



Using Paychex Online Payroll Import and the Universal Time Clock

RTC-1000 and SB-100 PRO Universal Time Clocks

Before Importing:

Before you begin your payroll import using the Universal Time Clock export file, confirm the following were completed during your Paychex Online Payroll initial setup:

- Your company was designated as using Simple Labor Distribution.
- Your Submission Method was set to “Online” and the Import Usage was set to “Uses non-Paychex compliant files.”
- Your earnings and deductions include and “overtime 2” pay type.

Contact your Paychex representative for assistance with confirming these items.

Setting up the Import File:

1. Log in to Paychex Online Payroll.
2. Access the Import File Setup page from the Home page. Click **Preferences** and select **Import File Setup**.
3. Confirm the File Format: filed default is Comma Delimited – Unquoted Strings. **(1)**
4. Type **1** in the Number of Header Records: filed. **(2)** This field defaults to “0”. Employee ID automatically displays in the Selected Fields list. **(3)**

Import File Setup

To import files created in Microsoft Excel® or a similar spreadsheet application, you must do a one-time setup, which includes choosing the file format, the fields in the file, and the number of header and trailer records.

*File Format: Comma Delimited - Unquoted Strings Number of Header Records: 1 Number of Trailer Records: 0

Drag the fields in your import files from Available Fields to Selected Fields. The fields in the Selected Fields list must be in the same order as those in your files. To change the order, drag a field up or down in Selected Fields. Some fields may be selected more than once.

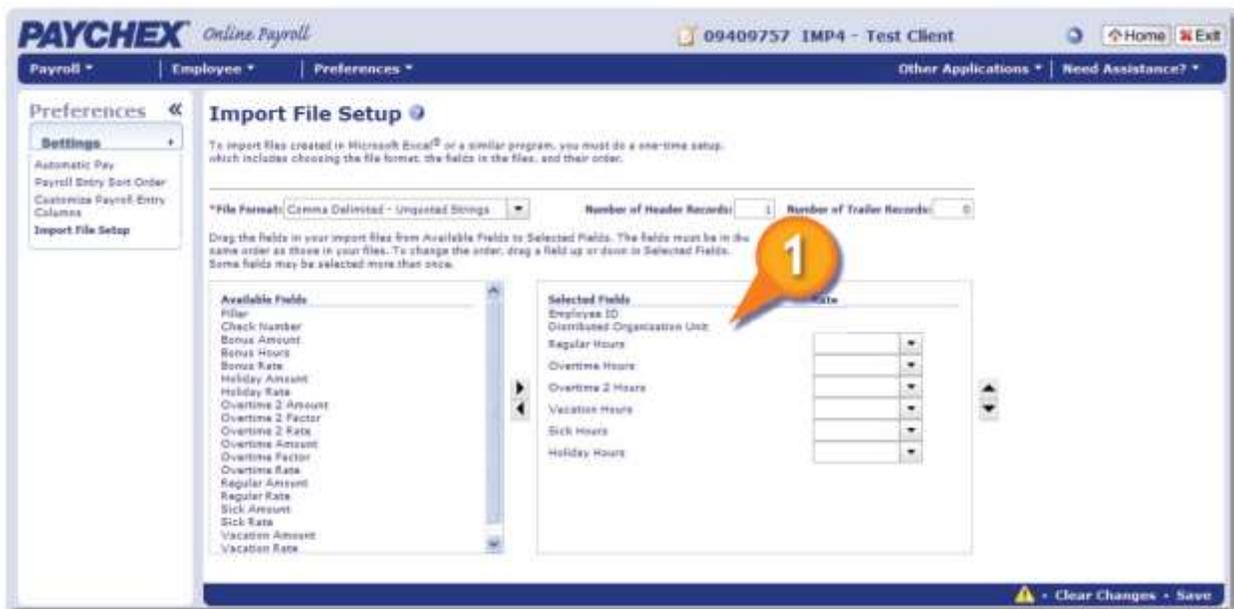
Available Fields	Selected Fields	Rate
Exp Reimb Non Tax Rate	Employee ID	
Fringe Noncash Txble Amount		
Fringe Noncash Txble Hours		
Fringe Noncash Txble Rate		
Holiday Amount		
Holiday Rate		
Loan Amount		
Overtime Amount		
Overtime Factor		
Overtime Rate		
Regular Amount		
Regular Rate		
S125 Amount		
Sick Amount		
Sick Rate		
ST DBL PMT Amount		
ST DBL PMT Hours		
ST DBL PMT Rate		
Vacation Amount		

Clear Changes • Save

5. Using the right-facing arrow to the right of the Available Fields list, move the following fields into the Selected Fields list:
 - Distributed Organization Unit
 - Regular Hours
 - Overtime Hours
 - Overtime 2 Hours
 - Vacation Hours
 - Sick Hours
 - Personal Hours
6. Click **Save**.

Once complete, the Selected Fields (1) list should display the following fields:

- Employee ID
- Distributed Organization Unit
- Regular Hours
- Overtime Hours
- Overtime 2 Hours
- Vacation Hours
- Sick Hours
- Personal Hours



Importing Payroll Using the Universal Time Clock Export File

1. Click **Start Payroll** and select **Import**. (1)
2. Click **Select File** (2) to locate the payroll file. Browse to find your saved payroll file.
3. Click **Process**. (3)
4. Review the messages received to confirm the file processed successfully.



Review and Submit Payroll

1. Once you finish importing and entering payroll, from the Import screen, click **Go to Payroll** and select **Review Payroll**. (4)
2. Confirm your payroll by reviewing the check and payroll totals of hours and earnings. To calculate and view the complete payroll, click **Payroll Journal**.
3. Click **Submit Payroll** to release your payroll to Paychex for processing. (5)

