In TimeworksPlus run the *Summary Report* for the previous pay period. Go to Reports, *Summary Report*. Please choose the following below and select Submit - unless otherwise instructed by your Client Service Representative:

Pay Period = Pay period you are running payroll for
Report Options = Show Dollar Amounts
Include which employees? = All employees (including inactive)
***Include which additional data fields?** = Select all additional data fields available
Sort By = Name (Last,First)
Filter By = Leave blank

Once the report is on your screen, select the *Export to CSV* option.   Once the CSV has been downloaded, you will need to open the file and save it to your PC (save to a place you will remember, because you will need to retrieve it later in the instructions)

STEP 2: From the Maintenance Menu on the left, go to *Finalize Pay Period.* Select the pay period you just exported payroll for and select the Finalize Pay Period button. Finalizing punches ensures that future changes to the programming of the clock will not affect prior data.

*Not all accounts will have additional data fields. If your company has additional data fields. Please put a check mark in all.

STEP 3: You can now log into PayData's Client Portal. You should have been provided with a login and password to access PayData's Client Portal. If you have not, or you do not remember what the login and/or password is, please contact PayData for assistance.   Please make sure that you are safeguarding this information.

STEP 4: Once you have your login and password, please go to PayData's website (www.paydata.com). Select the *Sign In* option from the header bar at the top right. Once on this page, make sure that you are on the Business Owner/Admin tab, (it will be white when selected), select Client Support Portal, and then click the word *here* to bring to you to the login.

STEP 5: Go to Submit Payroll and choose "Submit Payroll" from the drop down menu.
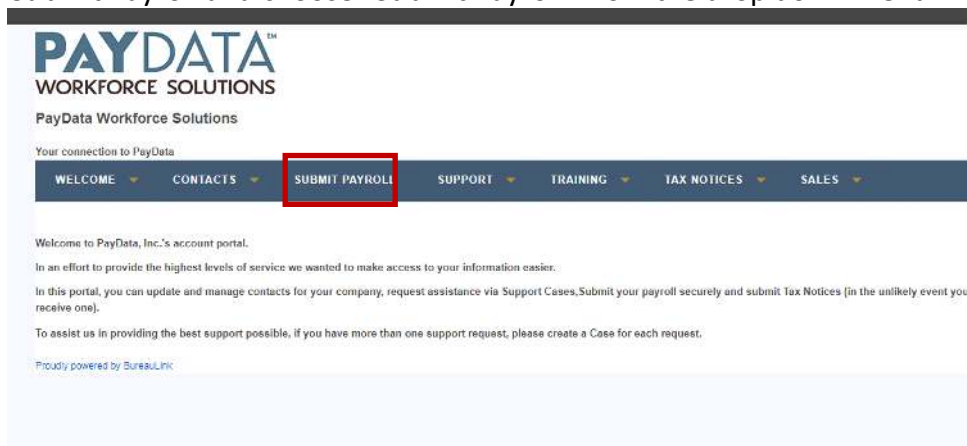
STEP 6: You must fill out all of the information that has a red line next to it. Go to File attachment and attach the file. Then click submit.

STEP 7: Choose "submit payroll". Fill in ALL red highlighted boxes and attach your files if applicable then submit .

Requested By – This will be you

Portal Case Types – This should be Portal Payroll Submission. We direct your requests internally based on this selection. It's important that when submitting payroll, you leave it Portal Payroll Submission.

Subject – It should be your company number, company name, then "Payroll Submission. For example, 1234 Test Company – Payroll Submission. It's important that you include your company number and name so we can quickly identify what needs to be done with this information.

Description – If you are submitting hours as an email, please enter in the information needed for payroll in this box. You need to include: Employee's Names, Hours/Dollars by type (Regular, OT, Vacation, Tips, Bonus, etc.), any changes to be made (Employee updates, check date changes, etc.) Make sure you are including the totals for the Hours/Dollars so we can verify what is entered against what you are submitting.

Due Date – This is the day you would like this to be completed. Please note our deadlines. Payroll must be submitted by 1:00pm, a minimum of 2 business days prior to your pay date.

File Attachment – If you are submitting the payroll via an eSheet, please attach the sheet in this section. If you are submitting via an TimeworksPlus import, attach the Summary Report in this section. If you are not submitting an eSheet or Summary Report, please use this to attach documentation for payroll. New employee setup forms, Child Support orders, Direct Deposit authorizations, etc.

Additional File Attachment - This can be used if you need to send another attachment, in addition to the one above.

Screenshot Image – Use this if you are attaching a screen shot.

Screenshot Image 2 – Use this if you need to attach a second screen shot.
Once you have entered all of the information you need to provide to your PayData Representative, please click Submit to send this information.
If you have any questions on this process, feel free to contact PayData at any point.