

# TimeClock Plus Export File Process

The export process pulls approved hours for a specified time frame out of TimeClock Plus and writes them to a text file, which is then loaded into Banner for payroll processing.

## Pre-Export Steps

The following steps must be taken **prior to** the export. **Not completing these steps can cause an employee to be paid incorrectly or not paid at all.**

1. **Employee Status** – Make sure that no employees remain clocked in for the pay period you are exporting.

- My Dashboard
- Hours
- Schedules
- Employee
- Reports
- Tools
  - Employee Status
  - Other Tools
- Configuration

## Employee Status

Employee Filter    Position Filter    Cost Code Filter

All    Clocked In    On Break    Not In    Absent    On Leave    Last Punch    Hours

Segment    Refresh

Showing 3 records of 3    Selected 0 records

<input type="checkbox"/>	ID	First Name	Last Name	Note	Status	Position	Cost Code	Time In	Location
<input type="checkbox"/>	99999950	Hector	Valenz		Out				
<input type="checkbox"/>	99999971	Maria	Hill		Out				
<input type="checkbox"/>	99999987	Robert	Paulson		Out				

2. **Conflicting Shifts** – Check for and correct any conflicting shifts. Conflicting shifts can be located from two places:

a. Group Hours

My Dashboard

Hours

- Individual Hours
- Group Hours**
- Mass Hours
- Period Export

## Group Hours ☆

1st, adjust the date range

4/16/2024 to 4/30/2024 Manual

Start date      Stop date      Period

Update

Sort by: ID

2nd, adjust the employee filter to no longer exclude suspended/terminated employees

Employee Filter

Position Filter

Cost Code Filter

Segment Filter

Exception Filter

3rd, set the exception filter

### Exception Filter ?

- Required for close week
- Required for payroll exports and reports

- Other Approval      Approvals
- Conflicting Shifts**      Shift
- Long Shift      Shift
- Long Week      Shift
- Missed Punches      Shift

NOTE: Only segments with the selected exceptions will be shown

Restore default      Save as default      Cancel      **Filter**

b. The Conflicting Time Segments report

- My Dashboard
- Hours
- Schedules
- Employee
- Reports
  - Period Reports

4/16/2024 to 4/30/2024 Last Period

Start date Stop date Period

Adjust date range after selecting report.

Categories

- Payroll
- Position
- Scheduler
- Period
- Cost Code
- Accruals
- Miscellaneous
- Export Reports

Select a report

- 1 - All Export Exceptions \*
- 2 - Conflicting Time Segments \*
- 3 - Unresolved Missed Punches \*
- 4 - Unapproved Time Segments \*
- 5 - Payroll Detail - Reconciliation Report \*

3. **Missed Punches** – Make sure that all missed punches have been **corrected and approved**. Missed punches can be located from two places:

a. Group Hours

My Dashboard

Hours

- Individual Hours
- Group Hours**
- Mass Hours
- Period Export

## Group Hours ☆

1st, adjust the date range

4/16/2024 to 4/30/2024 Manual

Start date                      Stop date                      Period

Update

Sort by: ID

2nd, adjust the employee filter to no longer exclude suspended/terminated employees

Employee Filter

Position Filter

Cost Code Filter

Segment Filter

3rd, set the exception filter

Exception Filter

### Exception Filter ?

- Required for close week
- Required for payroll exports and reports

Long Shift                      Shift

Long Week                      Shift

Missed Punches                      Shift

Overtime                      Shift

Geofencing                      Shift

NOTE: Only segments with the selected exceptions will be shown

Restore default

Save as default

Cancel

Filter

b. The Unresolved Missed Punches report

- My Dashboard
- Hours
- Schedules
- Employee
- Reports**
  - Period Reports

4/16/2024  to 4/30/2024  Last Period 

Start date                      Stop date                      Period

Adjust date range after selecting report.

- Categories**
- Payroll
  - Position
  - Scheduler
  - Period
  - Cost Code
  - Accruals
  - Miscellaneous
  - Export Reports**

- Select a report**
- 1 - All Export Exceptions \*
  - 2 - Conflicting Time Segments \*
  - 3 - Unresolved Missed Punches \***
  - 4 - Unapproved Time Segments \*
  - 5 - Payroll Detail - Reconciliation Report \*

4. **Approvals** – Make sure that all the time has appropriate approvals. Time requiring approval(s) can be viewed through two places:

a. Group Hours

My Dashboard

Hours

- Individual Hours
- Group Hours**
- Mass Hours
- Period Export

## Group Hours

1st, adjust the date range

4/16/2024  to 4/30/2024  Manual 

Start date Stop date Period

Update

Sort by: ID 

2nd, adjust the employee filter to no longer exclude suspended/terminated employees

Employee Filter Position Filter Cost Code Filter Segment Filter Exception Filter

3rd, set the exception filter

### Exception Filter

 Feedback

Required for close week

Required for payroll exports and reports

Check this box always

Showing 27 records of 27 Selected 0 records

Exception	Category
<input type="checkbox"/> Employee Approval	Approvals
<input type="checkbox"/> Manager Approval	Approvals
<input type="checkbox"/> Other Approval	Approvals

Check the appropriate boxes based on the types of approval required for your department. This is usually just Manager Approval.

NOTE: Only segments with the selected exceptions will be shown

Restore default Save as default Cancel **Filter**

b. The Unapproved Time Segments report

The screenshot displays a software interface for report generation. On the left is a dark blue sidebar with menu items: My Dashboard, Hours, Schedules, Employee, Reports, and Period Reports (highlighted with a red box). The main content area features a date range filter at the top, enclosed in a red box, showing '4/16/2024' (Start date), '4/30/2024' (Stop date), and 'Last Period' (Period). A red arrow points to the 'Stop date' field with the text 'Adjust date range after selecting report.' Below this are two columns: 'Categories' and 'Select a report'. The 'Categories' column lists: Payroll, Position, Scheduler, Period (with a red arrow pointing to it), Cost Code, Accruals, Miscellaneous, and Export Reports (highlighted with a red box). The 'Select a report' column lists: 1 - All Export Exceptions \*, 2 - Conflicting Time Segments \*, 3 - Unresolved Missed Punches \*, 4 - Unapproved Time Segments \* (highlighted with a blue background and a red box), and 5 - Payroll Detail - Reconciliation Report \*.

5. **Reports** – Run report(s) to reconcile hours to be paid with your export file. The **Payroll Detail – Reconciliation Report** has been created with saved settings to assist with this.

4/16/2024  to 4/30/2024  Last Period 

Start date      Stop date      Period

**Categories**

Payroll

Position

Scheduler

Period

Cost Code

Accruals

Miscellaneous

Export Reports

**Select a report**

1 - All Export Exceptions \*

2 - Conflicting Time Segments \*

3 - Unresolved Missed Punches \*

4 - Unapproved Time Segments \*

5 - Payroll Detail - Reconciliation Report \*

Adjust date range after selecting report.

Scroll to the bottom of the report. Verify that all employees and hours to be paid are on the report.

Verify that the grand total (control total on the report) is in quarter hour increments. Make a note of the total hours listed for comparison later.

Note: this report displays in hours and minutes (ex: 3:15) and the export file will display in decimal (3.25)

<input type="checkbox"/>	Mon	4/29	12:00 PM	4/29	05:00 PM	199998-Test Position - Analyst II	0.00	5:00	5:00	0:00	8:00
<input type="checkbox"/>	Tue	4/30	08:00 AM	4/30	11:00 AM	199998-Test Position - Analyst II	0.00	3:00	3:00	0:00	
<input type="checkbox"/>	Tue	4/30	12:00 PM	4/30	05:00 PM	199998-Test Position - Analyst II	0.00	5:00	5:00	0:00	8:00
								16:00	16:00	0:00	16:00
						<b>Period Totals</b>		<b>88:00</b>	<b>88:00</b>	<b>0:00</b>	<b>88:00</b>
						<b>Control Totals</b>		<b>222:00</b>	<b>222:00</b>	<b>0:00</b>	<b>0:00</b>

# Payroll Export

My Dashboard

Hours

- Individual Hours
- Group Hours
- Mass Hours
- Period Export**
- Time Sheets

1. Choose Banner for Texas Tech as the export format. The Banner Semi-Monthly Payroll template will load saved export settings automatically. The date range should update automatically when the export format is selected, but verify the date range is correct regardless.

## Period Export ☆

Template Banner Semi-Monthly Payroll

Export Format Banner for Texas Tech (7.1.44.2) ▾

- ASCII Text File (7.1.44.4)
- Banner for South Texas College (7.1.44.1)
- Banner for Texas Tech (7.1.44.2)**
- Comma Delimited (7.1.44.4)
- Costing Information (7.1.44.4)

4/14/2024 Start date

Template Banner Semi-Monthly Payroll

Export Format Banner for Texas Tech (7.1.44.2) ▾

4/16/2024 to 4/30/2024 Last Period ▾

Start date Stop date Period

2. Click "Expand all" to display all export settings on the page.

Template Banner Semi-Monthly Payroll

Export Format **Banner for Texas Tech (7.1.44.2)** Save as Load ▾

4/14/2024 to 4/20/2024 TimeClock Week ▾

Start date Stop date Period

Employee Filter Position Filter

Expand all Collapse all Generate

3. Update the Configuration settings. **Only adjust the audit flag and pay number. DO NOT ADJUST ANY OTHER FIELDS.**

Settings

File name

Split by position

Split by cost code

Export hours for salaried individuals

Configuration

**Default Earn Codes**

Earn Code Regular

Earn Code Overtime 1

Earn Code Overtime 2

**Company Settings**

Company ID

PictCode

Audit Flag

Pay Number

Shift

**DO NOT ADJUST** (pointing to File name, Split by position, Split by cost code, Export hours for salaried individuals, and Shift)

**Adjust Audit Flag and Pay Number** (pointing to Audit Flag and Pay Number)

- Audit Flag – designates how the file is processed
  - **A – Audit mode:** will tell the Banner import to perform pre-edits and indicates that the file is not ready for payroll processing. Files may be run in audit mode repeatedly. This is basically a practice file. Your first export must be in audit mode
  - **U – Update mode:** will tell the Banner import to perform pre-edits and indicate that the file is ready for payroll processing. This is the file that will be paid out.
- Pay Number – indicates which payroll the export is for. This number can be found on the Payroll Pay Schedule. The pay number is also provided on the export email reminder sent out by Payroll Systems Support.

Enter an Audit Flag of A, then enter the pay number.

#### Configuration

Default Earn Codes	Company Settings
Earn Code Regular <input type="text" value="RGH"/>	Company ID <input type="text" value="108"/>
Earn Code Overtime 1 <input type="text" value="RGH"/>	PictCode <input type="text" value="SM"/>
Earn Code Overtime 2 <input type="text"/>	<b>Audit Flag <input type="text" value="A"/></b>
	<b>Pay Number <input type="text" value="7"/></b>
	Shift <input type="text" value="1"/>

4. Click the **Generate** button. When asked if you would like to “Save changes to selected template before processing?” Click **Cancel**.

4/16/2024 to 4/30/2024 Last Period

Start date Stop date Period

[Employee Filter](#) [Position Filter](#)

[Expand all](#) [Collapse all](#) **Generate**

Save changes to the selected template before processing?

If exceptions exist, the Show Exceptions button will be red. Click on this button to view any time segments that may have errors that could affect employee pay (missed punches, lack of manager approval, etc.) **DO NOT PROCEED WITH DOWNLOADING AND SUBMITTING AN EXPORT FILE UNTIL EXCEPTIONS ARE RESOLVED.**

Processing ? Feedback

Process complete.  
100%

Elapsed 0:03  
Remaining 0 min

[Close](#) Show Exceptions Download

Employee Exceptions


Showing 1 records of 1

ID	Name	Exception
99999950	Hector Valenz	● Employee is missing manager approval on some segments.

Once exceptions are no longer present, repeat export steps 1-4. When there are no exceptions the dialog box will appear as below. Note that the “Show Exceptions” button is not showing.

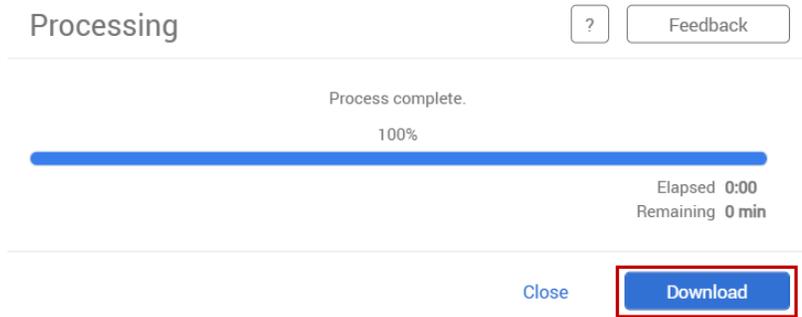
Processing ? Feedback

Process complete.  
100%

Elapsed 0:00  
Remaining 0 min

[Close](#) Download

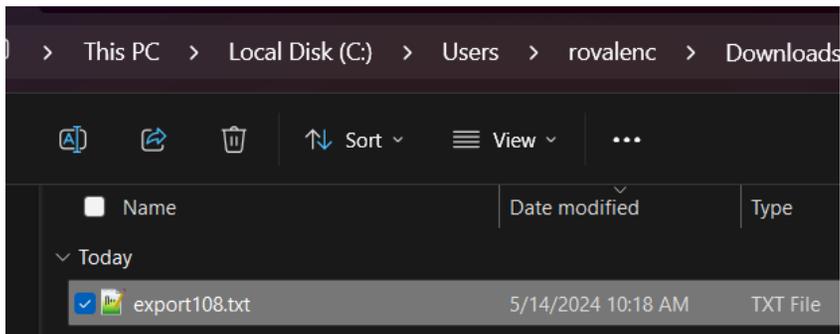
5. Click **Download** and save the file to a location of your choosing.



The file will be named `export##.txt`, where the `##` is your company number. For example company 10's file will be named `export10.txt`.

**You may rename your export file within the guidelines below:**

- The first part of the file name MUST remain **export##**
- The extension of the file MUST be **.txt**
- Any additions to the file name cannot contain any special characters like: -, \*, =, or spaces.



6. Open the file and review the total hours:

a. **Header Record** – has 6 data items in the following order separated by commas:

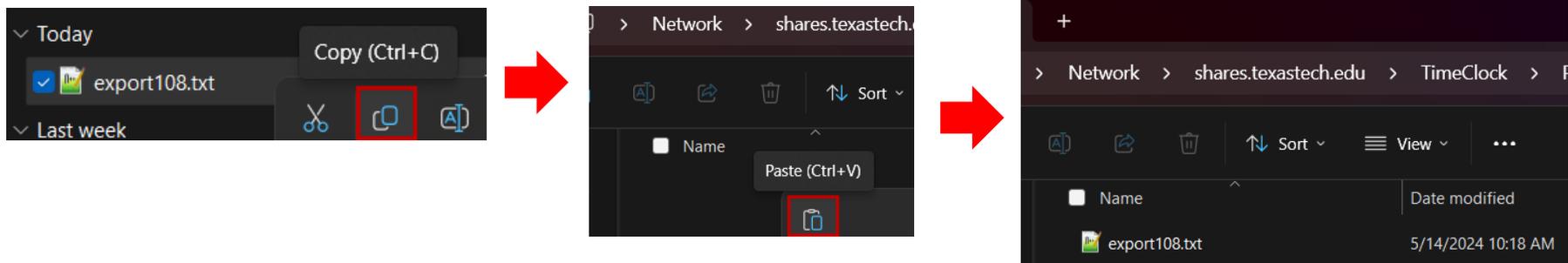
*Company Number, Total Records, Total Hours, Process mode (A, U), Exporter ID, Exporter Name*

```
108,31,222.00,A,R11574034,Roman Valencia
2024,14,R99999950,T99999,00,RGH,1,20240416,8.00,SM
2024,14,R99999950,T99999,00,RGH,1,20240417,8.00,SM
2024,14,R99999950,T99999,00,RGH,1,20240418,8.00,SM
2024,14,R99999950,T99999,00,RGH,1,20240419,8.00,SM
```

7. Compare the Total Hours in the header of the export file to the reconciliation report previously run. Verify that the total in the header matches the total hours on the report(s). **NOTE: If these hours do not match, there are exceptions that still need to be addressed (missed punch, etc.)** By default TimeClock Plus reports display totals in hours and minutes and the export file will display in decimal format. For example 4:45 on the report would show as 4.75 on the export text file.

Reconciliation Report					Export File
Period Totals	88:00	88:00	0:00	88:00	108,31,222.00,A,R11574034,
<hr/>					2024,14,R99999950,T99999,0
Control Totals	222:00	222:00	0:00	0:00	

8. Copy the export file from the location previously saved to the company export folder. The file will automatically be picked up from the folder within 5-10 minutes for processing. If the file has not been picked up after 10 minutes, please email [supportpayrollservices@ttu.edu](mailto:supportpayrollservices@ttu.edu). Do NOT place multiple files in the export folder.



9. Once the file has processed you will receive emails from [eprint@capri.tosm.ttu.edu](mailto:eprint@capri.tosm.ttu.edu) with links to the following reports for your review:

- **HR\_TCP\_##** (where ## is the company number):
  - This report list the records that will be uploaded to Banner for payroll processing. This report is not important.
- **HR\_TCP\_##\_e** (where ## is the company number):
  - This report lists errors **that need to be researched and corrected as needed.**
  - Viewing ePrint reports requires an Oracle ID and Password. This is NOT your eRaider credentials.

Typical Errors:

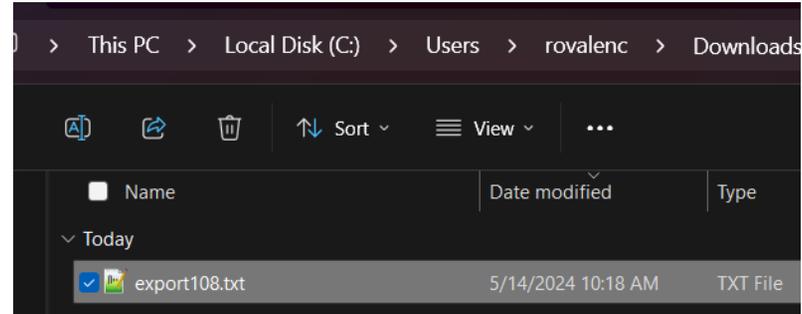
- **Hours NOT Quarter hour increment:** Hours must be rounded to the quarter hours (i.e. .25, .50, .75, .00)
- **Hours exceed 24 hours for the day:** Hours need to be corrected to the number of hours worked.
- **Hours exceed the 8 hours allowed for [Leave Code]:** This may be okay, if the employee works a shift that is greater than 8 hours and is eligible to take leave. If you are unsure, contact your Human Resources office.
- **Any other errors: Please contact [support.payrollservices@ttu.edu](mailto:support.payrollservices@ttu.edu) for assistance.**

**Research and correct all errors, or employees may be paid incorrectly or not at all. If you are unsure how to correct an error, email [support.payrollservices@ttu.edu](mailto:support.payrollservices@ttu.edu) for assistance.**

## 10. Final Steps

- Once ePrint errors are corrected, generate and download a new export file in TCP with an audit flag of A. This is another practice file that needs to be checked to make sure no more ePrint errors are present. Place a copy of the export file into the export folder and check again for ePrint errors once the file processes. The submission of export files with an audit flag of A need to continue until all ePrint errors are resolved.

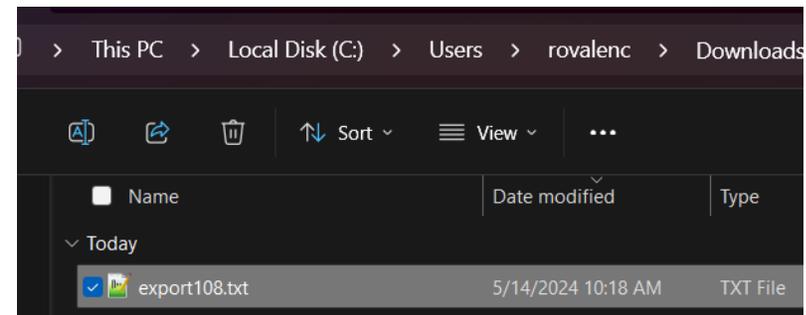
Default Earn Codes	Company Settings
Earn Code Regular <input type="text" value="RGH"/>	Company ID <input type="text" value="108"/>
Earn Code Overtime 1 <input type="text" value="RGH"/>	PictCode <input type="text" value="SM"/>
Earn Code Overtime 2 <input type="text"/>	<b>Audit Flag</b> <input type="text" value="A"/>
	Pay Number <input type="text" value="7"/>
	Shift <input type="text" value="1"/>



- If ePrint errors are no longer present, or none were present to begin with, generate and download a new and final export file with an audit flag of U. This will NOT be a test file. This is the export file that will pay time through Banner. Place a copy of the export file into the export folder and allow it to process. You will receive ePrint reports again, but it is not necessary to check them for errors since all errors are resolved.

Configuration

Default Earn Codes	Company Settings
Earn Code Regular <input type="text" value="RGH"/>	Company ID <input type="text" value="108"/>
Earn Code Overtime 1 <input type="text" value="RGH"/>	PictCode <input type="text" value="SM"/>
Earn Code Overtime 2 <input type="text"/>	<b>Audit Flag</b> <input type="text" value="U"/>
	Pay Number <input type="text" value="7"/>
	Shift <input type="text" value="1"/>



## Final Notes:

- The most recent export file processed in Update (U) mode, by the export deadline, is what will be paid. If you fail to submit a file in Update mode by the deadline, your employees **will NOT be paid**.
- Export deadlines can be found on the *Payroll Pay Schedule* located on the Payroll & Tax Services website: <http://www.depts.ttu.edu/payroll/pay-schedule/index.php>
- If an employee has even **ONE** time segment that is not approved or a missed punch that has not been corrected and approved, they will **NOT** be paid for **any** of their hours.
- If an employee is not paid, a *Manual Check Request* must need to be submitted to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).