

Prepare CDK Drive Timesheet Information for Payroll Plus Import

To prepare ETC timesheet information and create the timesheet transmission file:

1. Click the **Timesheets** button from the CDK Drive Payroll Plus Smart Desk Menu.



Figure 1. Payroll Plus Smart Desk – Timesheets Option

2. Enter the number of the company whose timesheets you want to import into Payroll Plus.
3. Enter the ETC employee number, company, and Personal Identification Number (PIN).
4. Define the employees and departments whose timesheets you want to process.
 - Enter individual ETC Employee Numbers to process, separated by spaces, or enter **ALL** to process all employee timesheets for this company.
 - Enter individual department numbers to process, separated by spaces, or enter **ALL** to process all departments.
5. At the Is this Correct field, enter **Y** if the employee number/departments selected are correct. Otherwise, enter **N**.
6. The Print Weekly Timesheets screen opens with the Current Week dates showing.

Note. The From Date and To Date entries (payroll period beginning and ending dates) of the Print Weekly Timesheets screen must match currently-open Payroll Period dates in Payroll Plus. To verify the Payroll Plus dates, see Verify Payroll Dates in Payroll Plus.

7. At the Use which week field, enter:
 - **C** (Current) will retain the dates displayed.
 - **P** (Prior) to change the From and To dates to the prior payroll period.
 - **O** (Other) to enter dates manually or if the current or prior payroll period dates do not match the Payroll Plus dates. You will be required to enter the 'other' From and To dates.
8. Choose whether to print the timesheets on a lineprinter, print an exception report, separate information by employee, or view calculation detail.



Figure 2. Create Payroll Plus Timesheet Import File Field

Prepare and Transmit Timesheet Data

9. Choose whether to include clock-in/clock-out times for ERO employees.

Note. ERO hours will be exported as Regular hours.

10. At the Create Payroll Plus Time Sheet Import File field, enter **Y** to create the timesheet import file.

11. Choose the location on your PC where you want to save the timesheet import file.

Notes. If you have run timesheets previously, the location defaults to the location specified during the last Timesheet run. Press **Enter** to save the file to the location listed, or enter **N** save the file to another location.

If a download error occurs, see *Timeclock Download Errors* in the online help.

The Timesheet Transmission File (.xml) is created and downloaded to the ADP folder on your PC. This file will then be retrieved by Payroll Plus and processed.

The filename begins with payrollplus_time_records_ followed by the accounting account, date and time with the .xml extension. Make a note of this file name as it will be used in the Import Timesheet procedure. Do not change the name of this file.

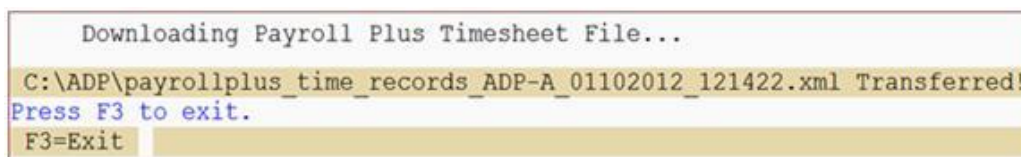


Figure 3. Sample Timesheet Transmission File name

12. When the download is complete, press **F3** to exit.
13. When the message "Task complete. Key RETURN" displays, press **Enter** to return to the Smart Desk Menu.

Verify Payroll Dates in Payroll Plus

To process timesheets, the pay period beginning and ending dates specified on the Print Weekly Timesheets screen must match a currently open pay period in Payroll Plus.

To verify the Payroll dates in Payroll Plus:

1. Access the CDK Drive Payroll Plus Smart Desk.
2. Click the **Payroll Plus** button on the Smart Desk.



Figure 4. Payroll Plus Smart Desk – Payroll Plus Option

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- From the Home page, select **Company > Pay Frequency**.

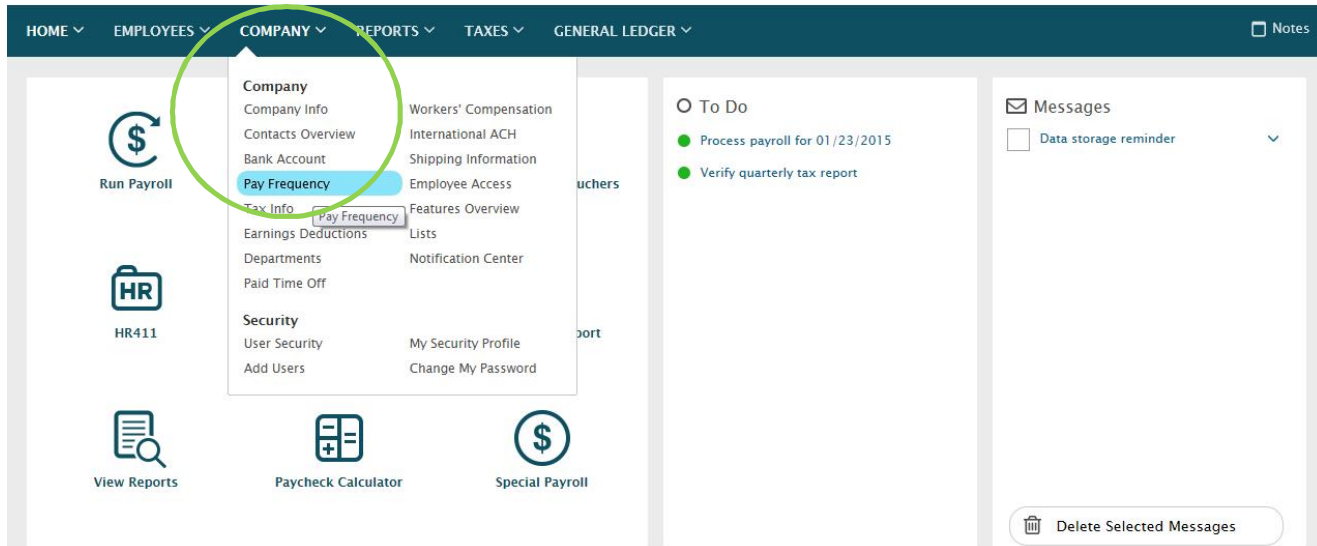


Figure 5. Payroll Plus Company Tab

- From the Pay Frequency Information screen, you can view and/or edit the Payroll Plus payroll information.

The screenshot shows the 'Pay Frequency Info' screen. It has a table with the following data:

Pay Frequency	Check Date	Period Start Date	Period End Date	
Weekly	08/07/2015	08/04/2016	08/10/2016	Edit
Biweekly	08/14/2015	08/01/2015	08/14/2015	Edit
Monthly	07/31/2015	07/01/2015	07/31/2015	Edit

At the bottom of the screen, there are 'Add' and 'Delete' buttons.

Figure 6. Pay Frequency Option

Import Timesheets into Payroll Plus

Once the Timesheet Transmission file has been generated and downloaded to the PC, this file can be imported into Payroll Plus for processing.

To import the transmission file into Payroll Plus:

- Access the CDK Drive Payroll Plus Smart Desk.
- Click **Payroll Plus** on the Smart Desk Menu to open Payroll Home page.

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3. Click the **Time Sheet Import** link to open the Pay Frequency window.

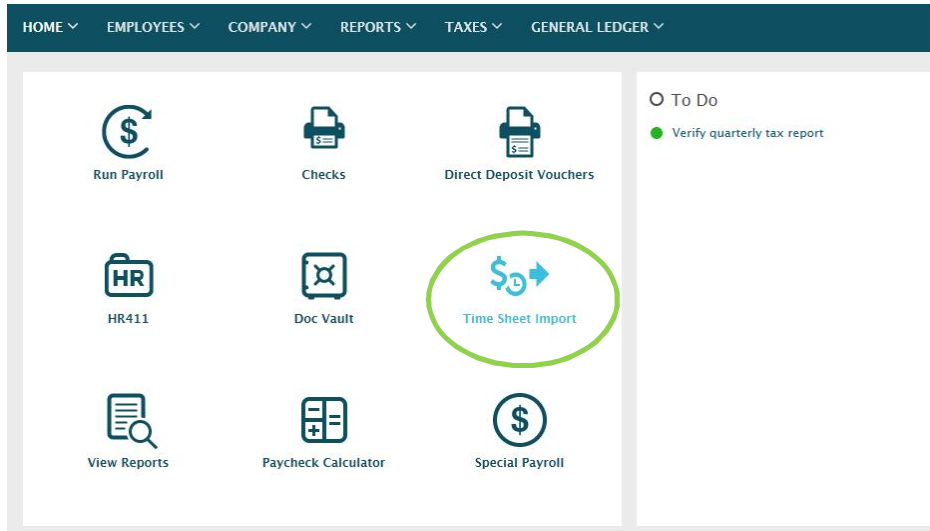


Figure 7. Payroll Plus Time Sheet Import Option

4. At the Pay Frequency for Import field, select the appropriate pay period.

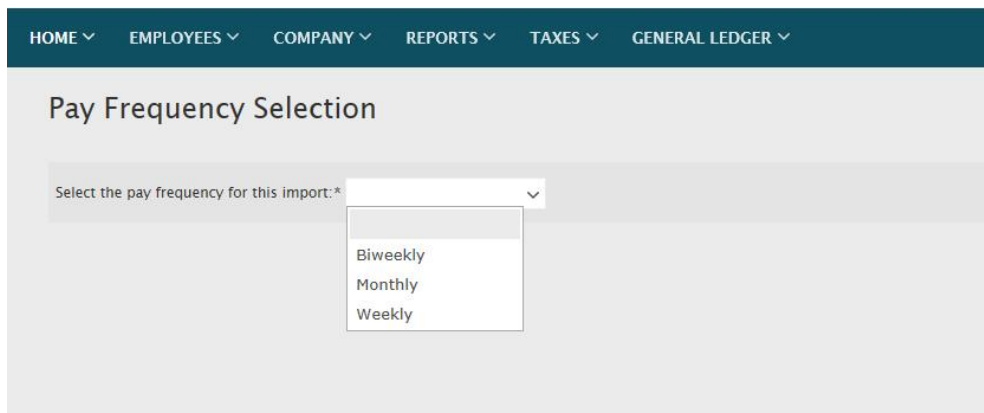


Figure 8. Payroll Plus Time Sheet Import Option

5. Click **Browse** and navigate to the Timesheet Transmission file (.xml) document location on the PC and then click **Open**. The filename and location will be placed into the Pay Data Import screen to the right of the Browse button.

Prepare and Transmit Timesheet Data

HOME

EMPLOYEES

COMPANY

REPORTS

TAXES

GENERAL LEDGER

Notes

Pay Data Import - Biweekly

?

Select file:

Browse...

Import Pay Data

Previous Import

Pay Frequency	File Status	Date	Time	Employees	Total Hours	Total Earnings	Path

Delete Previous Import

< Previous

Next >

Cancel

Figure 9. Import Pay Data Button

6. Click **Import Pay Data** to import the information.
7. When the Pay Data Approval page displays:
 - Click **Accept Import Only** to use only the regular hours imported and not any regular hours that may have entered directly into Payroll Plus.
 - Click **Combine Payroll and Import** to combine the regular hours imported and the regular hours entered in Payroll Plus for all employees.

Pay Data Approval - Biweekly

Pay frequency:

Biweekly

Check date:

05/17/2013

Pay period start:

05/01/2013

Pay period end:

05/15/2013

Delete this pay data file

Employee Name	Check	Regular Hours Payroll	Regular Hours Import	Salary Amount Payroll	Salary Amount Import	Overtime Hours Payroll	Overtime Hours Import
Bartone, Frank W	0	22.07		2000.00			
Cooper, Darrin	0	84.35					
Greenwood, Jonas	0	3.03		1250.00			
Horton, Kyle	0	84.38					
Lawson, Monique	0	96.00		35.00			
Totals		289.83		3285.00			

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Figure 10. Accept Import Only Button

- Review the timesheet data, then click **Approve**.
- On the Enter Payroll page, review hours and dollars, then click **Next**.
- On the Preview Payroll page, perform a final review of Gross Pay, Taxes, Deductions, and Net Pay, then click **Finish** to finalize payroll for this period.

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11. On the Payroll Completion Summary page, review the employees whose payroll you have completed and click **Close**.

Note. For information on printing payroll checks, see the *Payroll Plus* online help.