Using Paychex Online Payroll Import and the Universal Time Clock

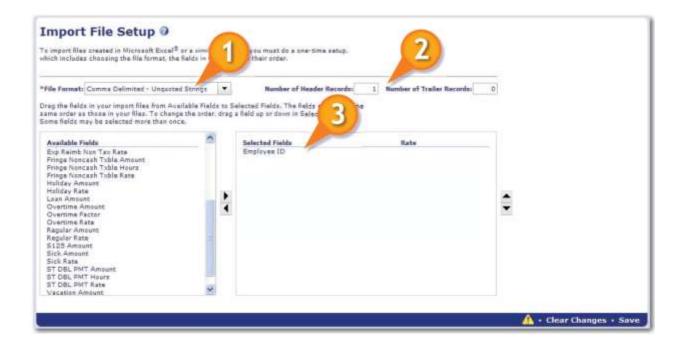## RTC-1000 and SB-100 PRO Universal Time Clocks

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)

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

Once complete, the Selected Fields **(1)** list should display the following fields:
    - o Employee ID
    - o Distributed Organization Unit
    - o Regular Hours
    - o Overtime Hours
    - o Overtime 2 Hours
    - o Vacation Hours
    - o Sick Hours
    - o 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, cock **Go to Payroll** and select **Review Payroll. (4)**

2. Confirm your payroll be 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)**