TimeClock Plus Payroll File Export 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 Processes

The following steps need to be completed **prior** to the export process.

1. **Missed punches** – Make sure all missed punches have been corrected and approved. You can identify outstanding missed punches using the *Missed punches* utility or *Missed Punches Report*.
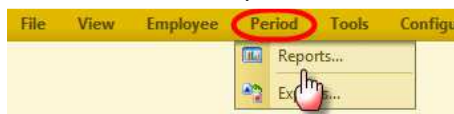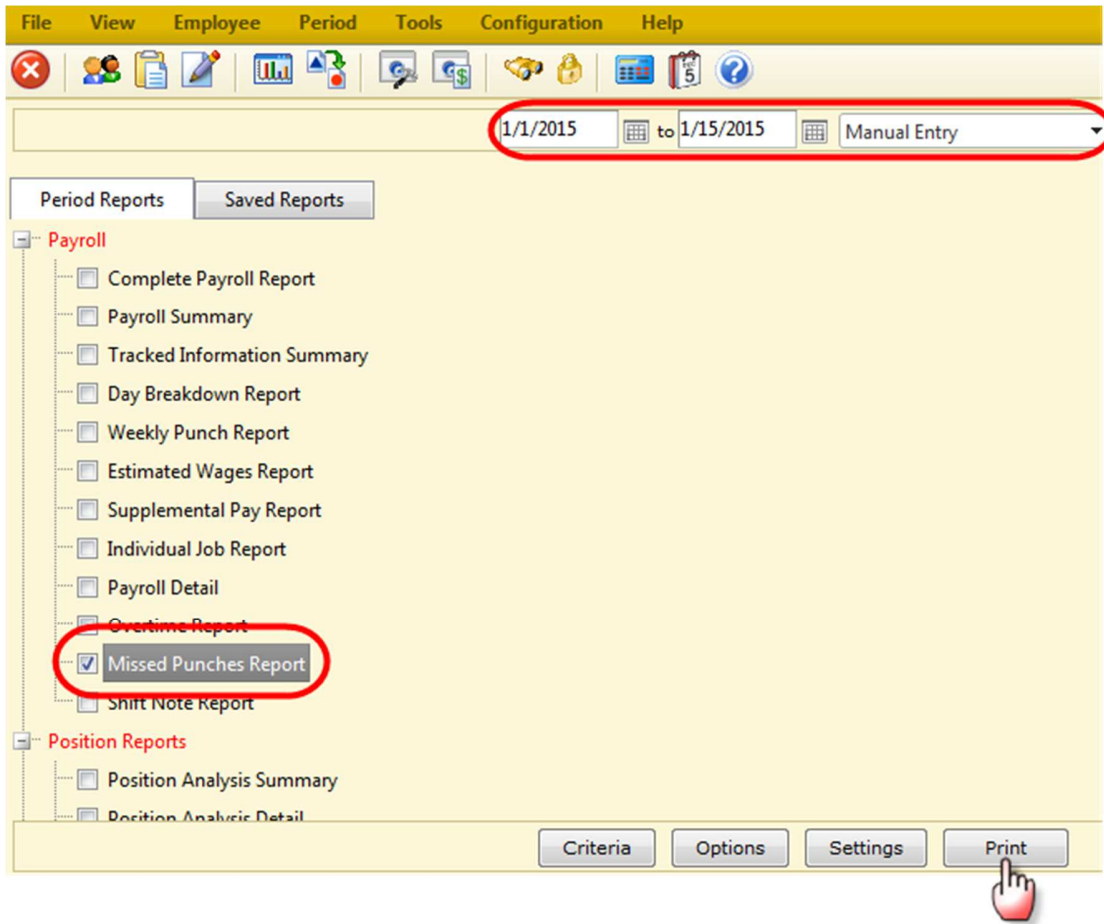

Change *Criteria* to include <u>suspended</u> and <u>terminated</u> employees
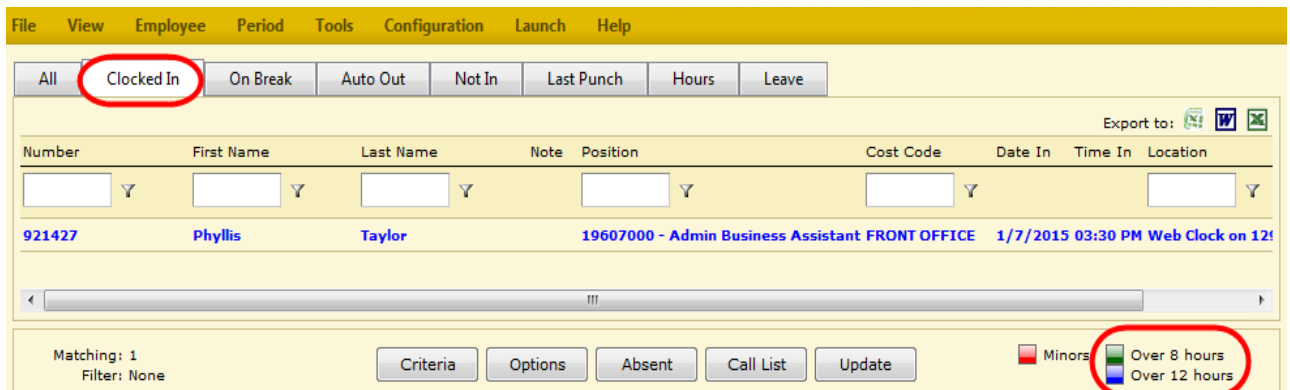
a. *Missed punches* utility:
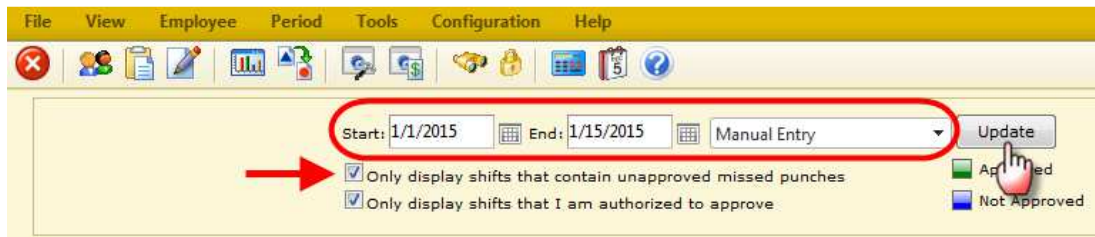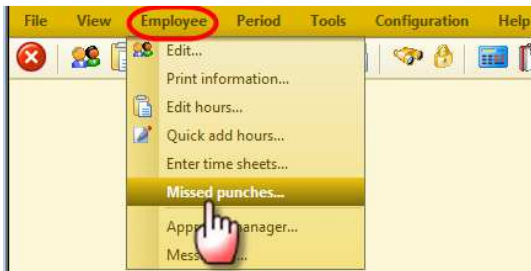
b. *Missed Punches Report*:

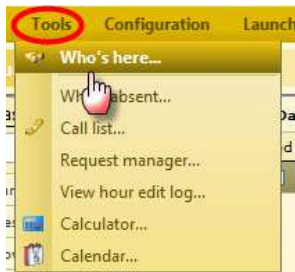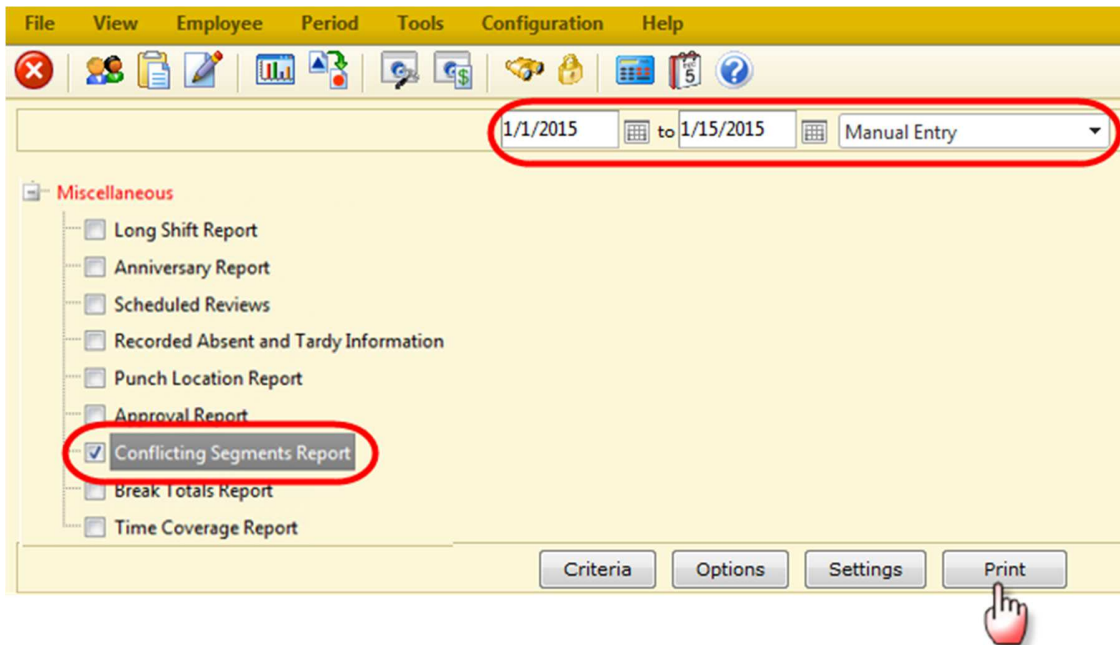2. **Who's here tool** – Make sure no employees remain clocked in for the pay period exporting.
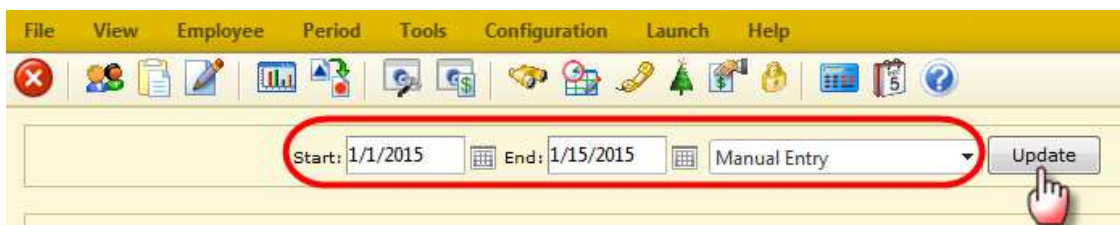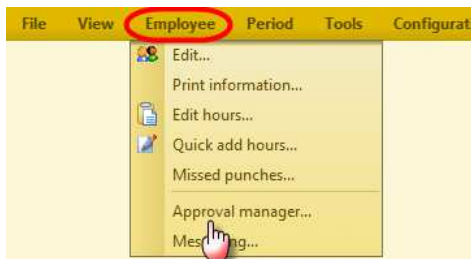
3. **Conflicting Segments** – Check for conflicting segments that need to be corrected.

Change *Criteria* to include suspended and terminated employees

4. **Approval Manager** – Make sure all time has been approved.

Change *Criteria* to include suspended and terminated employees

5. **Reports** – Run report(s) to reconcile hours to be paid back to the export file. A suggestion would be the *Payroll Detail* report, however you can run any report of your choosing to assist you.

Change *Criteria* to include <u>suspended</u> and <u>terminated</u> employees

Some reports do not automatically include the following:
- Grand total of hours worked for the entire department
- Missed punches that have <u>not</u> been corrected and approved

To include these items on the report go to *Settings* and check the appropriate boxes.

❖ **Verify all employees and hours to be paid on are the report**
❖ **Verify the <u>grand total</u> hours are rounded to the ¼ hour**
  o Minutes on reports are displayed differently than the export file.
    For example: 4 hours and 45 minutes will be displayed on the report as 4.45 whereas the export file will display 4.75
  o Reminder: time <u>manually</u> added or edited in TCP must be entered in ¼ hour increments

Payroll Export Process

Change *Criteria* to include <u>suspended</u> and <u>terminated</u> employees

1. Load the export settings:

Select *Banner Semi-Monthly Payroll* and click OK
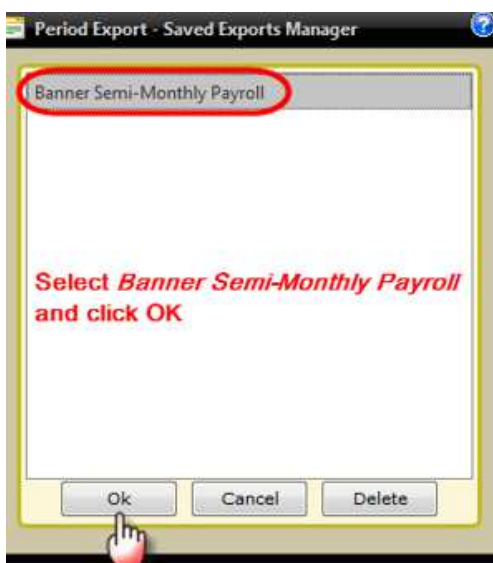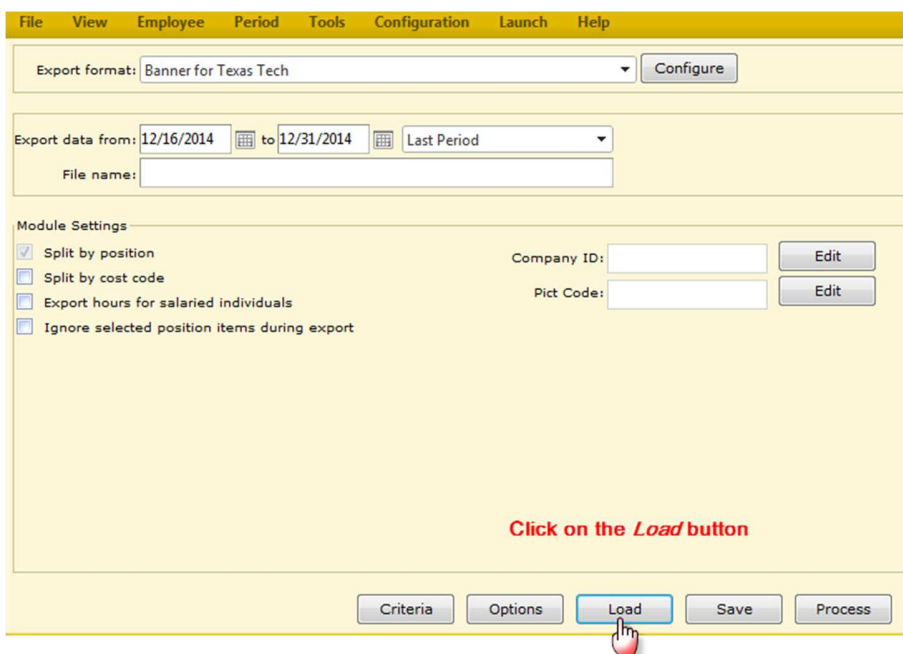
⚠️ LOAD <u>each</u> time the process is ran

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2. Change the date range to the pay period the export is for:

3. Enter configuration settings:

1. Click the *Configure* button

2. In the pop up box fill in these fields ONLY:
   Audit Flag (A=audit; U=update)
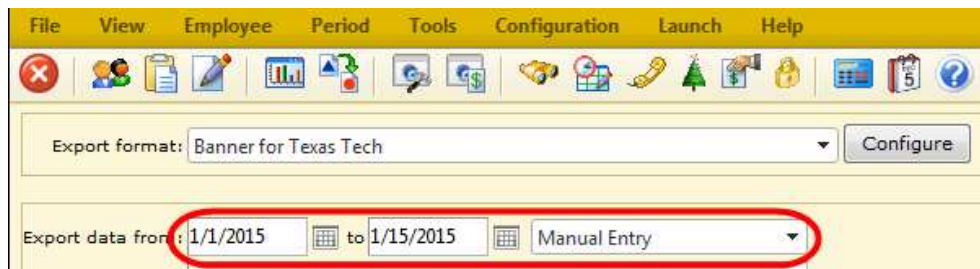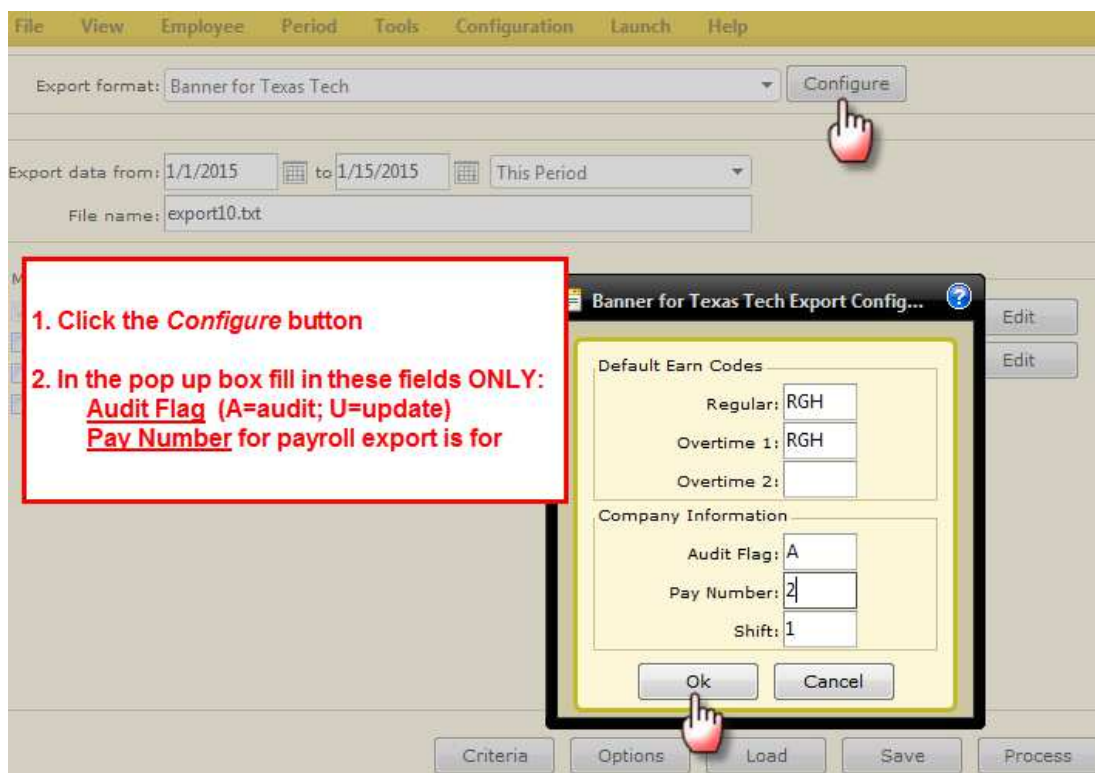   Pay Number for payroll export is for

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.
> U – Update mode will tell the Banner import to perform pre-edits and indicate the file is ready for payroll processing.

Pay Number indicates what payroll the export is for. This number can be found on the Payroll Calendar located on the Payroll website http://www.depts.ttu.edu/payroll/paySchedule/index.asp
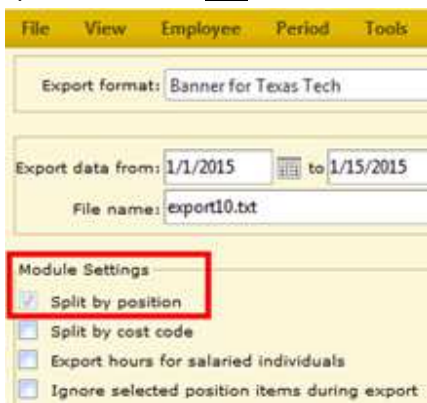
 Enter the *Audit Flag* and *Pay Number* each time the process is ran

4. The *File name* will pre-load in this format: **export##.txt** (where ## is your company number)
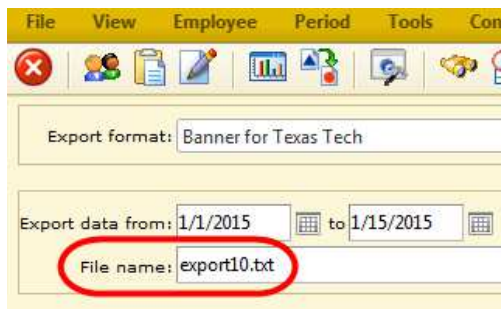
5. Double check that the *Module Settings* are correct.

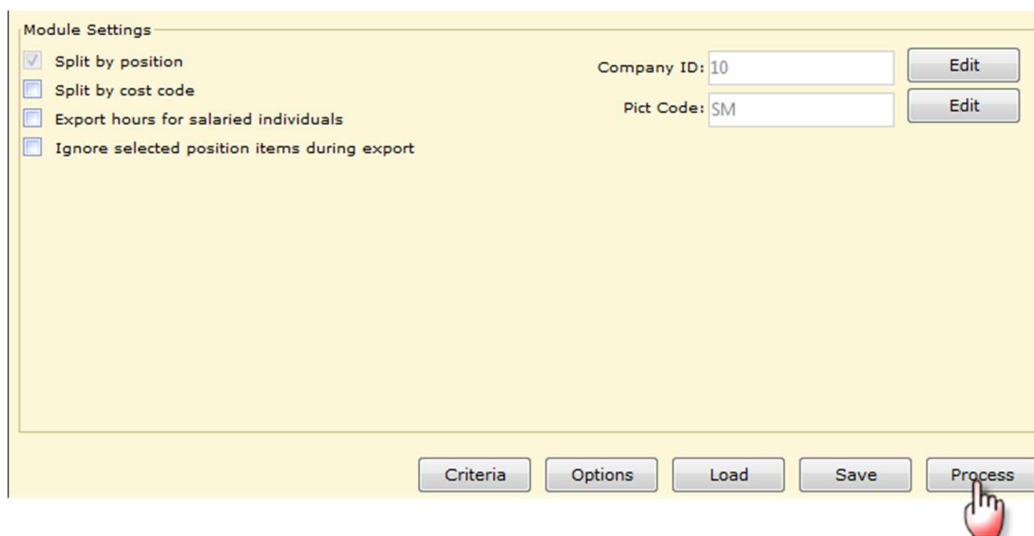   ❖ Companies that do <u>not</u> use Banner shift codes:

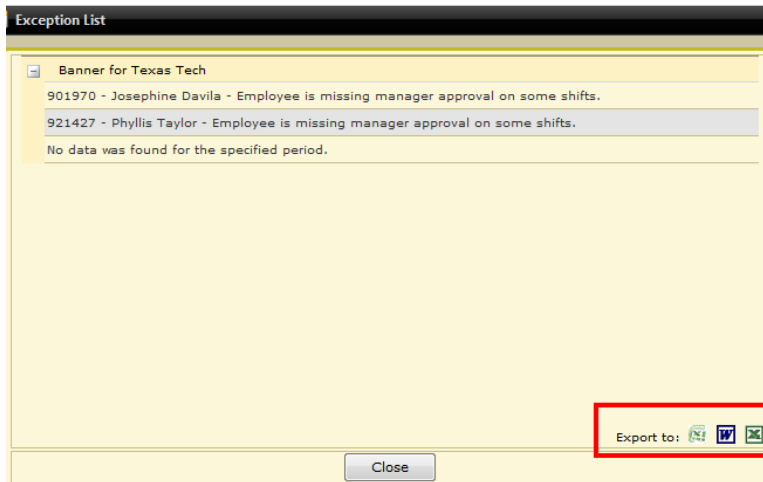   ❖ Companies that <u>do</u> use Banner shift codes:

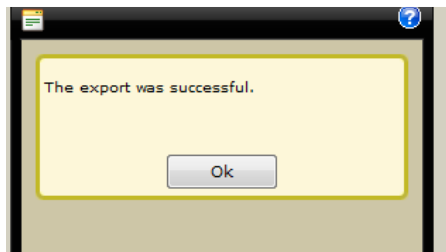

6. Click on the *Process* button.

If exceptions exist, the following is displayed.

Exceptions can be exported for your review. These **must** be corrected or the employee will **not** be paid.

Correct all exceptions and repeat step 6. When no exceptions exist, the following message is displayed.

Click *OK* and save the file to a location of your choosing. You can add to the file name using the following guidelines:

- The first part of the file name MUST remain **export##**
- The extension of the file MUST be **.txt**
- Any additions to the name cannot contain any special characters like -, *, =, spaces
- You may append an *underscore*

7. Open the file and review the following:
   a. **Header Record** – has 6 data items in the following format with no spaces between commas:
      Company Number, Total Records, Total Hours, Process Mode (A, U), Exporter ID, Exporter Name

```
10,2,4.00,A,R00903036,Twila Kirven
2015,2,R00901970,T99243,00,RGH,1,20150107,2.50,SM
2015,2,R00921427,T96070,00,RGH,1,20150107,1.50,SM
```

b. **Detail Record** – has 10 data items in the following format with no spaces between commas:
   Pay Year, Pay Number, Employee ID, Position, Suffix, Earn Code, Shift Code, Date, Hours, Payroll

```
10,2,4.00,A,R00903036,Twila Kirven
2015,2,R00901970,T99243,00,RGH,1,20150107,2.50,SM
2015,2,R00921427,T96070,00,RGH,1,20150107,1.50,SM
```

❖ **Compare the export file to the report(s) previously ran. Verify that the total hours in the header record matches the total hours on the report(s).**
Reminder: Minutes on reports are displayed differently than the export file. For example: 4 hours and 45 minutes will be displayed on the report as 4.45 whereas the export file will display 4.75

8. Each company has an export folder located here: \\shares.texastech.edu\TimeClock\Prod\Exports. Move the export file from the location previously saved to the company export folder. The file will be automatically picked up from the folder for processing within 5-10 minutes. If it has not been picked up after 10 minutes email support.payrollservices@ttu.edu.

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 your company number):
     This report lists the records that will be uploaded to Banner for payroll processing

   - **HR_TCP_##_E** (where ## is your company number):
     This report lists errors **that need to be researched and corrected as needed**

   ### Typical errors:
   ❖ **Hours NOT Quarter hour increment**
     Hours must be rounded to the quarter hour (i.e. .25, .50, .75, .00)
   ❖ **Hours exceed 24 hours for the day**
     Hours need to be corrected to number of hours actually 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 Human Resources.
   ❖ **NOT a VALID earn code for the POSITION**
     The position and/or earn code does not match Banner for that employee and date. This is typically caused by a position change during the pay period and timing of when TCP was updated. Send an email to support.payrollservices@ttu.edu for assistance.

RESEARCH ALL ERRORS

10. Repeat the export process in *Audit* mode until no errors exist. Once the report is error free, repeat the process in *Update* mode. You can run the process in *Update* mode more than once if needed. However once you run in *Update* mode you must process all subsequent files in *Update* mode as well.

The most recent export file processed in *Update* mode, by the export deadline, is what will be paid on the payroll. 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 Calendar* located on the Payroll website
http://www.depts.ttu.edu/payroll/paySchedule/index.asp

- 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 be submitted to webmaster.payroll@ttu.edu.