

TimeworksPlus to Evolution Payroll Import Procedures

STEP 1: In 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 #)

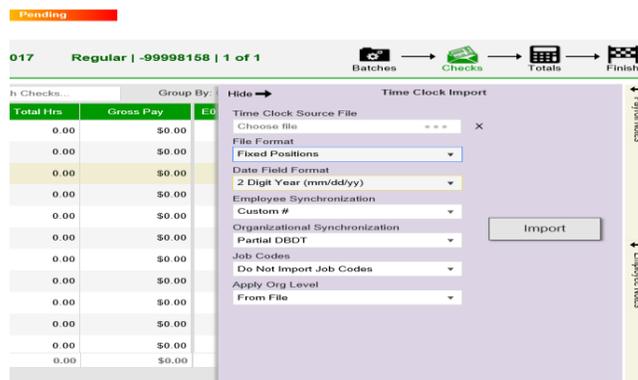
STEP 3: From the Maintenance Menu on the left, go to *Finalize Pay Period*. Select the pay period you just exported payroll for and select the Finalize Pay Period button. Finalizing punches ensures that future changes to the programming of the clock will not affect prior data.

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

NOTE: You will see a time clock import screen here **DO NOT USE IT** – you must use the Time Clock Import tab shown below. Failure to do so will result in scheduled ED's being omitted from checks.

STEP 5: Click on Time Clock Import Arrow. (see print screen below)

Under Time Clock Source File, select the three gray dots to select the file you saved from TimeworksPlus. Example: C:\TCimport\XXXXevolution.txt (XXXX = Company #)



STEP 6: Make sure “Employee Synchronization” is marked Custom #, “Organizational Synchronization” is Partial and “File Format” is Fixed Positions, unless otherwise instructed by your CSR.

STEP 7: Click on the IMPORT BUTTON. A Timeclock Logfile will appear – like the one below. Please note the exceptions listed on this report have NOT imported into the payroll. You will need to manually enter this information. If you have no exceptions, you can close the exception report by selecting Continue.



STEP 8: Click on the  icon to compare totals to the summary report that you ran in TimeworksPlus and make any needed adjustments or additions. Select the  icon, and make any other adjustments.

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