

# Universal Time Clock<sup>®</sup>

---

## *Paychex<sup>®</sup> Online Payroll Export Program User Guide*

---



**PAYCHEX<sup>®</sup>**



## Table of Contents

---

<b>Table of Contents</b> .....	<b>1</b>
<b>Paychex Online Payroll Export Program</b> .....	<b>3</b>
<b>Chapter 1: Setup and Getting Started</b> .....	<b>4</b>
System Requirements .....	4
Support and Troubleshooting .....	4
Installing the Paychex Online Payroll Export Program .....	5
Input Paychex Employee ID into the Employee Time Clock Software .....	5
<b>Chapter 2: Create the Paychex Online Payroll Export File</b> .....	<b>6</b>
<b>Chapter 3: Setting Up Paychex Online Payroll to Accept the Export File</b> .....	<b>8</b>

## Paychex Online Payroll Export Program

---

Icon Time Systems, Inc., An Oregon Corporation.

Notice: The information contained in this document is subject to change without notice.

ICON TIME SYSTEMS MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF THE MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. ICON TIME SYSTEMS shall not be liable for errors contained herein, or for incidental consequential damages in connection with the furnishing, performance, or use of this material.

This document contains proprietary information that is protected by copyright. All rights are reserved. No part of the document may be photocopied, reproduced, or translated to another language without the prior written consent of Icon Time Systems, Inc.

Icon Time Systems  
15201 N.W. Greenbrier Parkway, Suite A1  
Beaverton, Oregon 97006  
1-800-847-2232  
[www.icontime.com](http://www.icontime.com)

Copyright © 2013 Icon Time Systems, Inc. All rights reserved.

Reproduction of this document in whole or in part is strictly prohibited. This document may contain typographical or copy errors. Universal Time Clock, Icon Time Systems, the Icon Time Systems logo, and all other Icon Time Systems product names mentioned in this document are registered trademarks of Icon Time Systems.

All other products, brand names, or company names mentioned in this document are properties and trademarks or registered trademarks of their respective companies.



## Chapter 1: Setup and Getting Started

---

Congratulations on the purchase of your Universal Time Clock™ from Icon Time Systems! Your purchase includes a free Paychex Online Payroll Export program that will make inputting employee payroll hours to Paychex Online Payroll easier than ever.

This User Guide will walk you through installing the Paychex Online Payroll Export and importing employee payroll hours into Paychex Online Payroll.

The Paychex Online Payroll Export program creates an export file (CSV) from the time clock that will be imported into your Paychex Online Payroll account.

The following items will be included in the Paychex Online Payroll Export file:

- Paychex Employee ID
- Regular Time
- Overtime 1
- Overtime 2\*
- Department \*
- Vacation, Sick, and Personal Accrual Hours\*
- Non-worked Hours\*

\*Requires purchase of the Rules Pack Upgrade.

### NOTE:

- Before setting up the Paychex Online Payroll Export, be sure to set up your time clock by following the instructions in the Universal Time Clock User Guide.

Access the User Guide at the following link:

[http://www.icontime.com/pdfs/Universal\\_Time\\_Clock\\_2.0\\_User\\_Guide.pdf](http://www.icontime.com/pdfs/Universal_Time_Clock_2.0_User_Guide.pdf)

- Your Paychex Online Payroll account must be set up to accept the export file by your Paychex Payroll Specialist. Follow the instructions in Chapter 3 of this guide for instructions.

## System Requirements

---

- Windows Based PC – OS Windows 2000, XP, Vista or Win 7 (32 or 64 bit)
- RTC-1000 2.0 or SB-100 PRO 2.0 Universal Time Clock
- Universal Employee Time Clock must be setup and connected
- Paychex Online Payroll Account

## Support and Troubleshooting

---

Our technical support site lists more troubleshooting tips and how-to's to assist you with your employee time clock. You can reach this site at [www.support.icontime.com](http://www.support.icontime.com).

Upon product registration, you receive a complimentary 30-day trial of our Gold Technical Support Plan. This includes unlimited telephone support, troubleshooting, and remote assistance. For subscribers of our technical support plans, your dedicated support team can be reached Monday through Friday from 7:30am to 4:30pm (Pacific Time) at (800) 847-2232 option 1.

## Installing the Paychex Online Payroll Export Program

Installing the Paychex Online Export Program is simple; follow the steps below to install the Paychex Online Payroll Export Program.

1. Insert the **Setup Wizard and Documentation CD** that came with your time clock into your CD drive.
2. From the Setup Wizard, double-click on the **Install Paychex Online Export** icon to install the program.

### **PAYCHEX** Install Paychex Online Export

#### **VISTA & WIN 7 USERS ONLY:**

If your computer is running the Windows Vista or Win 7 Operating System, you must run the Paychex Online Export as an Administrator to complete the installation.

1. Click on the Windows **Start** menu.
2. Right-click on the **Paychex Online Payroll Export** icon and select **Properties**.
3. Select the **Advanced** button in the **Shortcut** tab, and select the **Run as administrator** option.

3. Follow the installation wizard to complete the installation.

## Input Paychex Employee ID into the Employee Time Clock Software

Next, you will need to enter the Paychex Employee ID number into the employee time clock software. To do this, you will need to go to each employee's custom **Edit an Employee** screen within the time clock software and input the Paychex Payroll ID number.

1. Open the Universal Time Clock software.
2. Open the **Roster Report** by hovering over the **Reports** menu and select **Roster**.
3. Click on the desired employee to bring up their individual **Edit an Employee** window.



EMPLOYEE SETTINGS	
Display ID	547
PIN/Badges	023

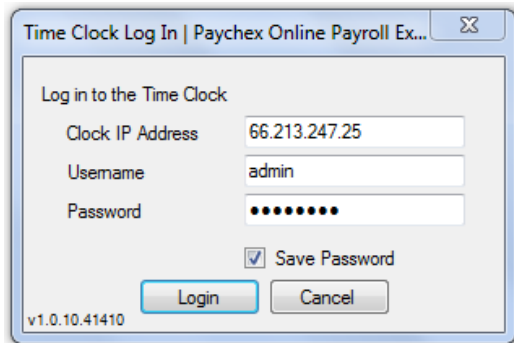
← Enter Paychex Employee Payroll ID Number Here

4. Enter the **Paychex Employee ID number** into the Display ID field in the Edit an Employee window - click **Submit**.
5. Repeat the steps for each hourly employee.

## Chapter 2: Create the Paychex Online Payroll Export File

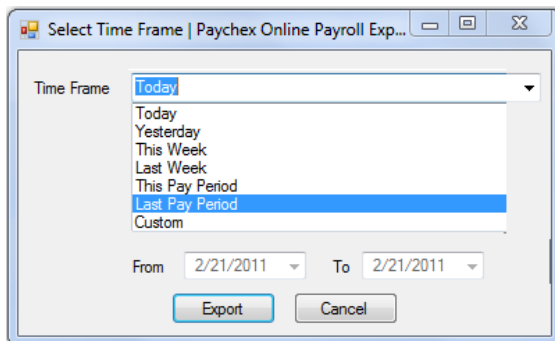
The Paychex Online Export Program will create a comma-delimited (CSV) file that will be imported into your Paychex Online Payroll service. Follow the instructions below to create the Paychex Online Payroll Export File.

1. Open the Paychex Payroll Export program.
  - Click on the Windows **Start** menu
  - Select **All Programs**
  - Click on the **Icon Time Systems** menu
  - Click on the **Paychex Online Payroll Export**
  - Select **Paychex Online Payroll Export** program to open the export program
2. In the Login screen, enter your time clock's **IP address** and the **Username** and **Password** used to log into your time clock. Click the **Login** button.



### Log In to the Time Clock

3. In the **Paychex Export Time Frame** screen, select the pay period or **Time Frame** that you want included in the export file. The pay periods are based on the dates established in the Pay Preferences section in the time clock software.

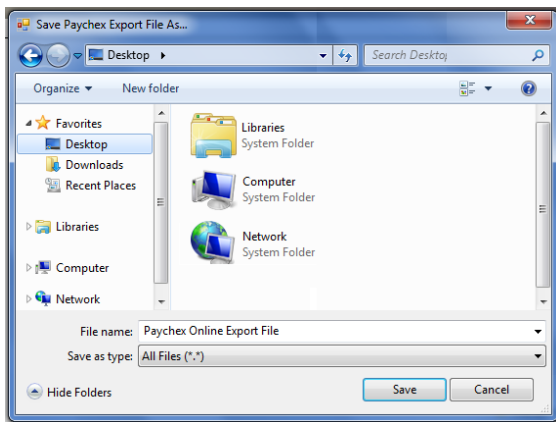


### Select the Time Frame

If a custom time frame is desired, select the dates from the calendar in the **From** and **To** fields.

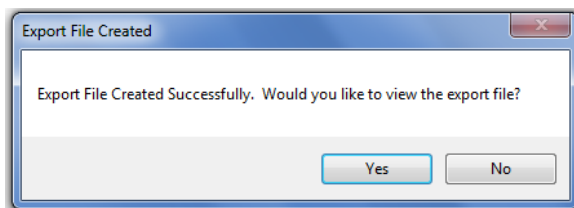
4. Click on **Export** to create the Paychex Online Payroll Export file.

5. In the Save Paychex Export File As... window browse for the location where you wish to save the export file.



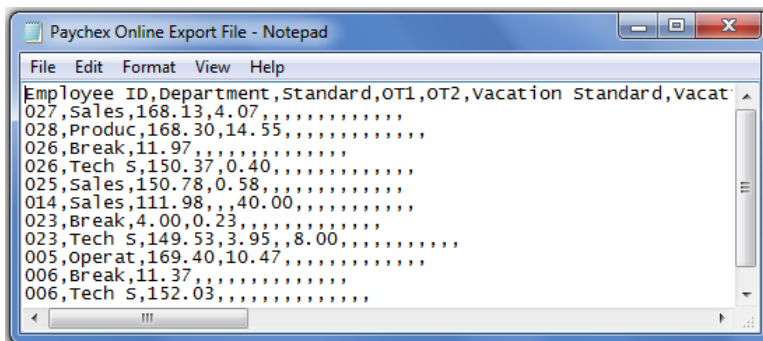
### Save the Paychex Export File

6. Click the **Save** button to save your changes.
7. If the export is successful, the following message will appear:



### Export Saved Successfully

8. By selecting **Yes** your export file will open in Notepad, allowing you to view the contents of the export file.



### View the Paychex Export File Contents

## Chapter 3: Setting Up Paychex Online Payroll to Accept the Export File

---

Before the Paychex Online Export file can be imported into Paychex Online, your Paychex Online Payroll account must be set up to accept the file.

Setup must be completed for the initial Paychex Online Payroll Export. After Paychex Online Payroll has been set up to accept the export file, you will be able to directly import the Paychex Online Payroll export file into Paychex Online Payroll.

1. Follow the instructions at the link below to set up Paychex Online Payroll to accept the export file.  
[http://www.icontime.com/images/docs/Using\\_Paychex\\_Online\\_Payroll\\_Import\\_and\\_the\\_Universal\\_Time\\_Clock.pdf](http://www.icontime.com/images/docs/Using_Paychex_Online_Payroll_Import_and_the_Universal_Time_Clock.pdf)

---

**Note:** Contact the Paychex Payroll Service Center with any specific questions that you have on importing the payroll file into Paychex Online Payroll.