

Enterprise - How to Import Timecards

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Enterprise offers an option to import time from 3rd party time clocks or spreadsheets that you may receive from your customers. This is a great option to help save time and cut down data entry mistakes in payroll.

Note Since each timecard feed is unique, so is each import. Our TempWorks Support Team will need to help you set up this import initially before you can utilize this option.

The timecard import process is broken into four parts:

1. [Import File](#) - upload file to Enterprise
2. [Map Data](#) - match timecards to employees in the system
3. [Run Data Integrity Check](#) - Review any errors or missing information
4. [Post Transactions](#) - post the time information to the time entry area in Pay/Bill in order to complete payroll/billing

Locating the Timecard Import

To locate the timecard import:

Navigate to Pay/ Bill and expand Other in the upper navigation tree

Payroll / Invoicing

Current Weekend Bill **2/5/2017** ● 703 Unused Timesheets ● 6 Timesheets Not Paid

Weekly Call: Bellamy, Davin , Unkno... Weekly Call: Weekly Call: Weekly Call:

tasks appointments social email

payroll and invoicing
time entry
▶ check register
incomplete transactions
▶ invoice register
▶ other

information **i** Your hierarchy does not allow you to close week. Please change your hierarchy if you need this feature.

Timecards — Proofing — Payroll — Invoicing

employee
customer
order
assignment
contact
pay / bill
calendar
reports
all options ▶

Once in "Other" select Timecard Import.

Import a New File

To import a new file select the + icon

Timecard Import
No Open Timecard Import Records.

Weekly Call: Bellamy, Davin , Unkno... Weekly Call: Weekly Call: Weekly Call:

tasks appointments social email

Feed ID Customer Name Search

feeds +

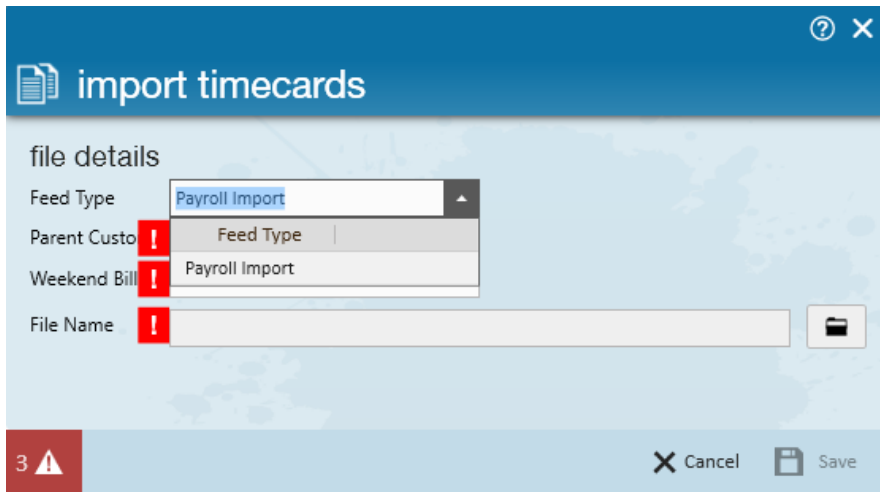
Drag a column header here to group by that column.

ID	Customer	Weekend Bill	Date Created	Type	File Name	Proofed	Posted	# Errors	# Records	# Posted
78	Abbot Hospital	11/29/2015	12/10/2015...	NovaTime_Hours_ByWeek	C:\Users\alishas\Desktop\Testfile...	<input type="checkbox"/>	<input type="checkbox"/>	0	1	0
77	Vandy Enterprises	11/29/2015	12/10/2015...	NovaTime_Hours_ByWeek	C:\Users\kyleb\Desktop\Testfile.xlsx	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	20	0
76	Chamberlin	11/29/2015	12/10/2015...	Memco Chamberlin	C:\Users\alishas\Desktop\Chambe...	<input type="checkbox"/>	<input type="checkbox"/>	0	21	0
75	Abbot Hospital	11/29/2015	12/10/2015...	Hearthside Import	C:\Users\alishas\Desktop\sample...	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
74	Abbot Hospital	11/29/2015	12/10/2015...	Hearthside Import	C:\Users\alishas\Desktop\Copy of...	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
73	Abbot Hospital	11/9/2014	11/14/2014...	Hearthside Import	C:\Users\Kathryn.Jespersion\Desk...	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
72	TempWorks Software Solu...	11/9/2014	11/12/2014...	Hearthside Import	C:\Users\Kathryn.Jespersion\Desk...	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
71	Chamberlin	6/29/2014	8/1/2014 9:2...	Memco Chamberlin	C:\Users\Kathryn.Jespersion\Desk...	<input type="checkbox"/>	<input type="checkbox"/>	0	21	0
69	Chamberlin	6/2/2013	8/2/2013 3:0...	Memco Chamberlin	C:\Users\toms\Desktop\Copy of C...	<input type="checkbox"/>	<input type="checkbox"/>	0	35	0
68	Abbot Hospital	2/10/2013	5/2/2013 8:4...	Hearthside Import	C:\Users\erikr\Desktop\TC FEED T...	<input type="checkbox"/>	<input type="checkbox"/>	0	197	0
67	Abbot Hospital	11/11/2012	12/17/2012...	TCEXport_Kronos_PayCode_S...	C:\Users\brandon.TEMPWORKS\D...	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
66	zzCTTest	10/7/2012	10/11/2012...	TCEXport_Kronos_PayCode_S...	C:\Users\erikr\Desktop\TW_AHP...	<input type="checkbox"/>	<input type="checkbox"/>	0	171	0

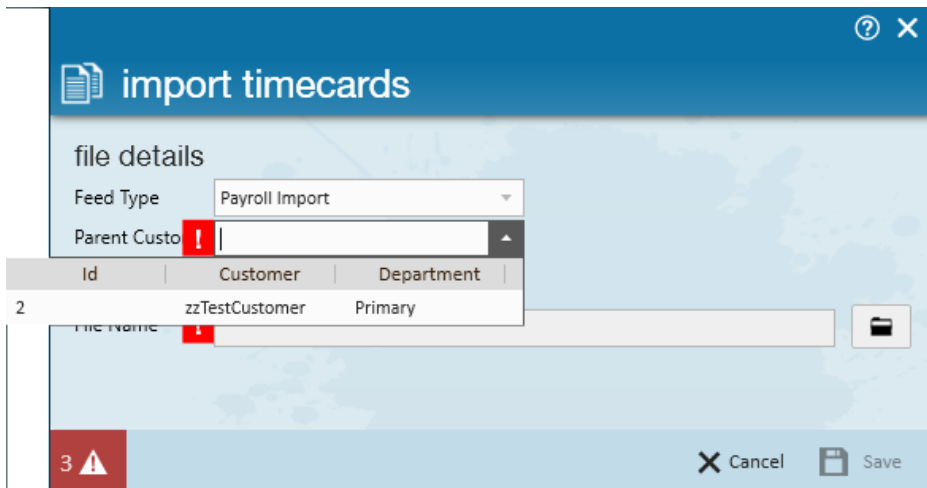
payroll and invoicing
time entry
▶ check register
incomplete transactions
▶ invoice register
▶ other
▶ ap check register
commission calculation
payroll holds
po setup
▶ timecard import
worksheet
▶ year end
▶ 1094c/1095c
tax recalculation

employee
customer
order
assignment
contact
pay / bill
calendar
reports

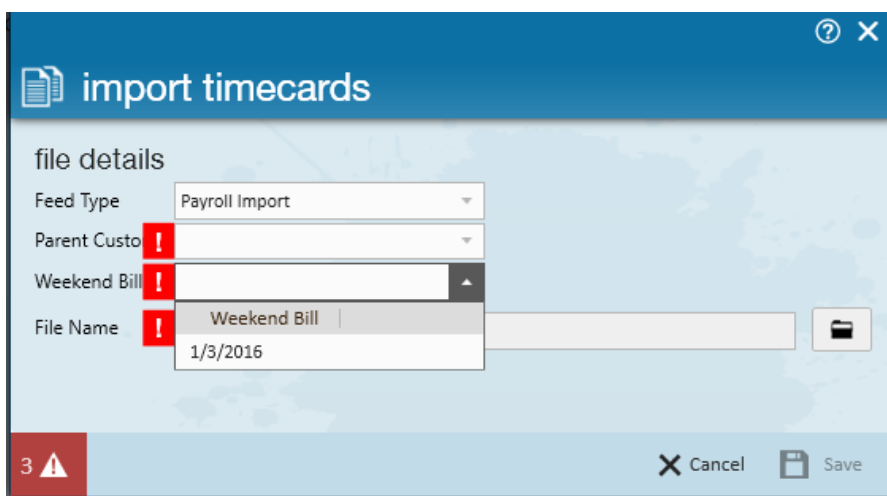
After selecting the + icon, a secondary window will populate. Within this window select the import "Feed Type" you wish to use, if there are multiple they will also appear here.



Once the feed type is selected, select the customer that you will be importing time for. All of your customers that will be using imports will be linked to the import they're using and will appear in the drop down:

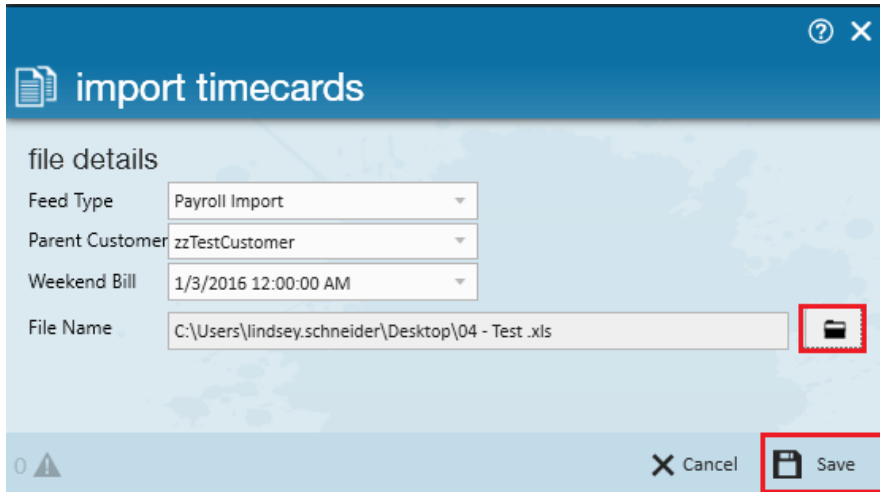


The Weekend Bill is always going to be the open Weekend Bill from Pay/Bill:



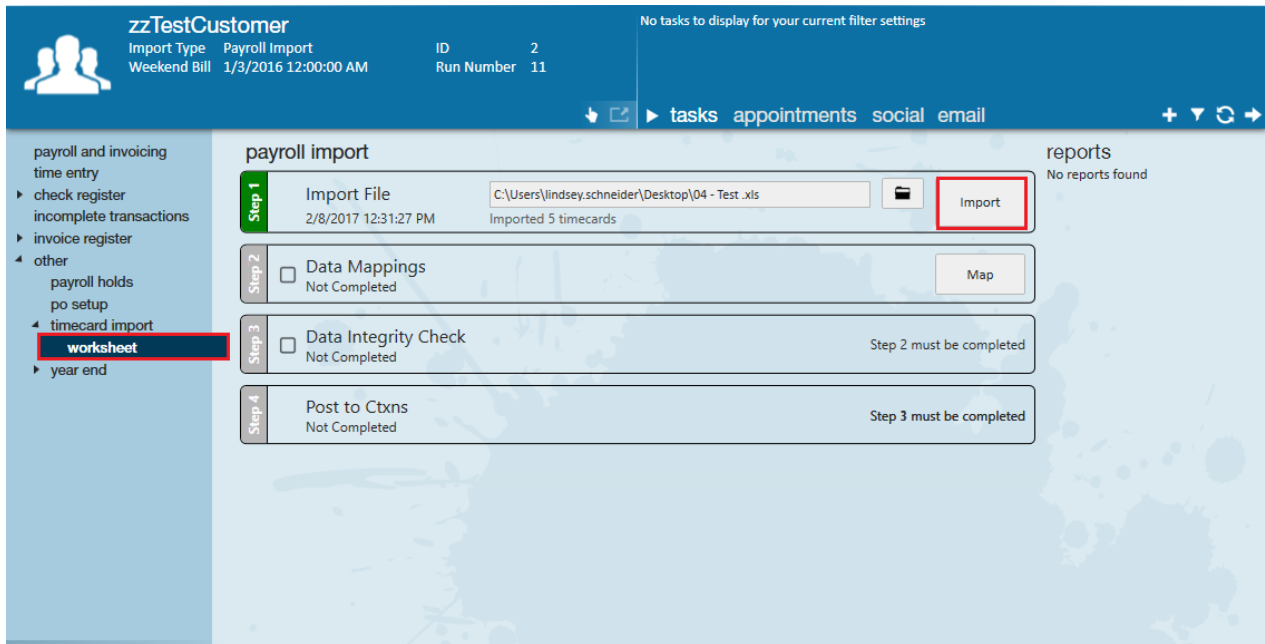
For the file name, you'll need to use the folder icon to navigate to where the saved file with hours are stored from the customer you're importing.

Once you've located the file, select the save icon:



Once you hit save, you will be brought to the worksheet page beneath Timecard import. Under step one you will have the opportunity to select a new document if you selected the wrong one, or you can hit the import button to start the process.

At any time should you realize there was a typo on the document you can update the document and re-import it to fix any mapping issues resulting from the typo.



Mapping Imports

Once you've hit import, the Map button will become available.

zzTestCustomer
Import Type Payroll Import ID 2
Weekend Bill 1/3/2016 12:00:00 AM Run Number 11

No tasks to display for your current filter settings

tasks appointments social email

payroll and invoicing
time entry
check register
incomplete transactions
invoice register
other
payroll holds
po setup
timecard import
worksheet
year end

payroll import

Step 1 Import File
2/8/2017 12:31:27 PM
Imported 5 timecards
Import

Step 2 Data Mappings
2/8/2017 12:34:49 PM
Mapped 1 employees
View Map

Step 3 Data Integrity Check
Not Completed
Run Check

Step 4 Post to Ctxns
Not Completed
Step 3 must be completed

reports
No reports found

Map

Select the map button first to have the system attempt to map the correct employees, customers, paycodes, etc. to the time entered on the import. The system will let you know how many employees it mapped for you but it's always a good idea to double check the mapping before continuing.

View

Once you've clicked the map button, click the view button to review any remaining unmapped items from the import and double check the transactions that were mapped successfully.

data mappings

filter missing values by type

Mapping Type:

① imported

Type	Description
Customer	Department
Employee	Employee
PayCode	Pay Code
SkillCode	Skill Code

filter tempworks values

Last Name: First Name:

② tempworks values

Drag a column header here to group by that column.

ID	Last Name	First Name	SSN
4295083513	12	12	XXX-XX-5435
4295083514	12	12	XXX-XX-0000
4295083522	23	host	XXX-XX-0000
5759	Aardson	Steve	XXX-XX-8501
4295038894	Aaron	Amanda	XXX-XX-7777
4295037441	Aaron	Jocelyn	XXX-XX-4343

Below is a list of all the currently mapped values. If you notice any problems, remove the mapping(s) and re-add them from above.

③ mapped values

Drag a column header here to group by that column.

Imported Value	Imported Description	Tempworks Value	Tempworks Description
Jenkins, Brad	Jenkins, Brad	4295003831	Jenkins, Brad
Klassen, Sandra L...	Klassen, Sandra Lee	4295026852	Robert 999
Martin, Chad	Martin, Chad	4295014175	Martin, Chad
Packard, Brandon	Packard, Brandon	4295037170	Packard, Brandon

0 Cancel Save

Time listed under 1. Imported values still needs to be mapped to a TempWorks value.

For example, maybe the employee's name was spelled slightly differently in the import than in the system, you would look at the line item under imported and then find the matching employee under the TempWorks values using the filter options above. Then you would click the link button once you have the correct import and TempWorks value selected.

Successfully mapped values will appear in the "Mapped Values" section. If one was added incorrectly, you can select it and choose the X in the upper right to remove the mapping.

Once all mapping looks correct, select the save button to continue.

Data Integrity Check

Once you've double checked the mapping and manually mapped any exceptions, select the Run Check button to begin the integrity check on the data in the file.

If any errors occur (for instance if an employee in the file couldn't be mapped or an employee has two open assignments at the current customer and the import doesn't know which to choose), they will occur now and you'll be told how many there are.

To view these errors and correct them you can use the view button.

zzTestCustomer
 Import Type Payroll Import ID 2
 Weekend Bill 1/3/2016 12:00:00 AM Run Number 11
 No tasks to display for your current filter settings

tasks appointments social email

payroll and invoicing
 time entry
 ▶ check register
 ▶ incomplete transactions
 ▶ invoice register
 ▶ other
 payroll holds
 po setup
 ◀ timecard import
 ◀ **worksheet**
 ▶ year end

reports
 No reports found

payroll import

Step 1 Import File C:\Users\lindsey.schneider\Desktop\04 - Test.xls Imported 5 timecards Import

Step 2 Data Mappings Mapped 1 employees View Map

Step 3 Data Integrity Check 0 mappings have errors View Run Check

Step 4 Post to Ctxns Not Completed Post

Under the view area is also where you can see any warnings brought up in the integrity check. Warnings are not hard stops and won't prevent you from posting the data to time entry. On the right hand side you can also see how the data was mapped. The assignment, WEB, employee name and SSN, and Reg/OT/Total hours from the imported document are listed.

data integrity - payroll import

filter your data
 Last Name First Name Included Only Errors Only

Drag a column header here to group by that column.

Aident	Last Name	First Name	Assignment	Exclude	Ignore	Error
2	zzperson	zztest	1	<input type="checkbox"/>	<input type="checkbox"/>	
2	zzperson	zztest	1	<input type="checkbox"/>	<input type="checkbox"/>	
2	zzperson	zztest	1	<input type="checkbox"/>	<input type="checkbox"/>	Warn: Assignmen...
2	zzperson	zztest	1	<input type="checkbox"/>	<input type="checkbox"/>	
2	zzperson	zztest	1	<input type="checkbox"/>	<input type="checkbox"/>	

assignment details
 Assignment Id 1
 Weekend Bill 1/3/2016 12:00:00 AM
 Employee zzperson, zztest
 888-18-1818
 Regular Hours 1.00
 Overtime Hours 0
 Total Hours 1.00

Tempworks Imported
 Department Primary
 Cost Center
 Job Title Default
 Supervisor

error details

Cancel Save

Posting Import

Once everything has passed the integrity check and all errors have been resolved or excluded select post, allowing the transactions to be created in time entry.

The screenshot displays the 'payroll import' workflow in TempWorks Enterprise. The process is shown in four steps: 1. Import File (2/8/2017 12:31:27 PM) where 5 timecards were imported. 2. Data Mappings (2/8/2017 12:34:49 PM) where 1 employee was mapped. 3. Data Integrity Check (2/8/2017 12:36:58 PM) showing 0 mappings with errors. 4. Post to Ctxns (2/8/2017 1:06:50 PM). A 'Posting Success' notification is shown, indicating that the timecard(s) were successfully posted. The left sidebar shows the navigation menu with 'worksheet' selected under 'timecard import'.

If you do a lot of time entry through the timecard import you can add the TCFeedID column to the time entry screen to sort on your imports. That column will relate back to the ID field from the worksheet page and the ID column on the Timecard Import page.

Timecards that come over from a timecard import are also automatically thrown into a proofing session the name of whoever posted them. You can review the timecards in time entry or go straight to proofing.

The screenshot shows the 'time entry' screen with 10 timecards listed. The columns include W, S, TCFeedID, Name, Customer, Department, Pay Co..., Shift, RT Hrs, OT Hrs, Bill, Pay, OT P..., and DT Pa. The TCFeedID column is highlighted with a red box. The table shows various timecard entries for 'zzperson, zztest' with different pay rates and hours.

W	S	TCFeedID	Name	Customer	Department	Pay Co...	Shift	RT Hrs	OT Hrs	Bill	Pay	OT P...	DT Pa
		10	zzperson, zztest	zzTestCustomer	Primary	Commi:		0.00	0	\$12.00	\$10.00	\$15.00	\$2
		10	zzperson, zztest	zzTestCustomer	Primary	Reg		35.5	0	\$12.00	\$10.00	\$15.00	\$2
		10	zzperson, zztest	zzTestCustomer	Primary	Reg		0	0	\$9.00	\$7.50	\$11.25	\$1
		10	zzperson, zztest	zzTestCustomer	Primary	Reimbu		0	0	\$12.00	\$10.00	\$15.00	\$2
		10	zzperson, zztest	zzTestCustomer	Primary	Incentiv		0	0	\$12.00	\$10.00	\$15.00	\$2
		11	zzperson, zztest	zzTestCustomer	Primary	Commi:		0	0	\$12.00	\$10.00	\$15.00	\$2
		11	zzperson, zztest	zzTestCustomer	Primary	Reg		35.5	0	\$12.00	\$10.00	\$15.00	\$2
		11	zzperson, zztest	zzTestCustomer	Primary	Reg		0	0	\$9.00	\$7.50	\$11.25	\$1
		11	zzperson, zztest	zzTestCustomer	Primary	Reimbu		0	0	\$12.00	\$10.00	\$15.00	\$2
		11	zzperson, zztest	zzTestCustomer	Primary	Incentiv		0	0	\$12.00	\$10.00	\$15.00	\$2

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