

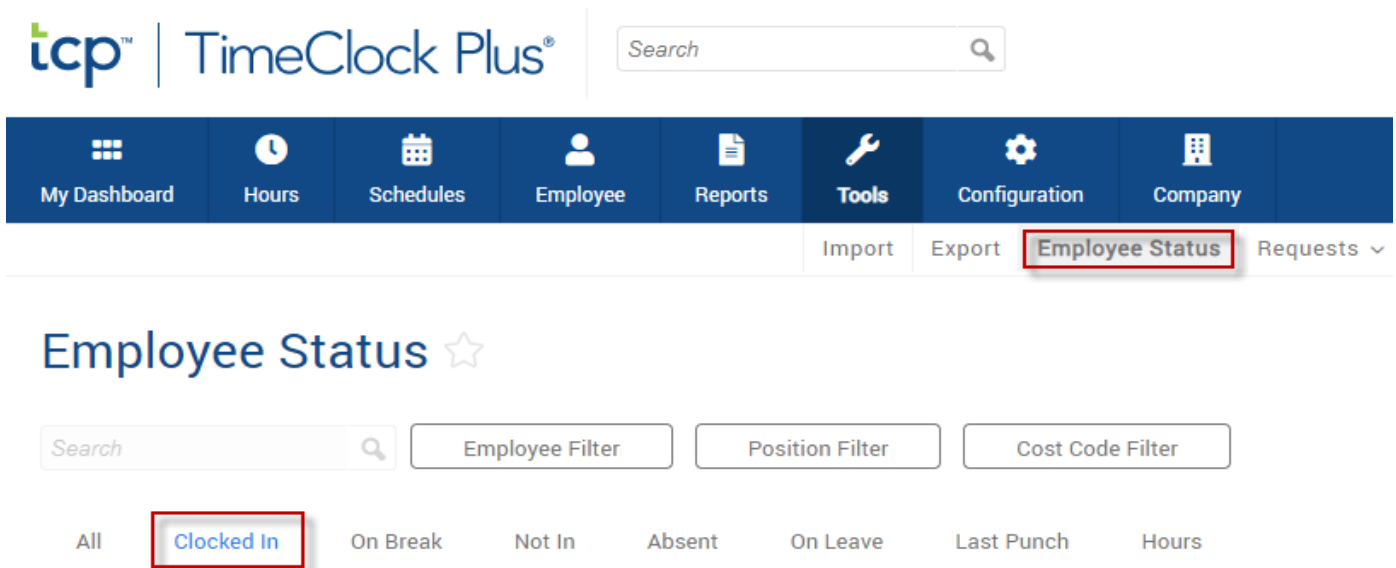
TimeClock Plus Export File Process

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

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

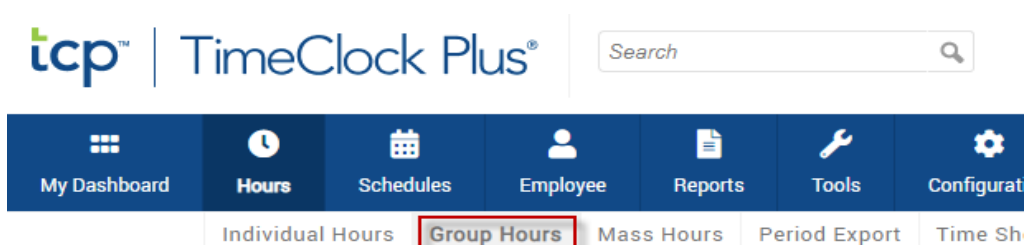
1. **Employee Status** – Make sure that no employees remain clocked in for the pay period you are exporting



The screenshot shows the TimeClock Plus interface. At the top left is the logo 'tcp | TimeClock Plus®' and a search bar. Below is a navigation bar with icons for My Dashboard, Hours, Schedules, Employee, Reports, Tools, Configuration, and Company. Underneath the navigation bar are buttons for Import, Export, Employee Status (highlighted with a red box), and Requests. The main heading is 'Employee Status' with a star icon. Below this are filter buttons: Search, Employee Filter, Position Filter, and Cost Code Filter. At the bottom, there are tabs for All, Clocked In (highlighted with a red box), On Break, Not In, Absent, On Leave, Last Punch, and Hours.





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

- a. Group Hours



The screenshot shows the TimeClock Plus interface. At the top left is the logo 'tcp | TimeClock Plus®' and a search bar. Below is a navigation bar with icons for My Dashboard, Hours, Schedules, Employee, Reports, Tools, and Configurat. Underneath the navigation bar are buttons for Individual Hours, Group Hours (highlighted with a red box), Mass Hours, Period Export, and Time Sh.

Group Hours

Sort by: ID  6/12/2022  to 6/25/2022  Open Weeks  Update

Start date Stop date Period

First, adjust the date range


Employee Filter Position Filter Cost Code Filter Exception Filter Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit


Second, change the Employee Filter to include suspended/terminated employees **Third, set the Exception Filter**

Exception Filter ? Feedback

Required for close week
 Required for payroll exports and reports



<input type="checkbox"/>	Long Shift	Shift
<input type="checkbox"/>	Long Week	Shift
<input type="checkbox"/>	Missed Break	Shift
<input checked="" type="checkbox"/>	Missed Punches	Shift
<input type="checkbox"/>	Negative Accrual Balance	Shift

Check box 

NOTE: Only segments with the selected exceptions will be shown

Restore default Save as default Cancel Filter




b. The Unresolved Missed Punches report

The screenshot shows the TimeClock Plus interface. At the top, there is a search bar and a navigation menu with options: My Dashboard, Hours, Schedules, Employee, Reports, Tools, Configuration, and Company. The 'Reports' menu is expanded, showing 'Period Reports' and 'Scheduler Reports'. Below this, a date range selector is highlighted with a red box, showing '6/12/2022' as the start date, '6/25/2022' as the stop date, and 'Open Weeks' as the period. Red arrows point from the date fields to the 'Categories' list on the left. A red text annotation reads: 'Make sure to adjust date range after selecting report'. The 'Categories' list includes: Payroll, Position, Scheduler, Period, Cost Code, Accruals, Miscellaneous, Provisioning, and Export Reports *. On the right, the 'Select a report' panel is shown with a list of reports: All Export Exceptions *, Conflicting Time Segments *, Payroll Detail - Reconciliation Report *, Unapproved Time Segments *, and Unresolved Missed Punches *. The 'Unresolved Missed Punches' report is highlighted with a red box.

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

a. Group Hours

The screenshot shows the TimeClock Plus interface. At the top, there is a search bar and a navigation menu with options: My Dashboard, Hours, Schedules, Employee, Reports, Tools, and Configurat. The 'Hours' menu is expanded, showing 'Individual Hours', 'Group Hours', 'Mass Hours', 'Period Export', and 'Time Sh'. The 'Group Hours' option is highlighted with a red box.

6/12/2022  to 6/25/2022  Open Weeks 

Start date Stop date Period

Categories

Make sure to adjust date range after selecting report

* = Custom Category

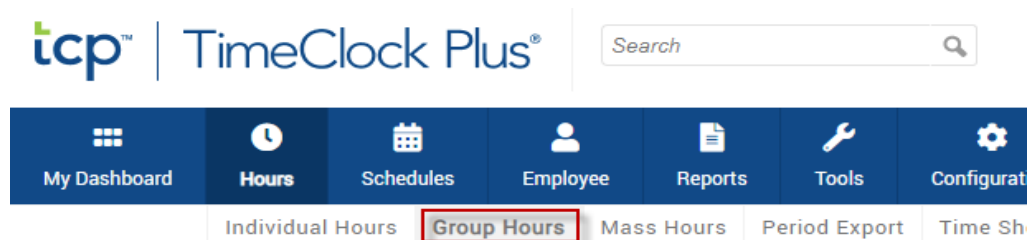
Payroll
Position
Scheduler
Period
Cost Code
Accruals
Miscellaneous
Provisioning
Export Reports *

Select a report

All Export Exceptions *
Conflicting Time Segments *
Payroll Detail - Reconciliation Report *
Unapproved Time Segments *
Unresolved Missed Punches *

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

a. Group Hours



Group Hours ☆

Sort by: ID ↑ ⌵ ⌵

6/12/2022 📅 to 6/25/2022 📅 Open Weeks ⌵ Update

Start date Stop date Period

First, adjust the date range

Employee Filter Position Filter Cost Code Filter Exception Filter Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit

Second, change the Employee Filter to include suspended/terminated employees **Third, set the Exception Filter**

Exception Filter

? Feedback

Required for close week

Required for payroll exports and reports

Check this box always

Search 🔍

Showing 27 records of 27 Selected 1 records

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

NOTE: Only segments with the selected exceptions will be shown

Restore default Save as default Cancel Filter

b. The Unapproved Time Segments report

Search 🔍

6/12/2022  to 6/25/2022  Open Weeks 
 Start date Stop date Period

Categories

Make sure to adjust date range after selecting report

* = Custom Category

Payroll
Position
Scheduler
Period
Cost Code
Accruals
Miscellaneous
Provisioning
Export Reports *

Select a report

All Export Exceptions *
Conflicting Time Segments *
Payroll Detail - Reconciliation Report *
Unapproved Time Segments *
Unresolved Missed Punches *

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.

6/12/2022  to 6/25/2022  Open Weeks 
 Start date Stop date Period

Categories

Make sure to adjust date range after selecting report

* = Custom Category

Payroll
Position
Scheduler
Period
Cost Code
Accruals
Miscellaneous
Provisioning
Export Reports *

Select a report

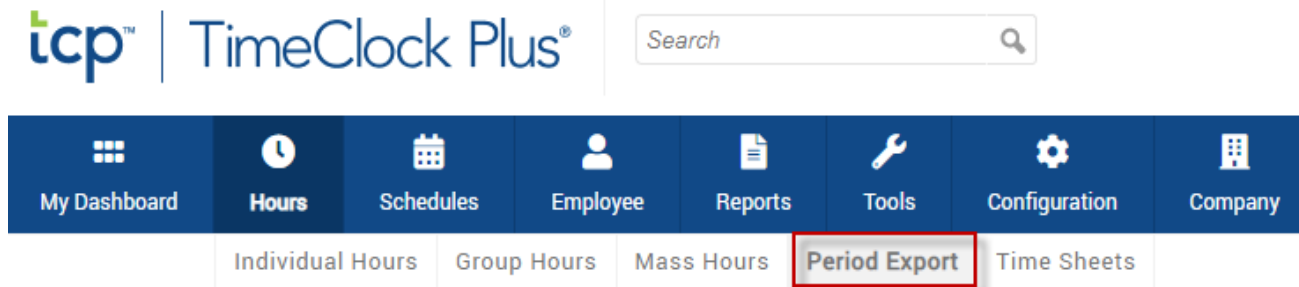
All Export Exceptions *
Conflicting Time Segments *
Payroll Detail - Reconciliation Report *
Unapproved Time Segments *
Unresolved Missed Punches *

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 for comparison later.

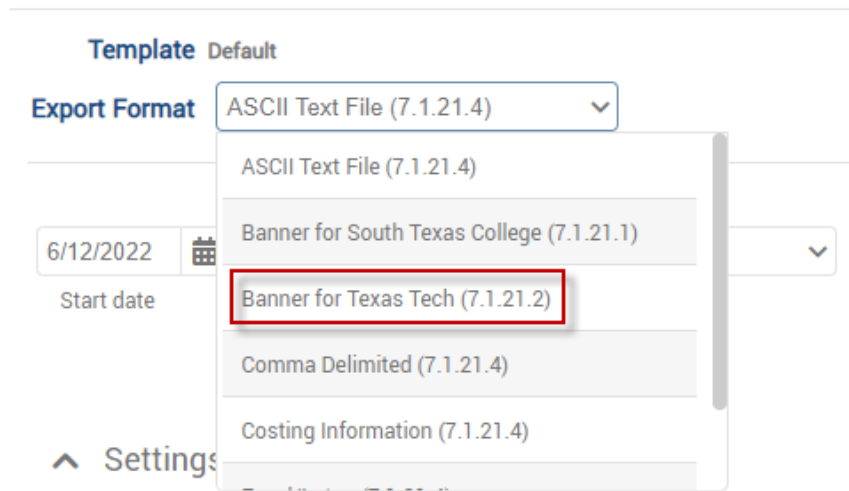
Note: this report displays in hours and minutes (ex: 3:15) and the export file will display in decimal (3.25)

Payroll Export



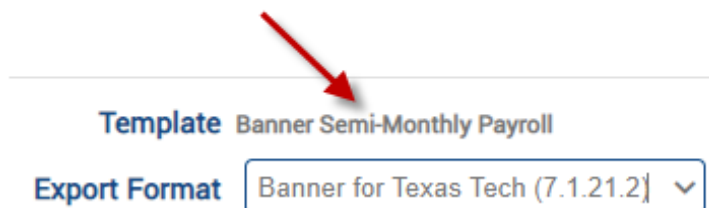
1. Choose the **Banner for Texas Tech** as the export format.

Period Export ☆



The Banner Semi-Monthly Payroll template will load default export settings automatically.



Period Export ☆



2. Verify the date range is correct. It should load automatically when the export format is selected.

Template Banner Semi-Monthly Payroll

Export Format Banner for Texas Tech (7.1.21.2) ▼

6/1/2022  to 6/15/2022  Last Period ▼

Start date Stop date Period

3. Enter Configuration settings. **You will only need to change the 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 indicate that the file is not ready for payroll processing. Files may be run in audit mode repeatedly. **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.
- Pay Number – indicates which payroll the export is for. This number can be found on the Payroll Pay Schedule: <http://www.depts.ttu.edu/payroll/pay-schedule/index.php>.

Settings

File name

Split by position

Split by cost code

Export hours for salaried individuals

Configuration

Default Earn Codes	Company Settings
Earn Code Regular <input type="text" value="RGH"/>	Company ID <input type="text" value="8"/>
Earn Code Overtime 1 <input type="text" value="RGH"/>	PictCode <input type="text" value="SM"/>
Earn Code Overtime 2 <input type="text"/>	Audit Flag <input type="text" value="U"/>
	Pay Number <input type="text" value="12"/>
	Shift <input type="text" value="1"/>

Only change these fields →

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

Template Banner Semi-Monthly Payroll

Export Format Banner for Texas Tech (7.1.21.2) Save as Load v

6/1/2022 to 6/15/2022 Last Period Employee Filter Position Filter

Start date Stop date Period 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.

Processing ? Feedback

Process complete.

100%

Elapsed 0:03
Remaining 0 min

Close Show Exceptions Download

Exception List ?

Employee Exceptions

Search

Showing 4 records of 4

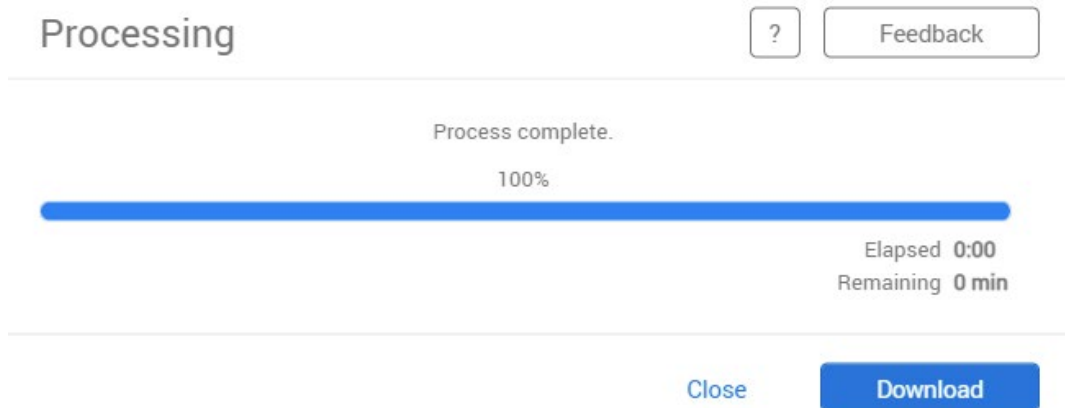
ID	Name	Exception
1	Norman Outlaw	Employee has blank missed punches.
1	Norman Outlaw	Employee has unapproved missed out punches.
4	Rolanda Birch	Employee has blank missed punches.
4	Rolanda Birch	Employee has unapproved missed out punches.

Download

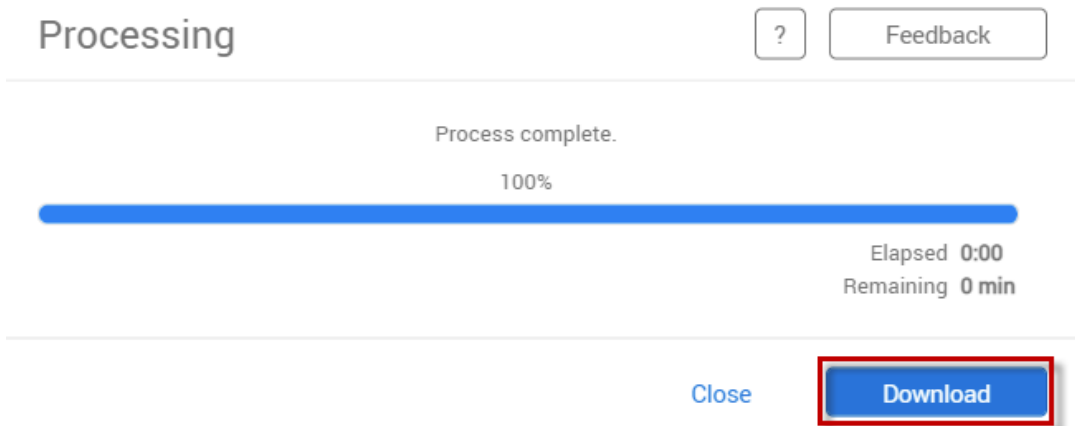
Close

Exceptions must be corrected, or employees may not be paid

Once all exceptions are corrected, 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.



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 following:

- 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

```
10,222,1676.75,U,R00024953,Tony Luna
2018,2,R00818999,T89724,00,HOL,1,20180101,8.00,SM
2018,2,R00818999,T89724,00,RGH,1,20180102,8.00,SM
2018,2,R00818999,T89724,00,RGH,1,20180103,8.00,SM
```

7. Compare the Total Hours in the header of the export file to the reconciliation report(s) 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 needs to be addressed (missed punch, etc.)

duve	16.27	6.00	6.00	6.00	6.00
	24:00	24:00	0:00	24:00	
Period Totals	94:30	88:00	6:30	94:30	
Control Totals	2690:30	2677:15	13:15	2690:30	

0	10	20	30	40
16,560	2690.50	A,R11574034,	Roman	Valencia

*Note: 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.

- 8. Move 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 support.payrollservices@ttu.edu. Please 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 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.

- **HR_TCP_##_e** (where ## is the company number):
 - This report lists errors **that need to be researched and corrected as needed.**
 - Once errors are corrected, re-export your file and check again for errors.

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 for assistance.**

Research and correct all errors, or employees may be paid incorrectly.

Once you receive an ePrint E report that shows no errors, you may perform one final export (U file)

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 the employee is not on the final export file that was submitted in Update mode, they will NOT be paid.
- If an employee is not paid, a *Manual Check Request* must need to be submitted to webmaster.payroll@ttu.edu.