

# Kittrell Paycards

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## Overview

Kittrell Paycard provides a payroll debit card program for temporary staffing agencies saving the company and the temporary employee time and money.

**\*Note\*** The Kittrell Paycard integration is only available within Enterprise and is not available for Self-Hosted and Funding clients.

## Setup Process

The majority of the setup process is completed via TempWorks Software including the creation and automation of an SSIS package that contains the exports required by Kittrell.

Clients will need to enroll employees with Kittrell via electronic pay setup within Enterprise, as outlined below.

## How to Enroll an Employee with Kittrell

Navigate to the employee record > Pay Setup > Electronic Pay.

Select the "Activate Electronic Payments" checkbox and then, within the "Paycard Account" section, enter the following:

- **Paycard Vendor:** Kittrell
- **Account Number:** Enter the Kittrell Paycard number.
  - Account Number will start with "316".
  - Account Number must be 12 digits in length.
- **Paycard Verify By:** Automatically populated once "Save" is selected.
- **Paycard Verify Date:** Automatically populated once "Save" is selected.

**\*Note\*** As an additional requirement, employees will need to have both a Date of Birth and Phone/Cell number included within their record.

Once the information has been entered, select the "Save" icon at the top left of the Enterprise window to save your changes.

**\*Note\*** Do not select the checkmark to the top right of the "Paycard Account" section as it is not needed.

The screenshot shows the 'electronic pay' configuration for employee Ali Test. The interface includes a navigation menu on the left with options like 'visifile', 'details', 'documents', 'integrations', 'evaluations', 'messages', 'pay history', 'pay setup', 'accruals', 'adjustments', 'arrears', 'electronic pay', 'imputed income', 'rate sheet', and 'taxes'. The main content area is titled 'Activate Electronic Payments' and contains two sections: 'ach bank account' and 'paycard account'. The 'ach bank account' section has a checked checkbox and fields for 'Bank Routing Info', 'Account Number', and 'Account Type' (set to 'Checking Account'). The 'paycard account' section has a checked checkbox and fields for 'Paycard Vendor' (Kittrell), 'Account Number' (316 [redacted]), 'Paycard Verify By' (joshua.kramer), and 'Paycard Verify Date' (10/20/2023).

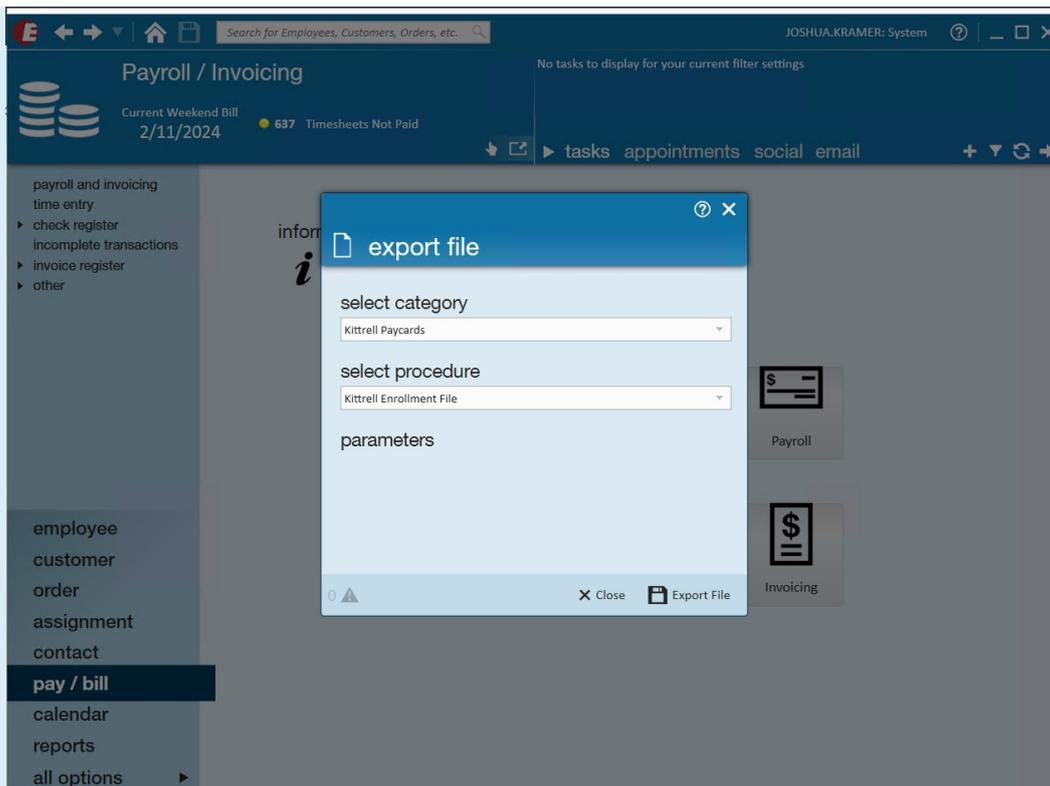
Repeat the process for any remaining employees who need to be enrolled with Kittrell.

Once the employees have the Kittrell Paycard information added to their respective electronic pay locations, the Kittrell Enrollment file will be run automatically to complete the enrollment process.

**\*Note\*** The Kittrell Enrollment file is automatically run and exported to Kittrell every 15 minutes.

Therefore, if you have an employee that needs to be enrolled immediately after electronic pay information has been added, you can manually run the enrollment export by doing the following:

1. Be at the highest hierarchy level you are allowed.
2. Navigate to Pay/Bill > Action's Menu > Export.
3. Within the "Export File" window, select the following:
  - o Category: Kittrell Paycard
  - o Procedure: Kittrell Enrollment File
    - Run this export if you need to complete the enrollment process for employees who have new Kittrell Paycards.



**\*Note\*** If an employee is missing either their Date of Birth or a Phone/Cell number as a contact on their profile, they will not be included on the Kittrell enrollment file. As a result, the employee will have their Electronic Pay deactivated and a message will be logged on their record stating which is missing (it can be both).

## Processing Payroll & Next Steps

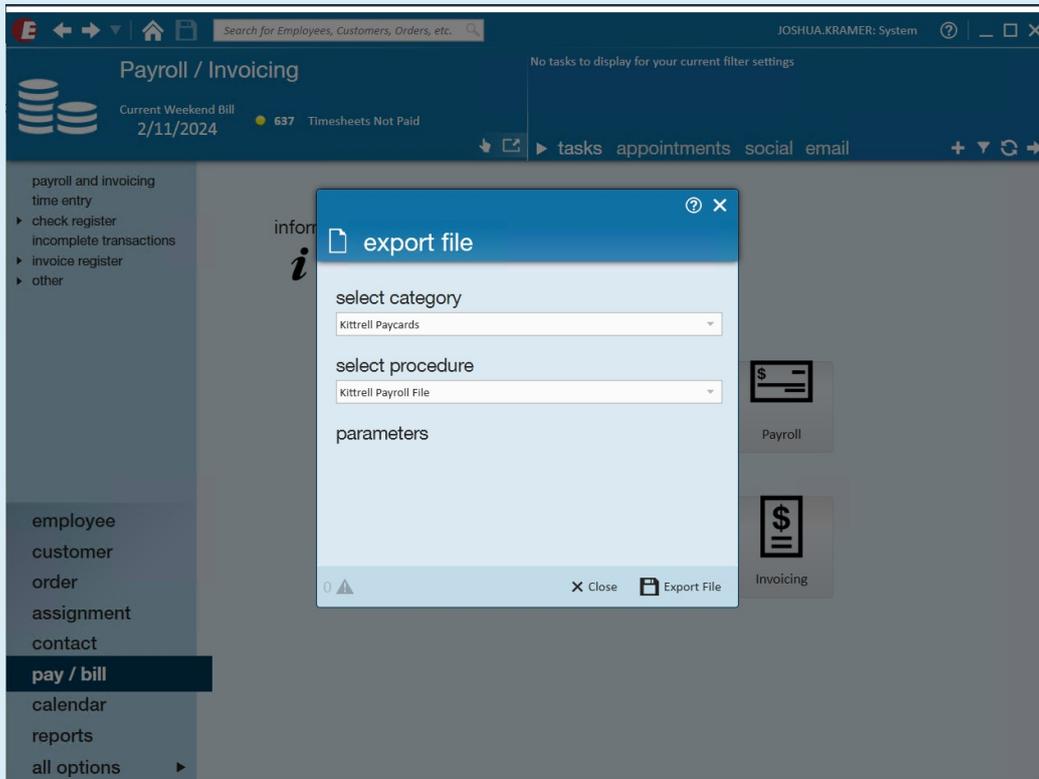
Once all employees have been enrolled with Kittrell, payroll can be processed like normal.

Once payroll has been processed, the automated SSIS package will run (every 15 minutes) which will send the payroll information to Kittrell and subsequently disperse the funds to the employees.

**\*Note\*** In the event paychecks are not uploading to Kittrell or you need an employee's Paycard funded immediately once payroll has been completed, you can manually run and send the export to Kittrell via the following:

1. Be at the highest hierarchy level you are allowed.
2. Navigate to Pay/Bill > Action's Menu > Export.
3. Within the "Export File" window, select the following:
  - Category: Kittrell Paycard

- Procedure: Kittrell Payroll File
  - Run this export if you need to complete the payment process once payroll has been completed.



The Kittrell Paycard Tracking report can be run at any time to show employee's Paycard checks that were uploaded to Kittrell, along with check info and if the employee is currently enrolled or not with Kittrell.

## Troubleshooting

- Users can review all Paycard check information and errors by going to the Employee Record > Pay History > Paycard History.
- At any point, you can revert back to a previous payment method via the Electronic Pay Setup screen of the employee record.

## Related Articles