Time Clock Imports

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Evolution Payroll

This document will provide visual instruction for importing time clock files into Evolution Payroll. Please be aware that there are exceptions to these guidelines. Contact your Payroll Assistant to discuss variations that may apply to you.

Contents

Saving File

Before you begin, be sure to save the time clock file to your desktop. Save the file as a CSV file for the following instructions to apply.
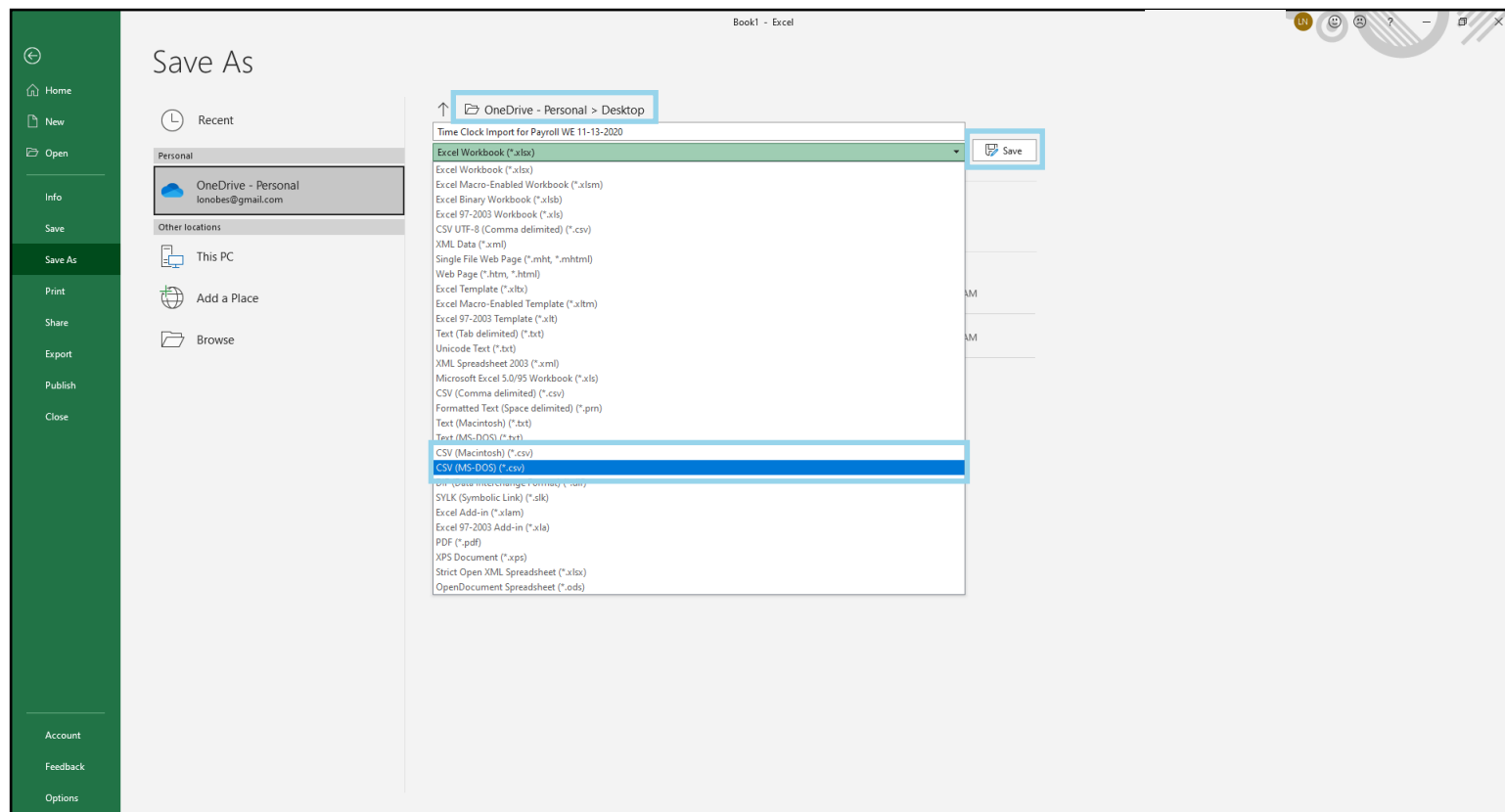
Time Clock Import Options

Start by following the initial steps to create either a scheduled or unscheduled payroll. Time clock import parameters are on the Check Batch Settings screen. To get to the Check Batch Settings screen:

1. Click on the Payroll tab.

   a. Click the plus sign to add a new payroll, create your payroll as normal.

   b. Or click to edit an existing payroll.

Time Clock Import Options

If you are editing an existing payroll,

1. Click the Batches icon to switch from the Check view,

2. Then click on Check Batch

3. This will open the Payroll Settings page which includes Time Clock Import Options.

Time Clock Import Options

To select the file,

1. Click on the … under Time Clock Source File.

2. Select the CSV file that was saved to your desktop before beginning.
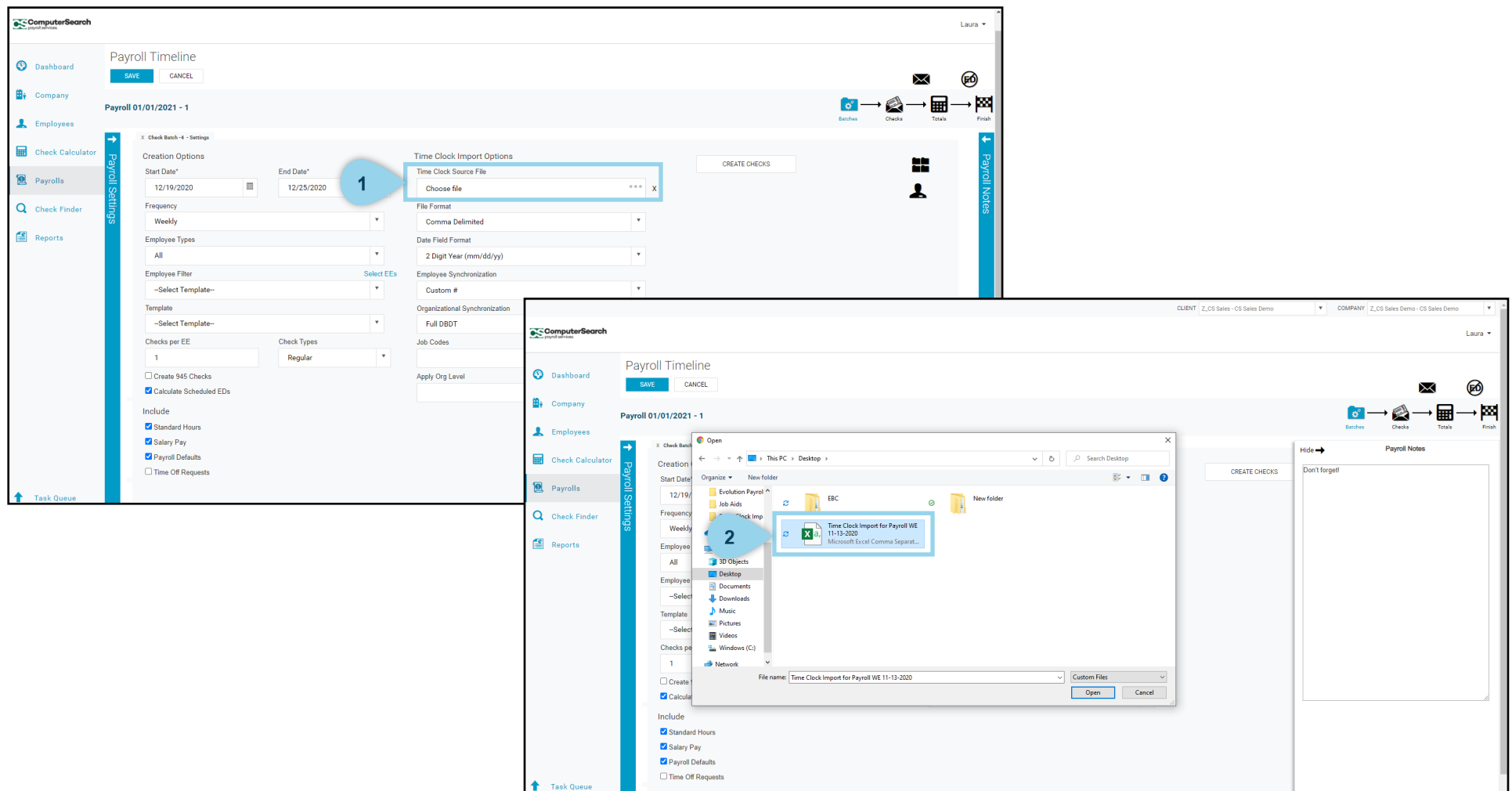
File Format

Select the file format as CSV since that is the type of file you are importing.

Employee Synchronization

Select how the employees are grouped in the import file – by name, employee number, etc. This will depend on how your time clock file is set up.

Job Codes and Org Levels

Optional:

1. Select whether job codes will be imported with the data .

2. Select if keeping the organization level used in the import file .

Create Checks

Click the Create Checks button. If there is an issue with the file upload, you will receive an error message.