



TimeworksPlus to Evolution Classic Import Procedures

STEP 1: In the TimeworksPlus print 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)

Sort By = Name (Last,First)

Filter By = Leave blank

Once this is on your screen, go in and use the print option to print this to paper. This will be used after importing the payroll into Evolution Payroll to verify your totals.

STEP 2: Still in TimeworksPlus, go to Reports, *Download Activity Files*.

Pay Period = Pay period you are running payroll for

Employees to include = All employees (including inactive)

Additional Filtering = Leave blank

What do I do with File = Download

File format name = evolution

Make sure you remember where this file has been saved so you can pull this into Evolution. Example: XXXXevolution.txt (XXXX = Company #)

STEP 3: 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.

STEP 4: Log into Evolution and create a new payroll. Make sure to say NO to standard hours and YES to auto create checks, unless otherwise instructed by your CSR.

STEP 5: Click on Import Tab. Confirm Source and Exception file name. (XXXX below = Company #)

Example: Source File name = C:\TCimport\XXXXevolution.txt

Example: Exception report file name = C:\TCimport\XXXXevolutionexception.txt

NOTE: You must have something in the exception file path name, or you will not be allowed to import

STEP 6: Make sure "Look EE up by" is marked Custom #, "DBDT Match" is Partial and "File Format" is Fixed Positions, unless otherwise instructed by your CSR. If you have an employee that will be getting paid at a different rate under a different department, be sure you are selecting the Use employee pay rates radial.

STEP 7: Click on the IMPORT TO PAYROLL BUTTON. A graph of completion will appear. Click on VIEW IMPORT FILE BUTTON to review the Exception Report. Please note the exceptions listed on this report have NOT imported into the payroll. You will need to manually enter this information. Close exception report.

STEP 8: Click on the Earnings and Deductions Tab, compare totals to summary report and make any needed adjustments or additions. Hit Payroll, then Preprocess. Recheck totals and check count.

STEP 9: Click on Payroll button, then on SUBMIT PAYROLL. Payroll has been submitted to PayData for processing.