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### PAYROLL EXPORT PROCESS

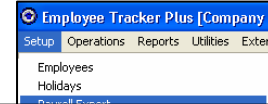
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#### Overview

This document is intended to present the latest Payroll Process features available within Employee Tracker. Items covered include Setup, Operation, Reporting, Utilities and Common Procedures.

**Note 1:** Availability of any menu items herein is subject to the security settings for the user who has logged into the system.

**Note 2:** When first installing the software, **general earning codes, payroll software type, export file location** must be set See Appendix A.



**Note 3:** 'Record Approval' feature can be turned on in the *Utilities>> Customize Software>> Time and Attendance* tab.



With this feature turned on, records must be approved before payroll can be processed. Record Approval can be done from the Time Approval Center or the Time & Attendance screen.

**Note 4:** During a new installation, there can sometimes be additional programming to be done by Advanced Tracker to synchronize ETP and your payroll software.

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#### Statutory Holiday Pay Run

If you need to process **Statutory Holiday Pay Run** – this should be done prior to running a **Payroll Export Run**. See appropriate section further in this document.

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# Advanced Tracker Technologies Inc

## Payroll Export Process

### Payroll Export Process

To start this process, click on *Operations>> Payroll Export Run>>*

The next screen will display the payroll creation process. If a previous payroll was done, the screen will remain at the previously created payroll screen. When starting a new payroll, It is important to clear any previous screens.

This is done as follows:

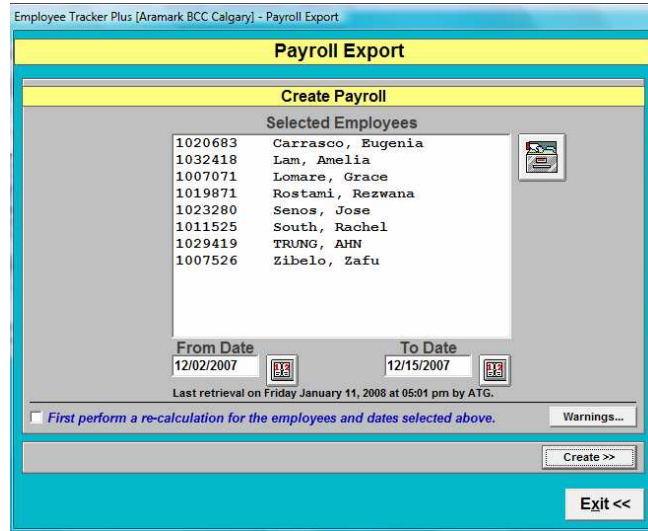
The lower left part of the screen must be blank. If it is not then click on whatever button appears. It could read <<Previous or <<Clear. Click on these buttons until the left side is blank.

-Using the Employee Specifications Bucket icon, select the colleagues who are eligible to a pay based on status, dept, etc...

-Enter Payroll date range (ensure this is a 7 day range).

-Leave "First perform a re-calculation" box unchecked.

-Click on *Create>>*



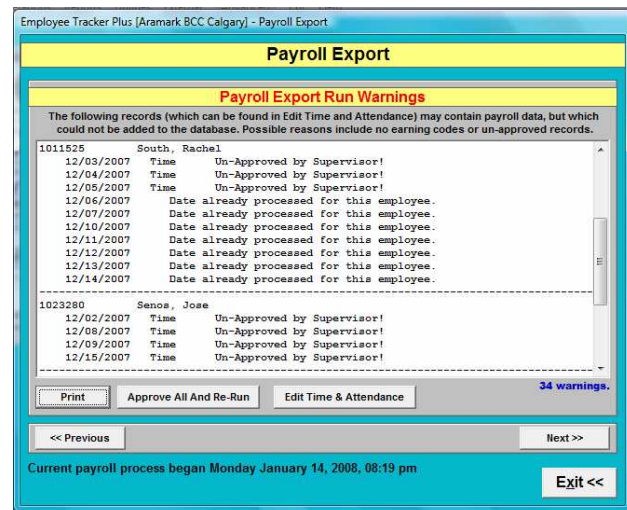
If there are any warnings during the payroll calculation, they will appear on the next screen.

If Record Approval option is turned on, and un-approved record warnings appear, you should approve this records using Time Approval Center or Edit Time and Attendance screen, and then re-run the payroll process from scratch.

You can print these warnings if desired.

You can force "Record Approval" by clicking on Approve All and re-run".

This will not actually approve any records. It merely ignores the approval status of the data and continues the process, as if records were approved.



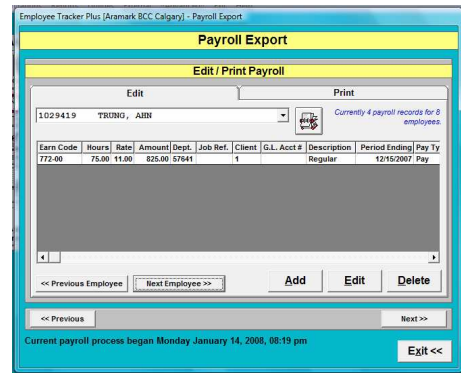
**It is not recommended to use this button.** It is preferable to fix the missing approval record rather than using this emergency bypass.

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## Payroll Export Process

Click on *Next>>* to continue.

The Edit tab permits you to make changes to the information that will be exported to Payroll software. However these changes will only be seen by Payroll software and will not be in the Time and Attendance records for the colleagues. Therefore it is not recommended to make changes here. Instead, use Edit T&A or Time Approval Center to make your changes, then re-start the payroll export run process from scratch.

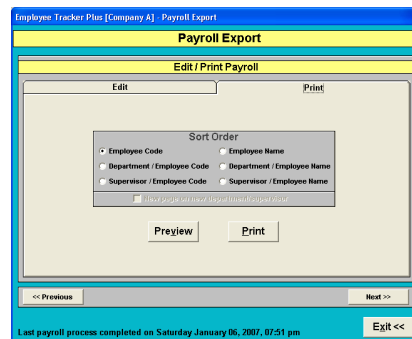


You can use this screen to view the information that will be exported to the Payroll software. This is perfectly safe, so you can navigate to other employees by clicking on *Next Employee* or *Previous Employee*.

Click on the Print Tab

**IMPORTANT:** you should print the payroll run results to create a hard copy for audit purposes.

Click on *Next>>* to continue.



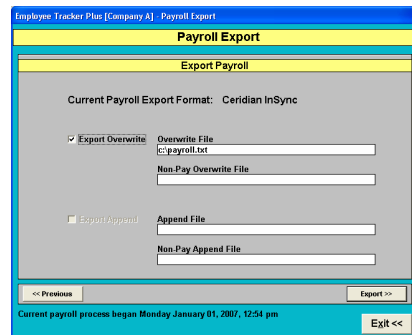
On the next screen, you need to place a checkmark in the "Export Overwrite" box.

Click on *Export>>* to create the payroll file (xxxxxxx.yyy).

From your Payroll software, you will now need to create a batch and import pay data.

In Advanced Tracker, a record is kept that payroll process was performed for the records for the dates selected.

ETP locks users out from editing records once the payroll is completed by setting a lock out date. See Operations> Lock Out Edits. Records earlier than this date cannot be altered unless you change the Lock Out date.



### Note:

If you re-run the payroll process for the same time period, you will get a warning that payroll process has already been performed for this time range, you can override the warning and continue with the re-run. You can re-run the ETP payroll process as many times as you want if you have not yet imported into your payroll software.

If data was imported into your Payroll software, any changes you make in ETP must also be reflected in your Payroll software.

### Retroactive Pay

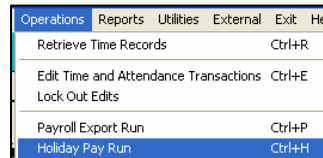
Any pay adjustments after a payroll has been processed (eg taking back Holiday pay for a colleague that was paid the Holiday, but did not qualify) will need to be made in your Payroll software. Optionally, you change the data in ETP to match.

### Other Pay

Bonuses, commissions, etc.. that are not time and attendance related, need to be paid via your Payroll software only. ETP will have no record of these.

### Stat Holiday Process

If Stat holidays occurred during the payroll window, and if you are using Advanced Tracker to create your stat holiday records, then click on *Operations>> Holiday Pay Run>>* to process holiday records. See the Stat Holiday documentation for more details.

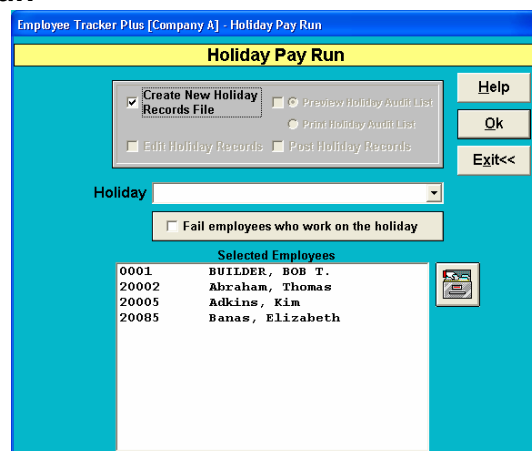


### Holiday Pay Run

- If a Holiday occurred during the pay period, do a Holiday Pay Run.
- Timing:  
It needs to be done before the Payroll run, but after the colleagues have worked their first scheduled shift following the Holiday, if the Holiday pay rule has the “employee must be present on the day after the Holiday” option enabled. If the holiday falls on a Friday, and the Holiday Pay Run is done a Monday morning, the Monday afternoon shift will not yet have started working, and the Holiday Pay Run will reject them. In that case, you may need to “relax” the Holiday Pay Rule by un-checking the “employee must be present” option. Remember to reset it after the Holiday Pay Run is complete.

### STEP 1 – Stat Holiday Pay Run

- Click on **Operations > Holiday Pay Run**
- Placing a checkmark on “Create New Holiday”. This will open the following screen:
- Choose the Holiday from the pull down menu item
- Leave the “Fail employees” box unchecked
- Using the Employee Specifications Bucket icon, select the colleagues who are eligible to receive holiday pay based on status, dept, etc...



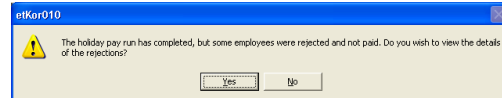
# Advanced Tracker Technologies Inc

## Payroll Export Process

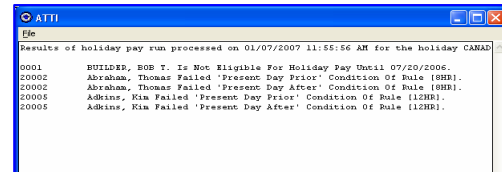
**NOTE:** You don't need to exclude colleagues you know will not qualify because of missing shifts or not meeting the eligibility criteria, The Holiday Pay Run process will exclude this for you and produce a rejection list (see below).

- Click **OK** to start the Holiday Pay Run.
- If there are colleagues that get rejected, the following warning screen will appear with explanations why they were rejected.

- click on **Yes** to view rejection list.



Common reasons for rejection include  
-Colleague is not set to receive Holiday pay (see employee's profile, defaults category, Eligible for Holiday is set to **NO**).



- Colleague is ineligible based on hire date (see employee's profile defaults category, Stat Holiday Eligible Date is set in the future).
- Colleague has not worked sufficient days prior to the Holiday (the Holiday pay rules specifies how many days must have been worked. E.g. 15 out of 30 days prior to Holiday.)
- Colleague has not worked the scheduled day before, or the scheduled day after the Holiday.

Print the list if necessary, using the File > Print menu item.

If you need to deal with the rejections by making corrections to the colleagues' Time and Absent records, exit from the holiday pay run, make the corrections, then restart it from scratch.

Close the rejection list, confirming whether you want to save the rejection list.

- Click OK to to continue

## STEP 2 – Stat Holiday Pay Run

- This step is optional, but is recommended.
- Place a checkmark on “Edit Holiday Records”, and press OK.



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## Payroll Export Process

- The screen will display colleagues who will receive holiday pay, and the amount of pay each will get. You can Edit the amount, Delete colleagues from the list, and Add colleagues to the list.
- Click the **Exit** button to end this step.
- Click on OK.

### STEP 3 – Stat Holiday Pay Run

- This step is optional, but we strongly recommend to print the report so that you have a hard copy audit list.

- Place a checkmark on “Preview” or “Print”, and press OK.



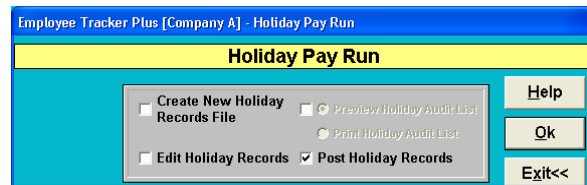
- Click the **Exit** button to close the Preview.

- Click the **Exit** button to end this step.

### STEP 4 – Stat Holiday Pay Run

- This step is required to complete the Holiday Pay Run.
- Place a **checkmark on “Post Holiday Records”**, and press **OK**.

A progress bar will show the status of the posting operation, then a message will indicate completion:



- At this point the Holiday Pay Run has posted a Holiday record into each colleague’s time history. You can see this in Edit T&A, Time Approval Center, reports, etc. E.g.,

- Click on OK.

### Processing Early Payroll

#### Overview

At times, you may have to process an early payroll that would include work records in the future.

Usually occurs around a Holiday period.

i.e.

It is Wednesday, you have to process your payroll at the end of today, but it needs to include best-guess work records for tomorrow.

If employees **HAVE** been scheduled, in the schedule module, instructions below will identify the process.

If employees have **NOT** been scheduled in the schedule module, and you don't need historic information in Advanced Tracker, then simply create time cards in your payroll software.

If employees have **NOT** been scheduled in the schedule module, and you need historic information in Advanced Tracker, then you will have to either manually create a work record for each employee in Advanced Tracker, or a faster method would be to create a schedule for the required day only, and then post from schedule. Then follow normal payroll export run steps to create your payroll. At this point you will have to follow steps indicated below to correct double entries and make appropriate adjustments.

#### ***Step 1 - Creating work Records in Advance***

For employees that do not have a schedule, use Edit T&A or the Time Approval Center to add new work records.

For employees that have a schedule in the Schedule Module, and if your security settings allow, click on Operation>Schedule> Post to Timehistory From Schedule.

Select desired employees, select desired date (if for one day, use same date for start and end dates). Click Post button.

When done, click Exit button

If your installation has the Record Approval turned on, there are three methods to process approvals:

- 1) Each record can be approved individually in Edit T&A
- 2) All employees can be approved for one day at a time in the Time Approval Centre.
- 3) If your security allows, you can bypass the approval process during Payroll Export Run process (Contact Advanced Tracker for more details on this option).



# Advanced Tracker Technologies Inc

## Payroll Export Process

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### **Step 2 - Payroll Run**

At this point your payroll can be processed normally. Print the Payroll audit report.

### **Step 3 - Post Payroll Retrieval Process**

The retrieval process (getting active times from clocks) will add an additional work record for those employees that did work and swiped on the time clock.

I.e.

On the Thursday, employees that have swiped will show two records for the same day.

One created by "Post from Schedule", and one created by the retrieval process.

One of those records will have to be deleted manually (preferably the one from posting so as not to lose the original swipe information for the employee). Remember to verify the appropriate start, end , reg and OT times for the record you will keep.

If you have the Approval option turned on, unapproved records will have to be approved.

Re-process the Payroll Export Run again, up to the point where you can print the new audit list.

Do not import into your payroll system, since that date range has already been processed.

### **Step 4 - Payroll Adjustments**

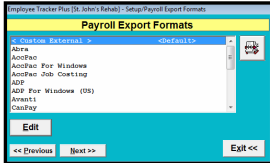
Compare both audit reports, and any dollar adjustments will have to be done for the next payroll cycle, in you payroll software only.



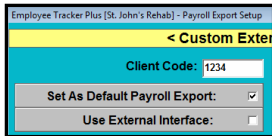
### APPENDIX A

Earning Codes are required in order to export payroll information which will need to be imported into your Payroll Software. This appendix will cover setup instructions and where you can enter Earning Codes.

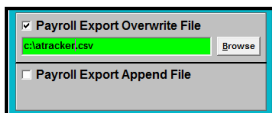
#### Setup>Payroll Export



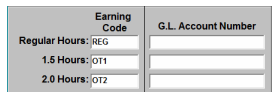
Highlight your Payroll Software, click on



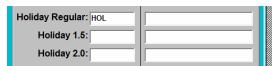
Enter your client code, place checkmark in “Set as Default” box  
Place checkmark in “Payroll Export Overwrite File” box.



Enter the path and filename that the payroll export results will be stored in. You can use the  button.



Next you will enter earning codes for worked time. If you wish to use GL accounts, you can enter GL numbers also, but you must first enter an earning code. Other setup elements can override this earning code section, see following pages.

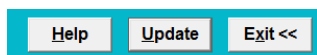


Next you will enter earning codes for the non-worked statutory holiday hours. This is the only place to assign non-worked hours.

Hours worked on Holiday will default to regular earning codes section above. If you wish to assign different earnings code, you can do so when creating each Holiday (Setup>Holidays), or in Employee default status (Setup>Employee Status)



If you use piece work, enter earning codes here (do not enter earning codes in Setup>Special>Define Piece Rate)



When done, ensure to click on the  button to save your entries.

The sections on the following page will identify the hierarchy of assignment of earning codes.

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## Payroll Export Process

### APPENDIX A (continued)

#### Setup>Holiday

Employee Tracker Plus (S. John's Rehab) - Setup>Public Holidays

Statutory/Public Holidays

Date: 1/1/2008 Name: NEW YEAR

Rule:  Include hours against this holiday in Time Bank runs

Earning Code: \_\_\_\_\_ G.L. Account Number: \_\_\_\_\_

Holiday Register: year \_\_\_\_\_

Holiday 1.S: \_\_\_\_\_

Holiday 2.B: \_\_\_\_\_

Save Exit <<

Entering Earning Codes here will assign worked hours on a statutory holiday to these codes.

#### Setup>Employee Status

Employee Tracker Plus (S. John's Rehab) - Status Information

Enter Status Information

Code: FT Description: FT TIME

Holiday Pay Rule: < Take Rule From Holiday or Employee >

Override time calculation rule on scheduled days-off

Category	Earn Code	G.L. Acct #
Regular	status	
Time and a Half		
Double		
Stat Worked Reg	wrksht	
Stat Worked 1.S		
Stat Worked 2		

Save Exit <<

Entering Earning Codes here will take precedence over codes entered in

- Setup>Payroll Export section for regular hours,
- Setup>Holidays for hours worked on a holiday.

#### Setup>Departments

Employee Tracker Plus (S. John's Rehab) - Setup>Departments

Enter Departments

Code: A1 Description: A1 MEDICAL/CHRN EX CODE Rate: 0.00

Date	Rate	Earning Code	G.L. Account Number
		Reg	dept
		1.S	
		2.B	

Add Edit Delete Help Save Exit <<

Entering Earning Codes here will take precedence over codes entered in

- Setup>Payroll Export section and
- Setup>Employee Status section.

#### Setup>Positions

Employee Tracker Plus (S. John's Rehab) - Add / Edit Position Codes

Add / Edit Position Codes

Code: P007 Description: PROGRAM ASSISTANT Rate: 0.00

Date	Rate	Earning Code	G.L. Account Number
		Reg	dept
		1.S	
		2.B	

Add Edit Delete Work Instructions OK Exit <<

Entering Earning Codes here will take precedence over codes entered in

- Setup>Payroll Export section and
- Setup>Employee Status section and
- Setup>Departments section

#### Setup>Shifts

Employee Tracker Plus (S. John's Rehab) - Setup>Shifts

Enter Shifts

Shift Code: S1 Name: S1 PMPT

Shift Start Time: 07:00 AM Shift Stop Time: 07:00 PM

Time Calculation Rule: formula RD Rule

Earning Code	G.L. Account Number
1.S	
2.B	

Save Exit <<

Entering Earning Codes here will take precedence over codes entered in

- Setup>Payroll Export section and
- Setup>Employee Status section and
- Setup>Departments section and
- Setup>Positions

#### Setup>Employees>Payroll

Employee Profile

Information

SSN: \_\_\_\_\_ Pay Type: \_\_\_\_\_ Health Code: \_\_\_\_\_

Bank ID: \_\_\_\_\_ Branch: \_\_\_\_\_ Bank AC: \_\_\_\_\_

G.L. Ref: \_\_\_\_\_ Fed Tax Credit: \_\_\_\_\_ Union Level: \_\_\_\_\_

Frequency: \_\_\_\_\_ Savings Plan: \_\_\_\_\_

Earning Code	G.L. Account Number
Reg	dept
1.S	
2.B	

Entering Earning Codes here will take precedence over codes entered in

- Setup>Payroll Export section, and
- Setup>Employee Status section and
- Setup>Departments section and
- Setup>Positions section and
- Setup>Shifts.

### APPENDIX A (continued)

#### Setup>Premiums

Code	Description
01	BEREAVEMENT TIME OFF

Enter Earning Codes you wish to apply for each premium.

#### Setup>Absents

Absent Code	Description
01	BEREAVEMENT TIME OFF

Enter Earning Code for each paid absence you create. Absent Record "Allow Pay Times" must be set to **YES**.