Timerack Integration

Last Modified on 11/20/2025 2:30 pm CST

Overview

Timerack is a timeclock integration that aims to help your clients, or your business manage its time. With this integration and TempWorks, you will be able to seamlessly export information to Timerack and then import timecard information directly into Enterprise for payroll.

This article covers the following:

1. Setting Up the Integration
2. Timerack Employee Pin
3. Exporting to Timerack
4. Utilizing the Timerack Portal
5. Manually Importing Timerack Timecards
6. Import Troubleshooting
7. Next Steps

Setting Up the Integration

Note Before setup can be started, you must have an existing relationship with Timerack.

Once you are ready to begin setup, please contact your TempWorks Account Manager.

Open API Custom Integration Security Group

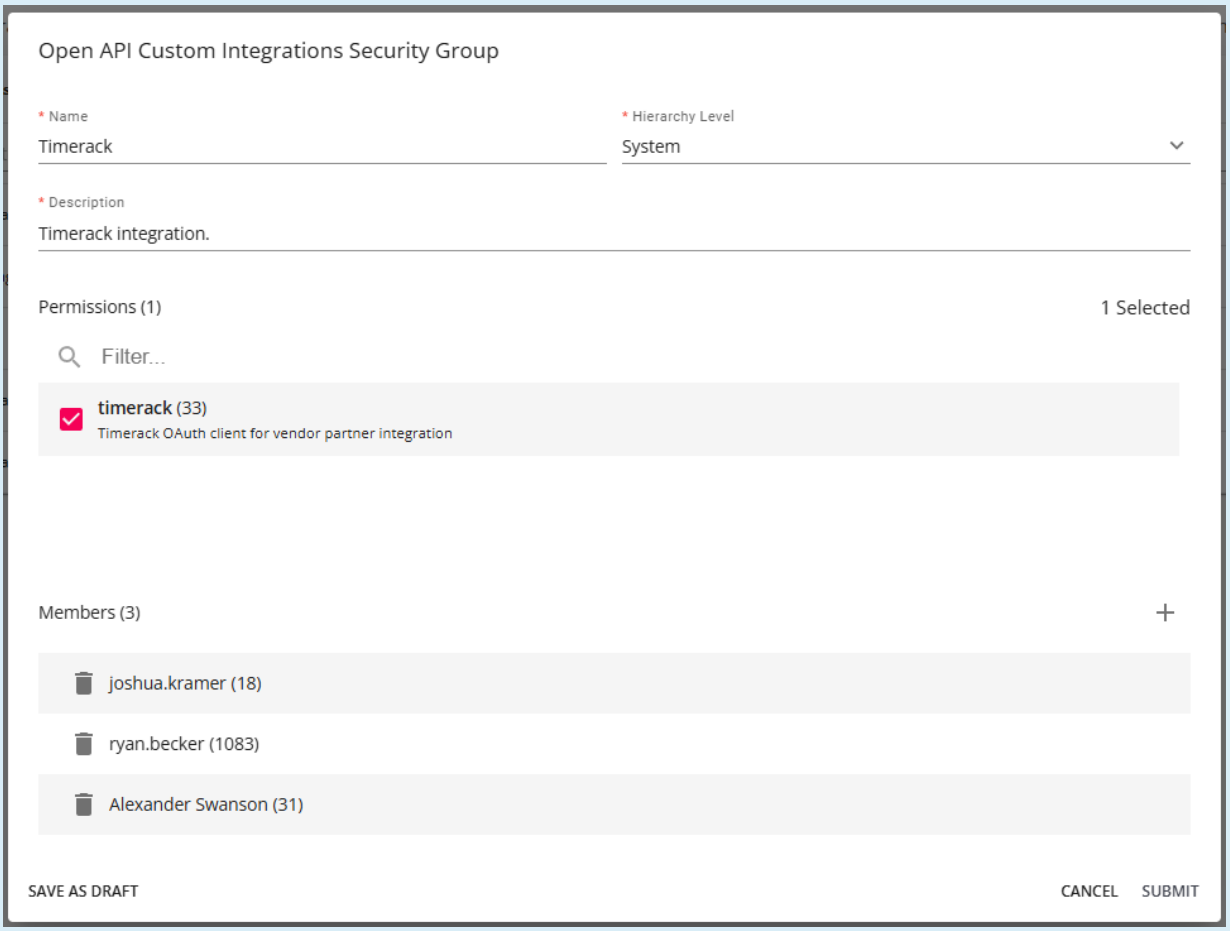
- In order to send the timecard information from the Timerack Portal to TempWorks, users utilizing the Timerack integration will need to be a member of an Open API Custom Integrations Security Group for Timerack.

Note In the event an Open API Custom Integrations Security Group for Timerack does not exist within your system, it will need to be created by doing the following:

1. Navigate to B Menu > System Settings > Security > Open API Custom Integrations.
2. Select the "+" at the top right to open the "Open API Custom Integrations Security Group" window.
3. Enter the following:

- Name: Timerack
- Hierarchy Level: The hierarchy level of the integration.
- Description: Timerack integration
- Permissions: Select the "Timerack" group of permissions.

4. Add the appropriate members to the Security Group.
5. Select "Submit" to complete the setup of the Security Group.

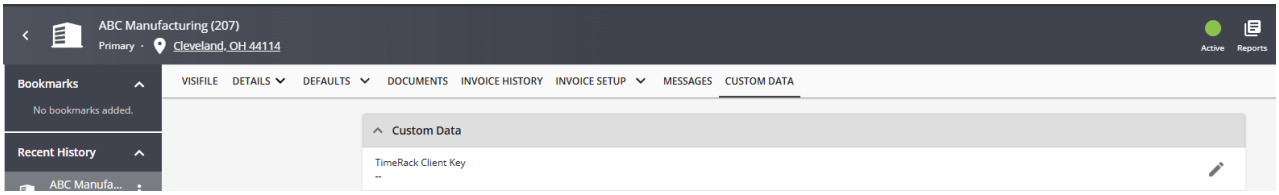


Timerack Client Key

- To ensure the integration and the export is working correctly, a new Timerack Client Key will need to be added to each Primary Customer record that will be included within the integration via Customer > Custom Data > Timerack Client Key.

Note The Timerack Client Key will need to be entered in Beyond.

Note You will receive a separate Timerack Client Key per Primary Customer record that will be setup for this integration.



Timerack Employee Pin

Employees utilizing the Timerack integration will be provided a 6-digit numerical pin that is used for time punches.

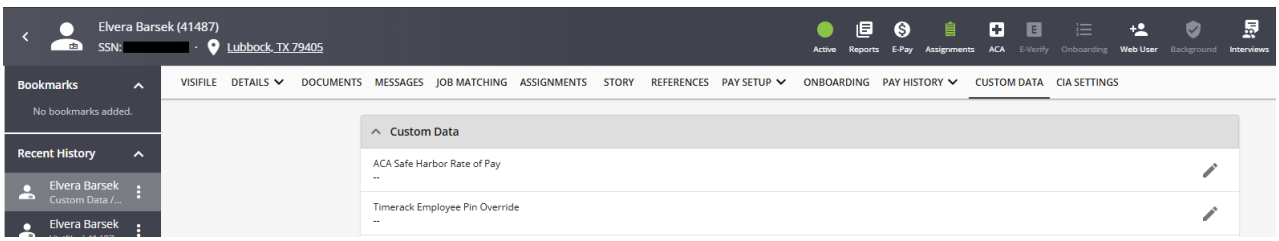
- This pin is set to the **day of the month of birth** followed by the **last four** digits of the employee's **SSN**.
    - For example, an employee with a birthday of April 7th and an SSN of 111-11-2345 would have a pin of 72345.
    - For example, an employee with a birthday of December 12th and an SSN of 123-45-6789 would have a pin of 126789.

Note The employees default pin is **not** shown within TempWorks.

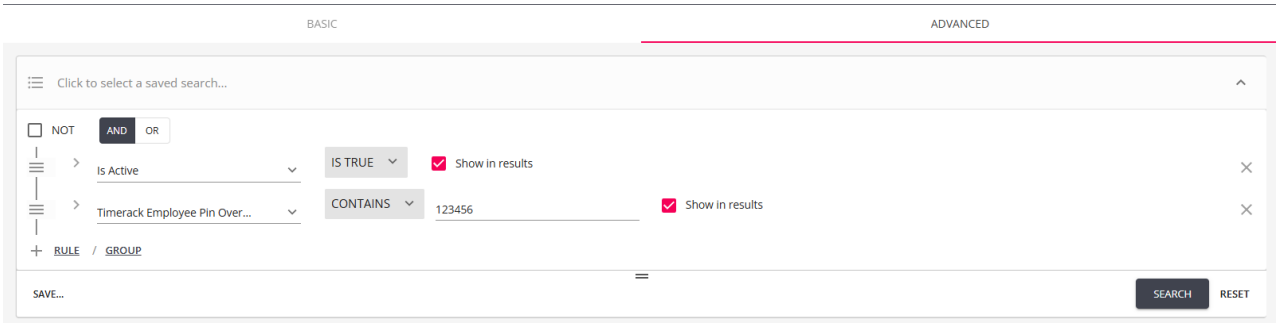
In the event you want to set an override for the employee's pin, you can do so by navigating to Beyond > Employee > Custom Data > Timerack Employee Pin Override:

- The override can be set to any combination of 6 numerical digits.
- Once the override is setup within Beyond, the value will then be automatically communicated to Timerack.

Note The Timerack Employee Pin Override will need to be entered within Beyond.



You can also conduct an employee enhanced search within Beyond to find employees that have pin overrides:



Exporting to Timerack

The exporting process is fully automated by TempWorks and Timerack.

Note Once the automated process is run, all current data is submitted to Timerack every hour.

Note In the event you want to manually import assignment information into Timerack, please see the Timerack article titled "Manually Initiate Import of Assignments from TempWorks".

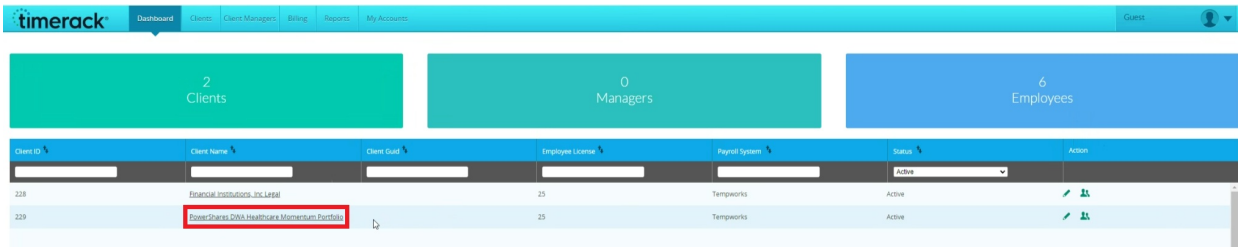
Utilizing the Timerack Portal

Once the data has been imported into Timerack, you will be able to edit the timecard information including hours, adjustments, pay codes, punches, etc, all directly within the Timerack portal.

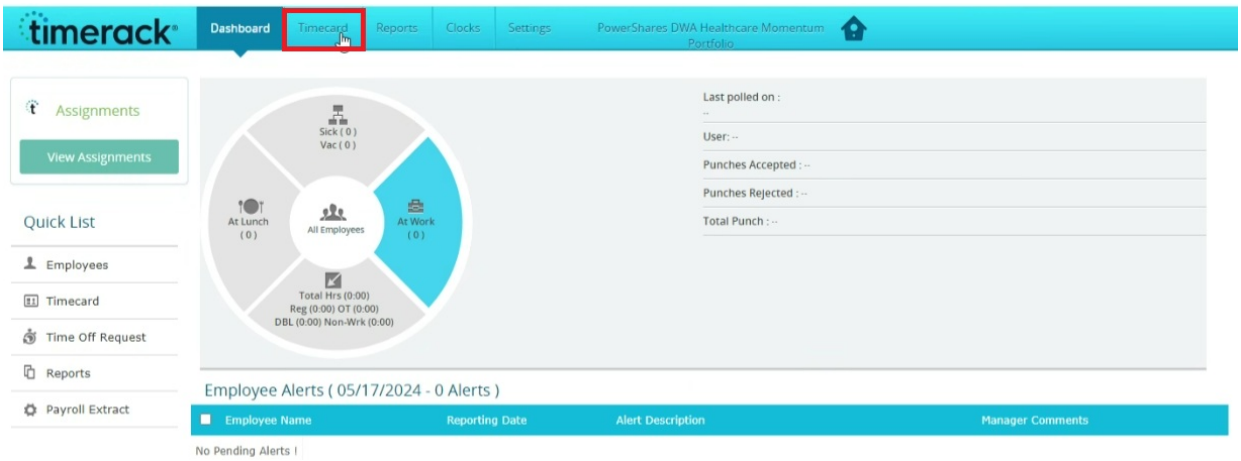
Begin by navigating to the Timerack portal and entering your credentials to login:



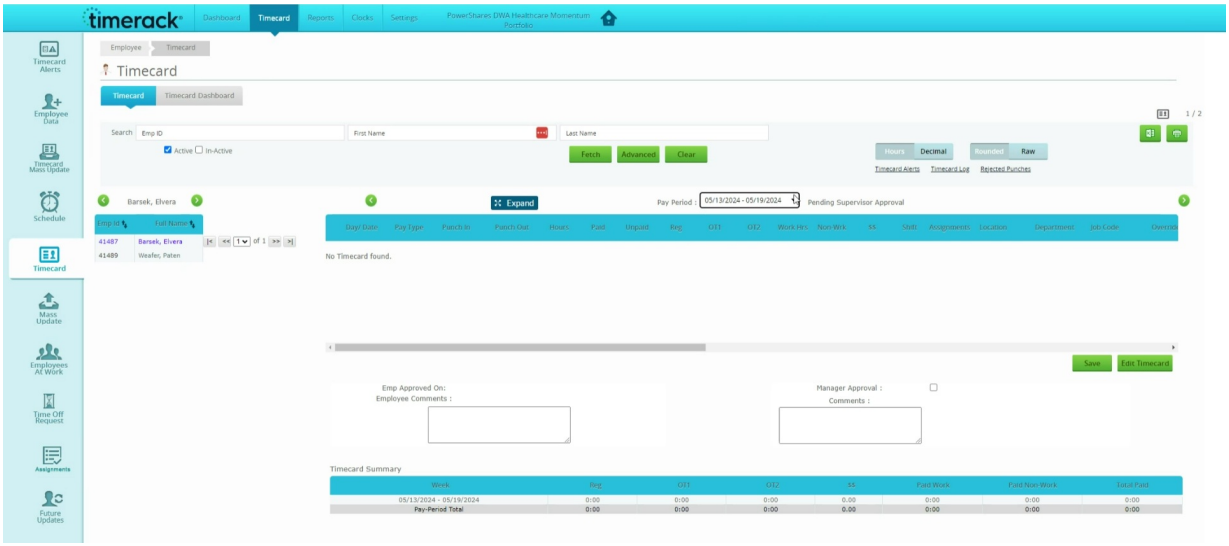
Once logged into the portal, select the appropriate "Client" (TempWorks Customer) that you are going to be creating timecards for:



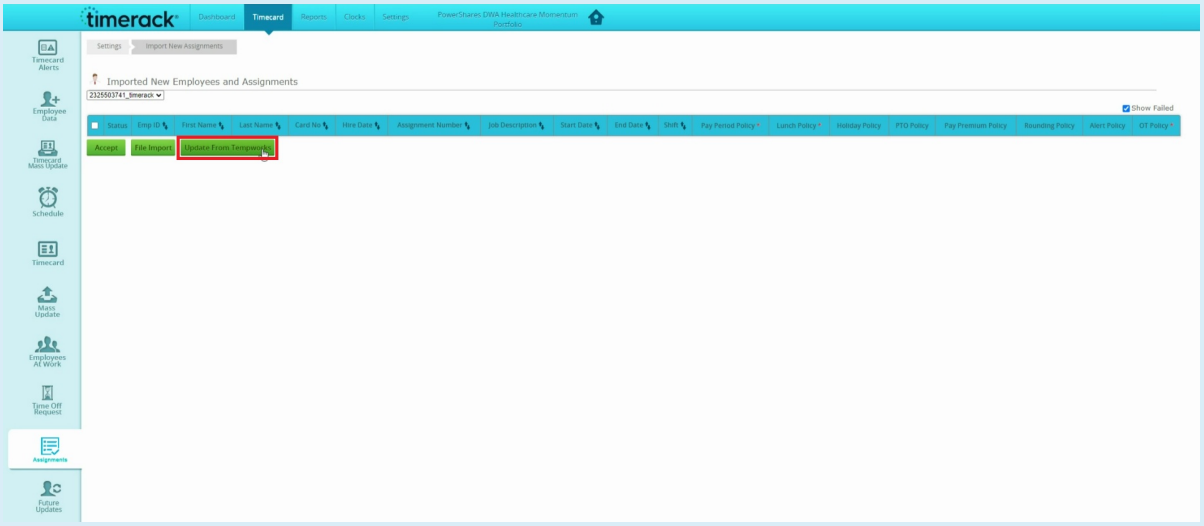
Once the "Client" (TempWorks Customer) has been chosen, select the "Timecard" tab at the top:



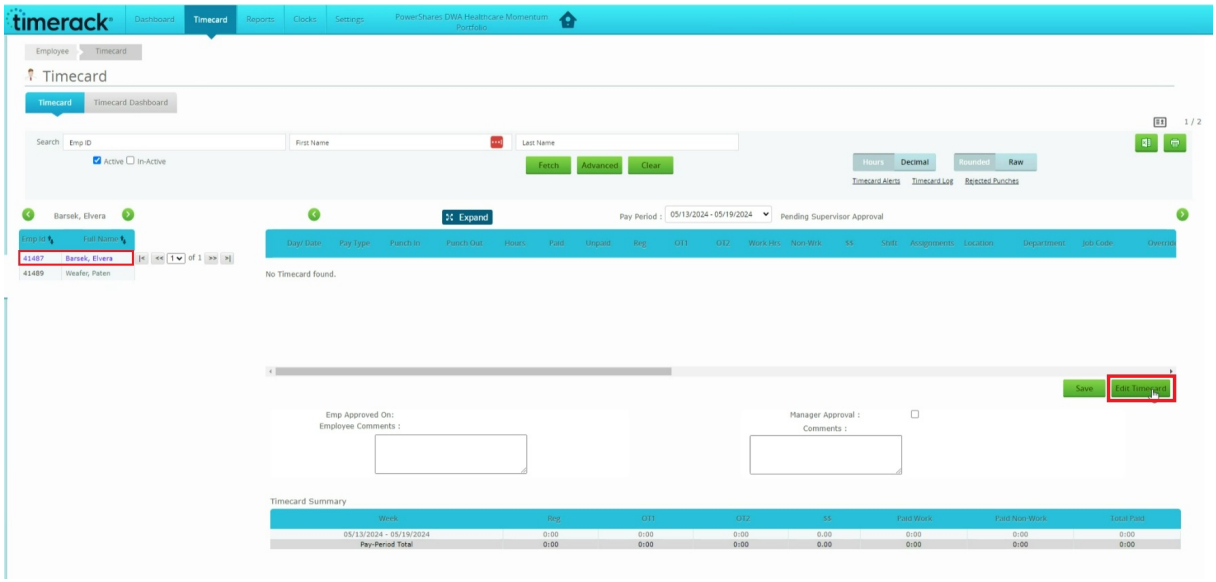
Within the "Timecard" tab, you will see the employees associated with the customer from the TempWorks import:



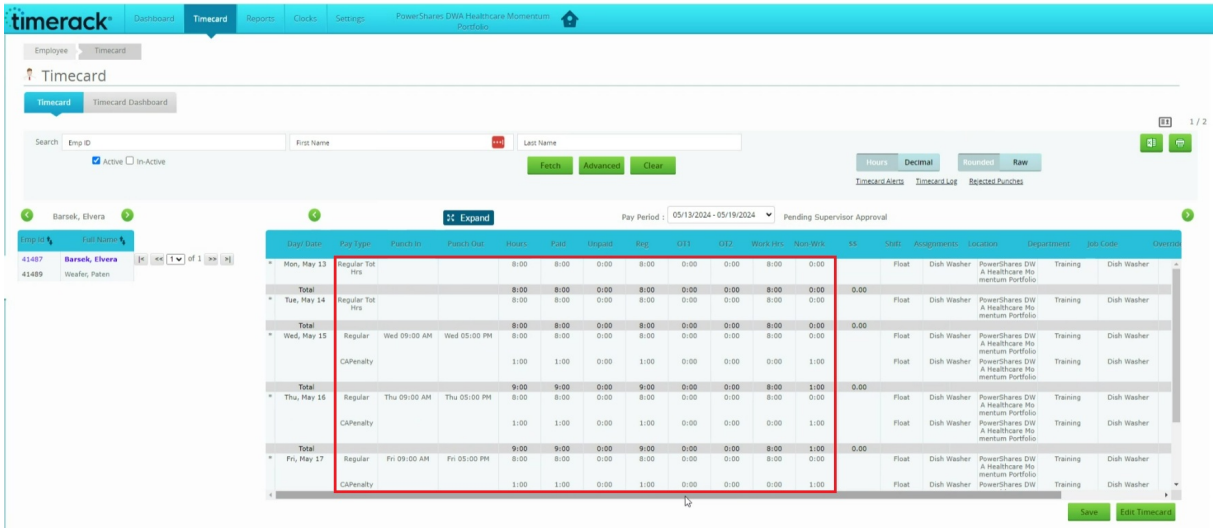
Note In the event the employees have not been imported, you can navigate to the "Assignments" option at the left of the portal and select "Update From TempWorks" which will pull in the information from the TempWorks import:



To edit a timecard for an employee, select the employee from the list on the left and then select the "Edit Timecard" button to the right:



Enter the information required within the timecard and once finished, select "Save":



Note When adding time to the timecard, you can enter one of two ways:

- Pay Type > Regular Tot Hrs > Enter time as hours
- Pay Type > Regular > Enter time as punches (using Military Time)

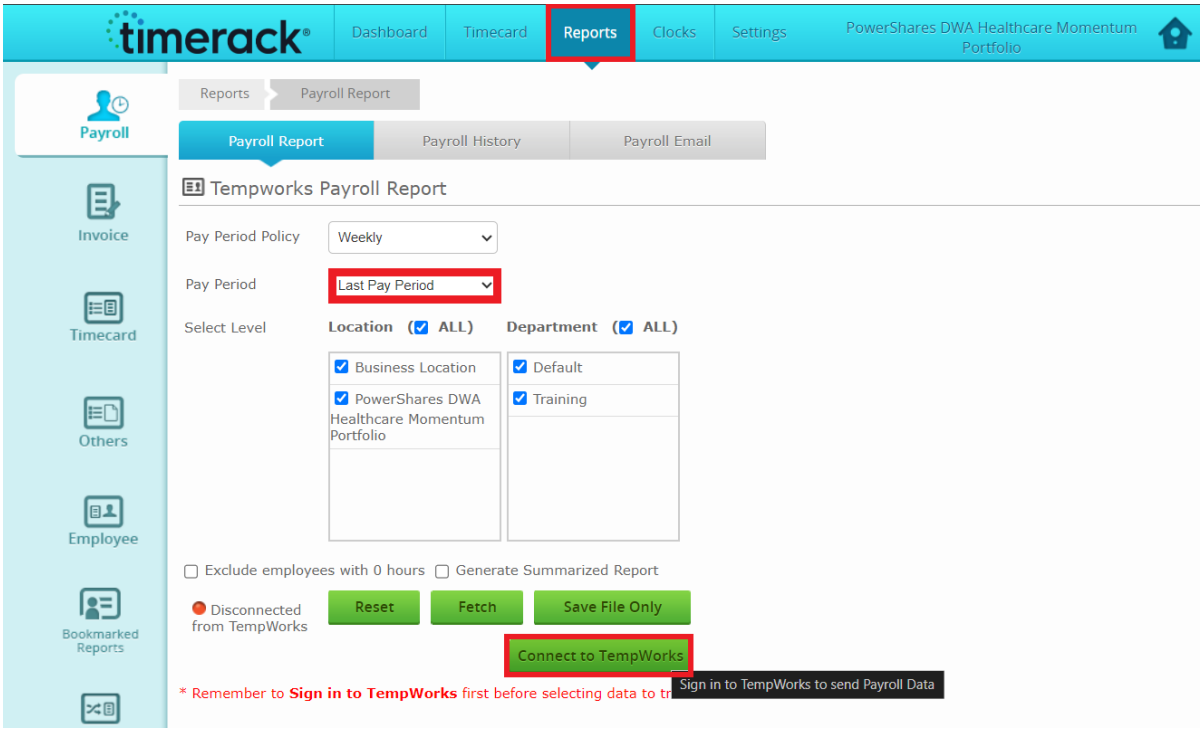
Please keep in mind that you cannot exceed 24 hours on a single Pay Type.

Any adjustments added to the timecards within the Timerack portal will appear as **employee** adjustments within the timecards in TempWorks.

Once the timecard information has been saved, continue to work through your remaining employee timecards by choosing the employee from the list and selecting "Edit Timecard".

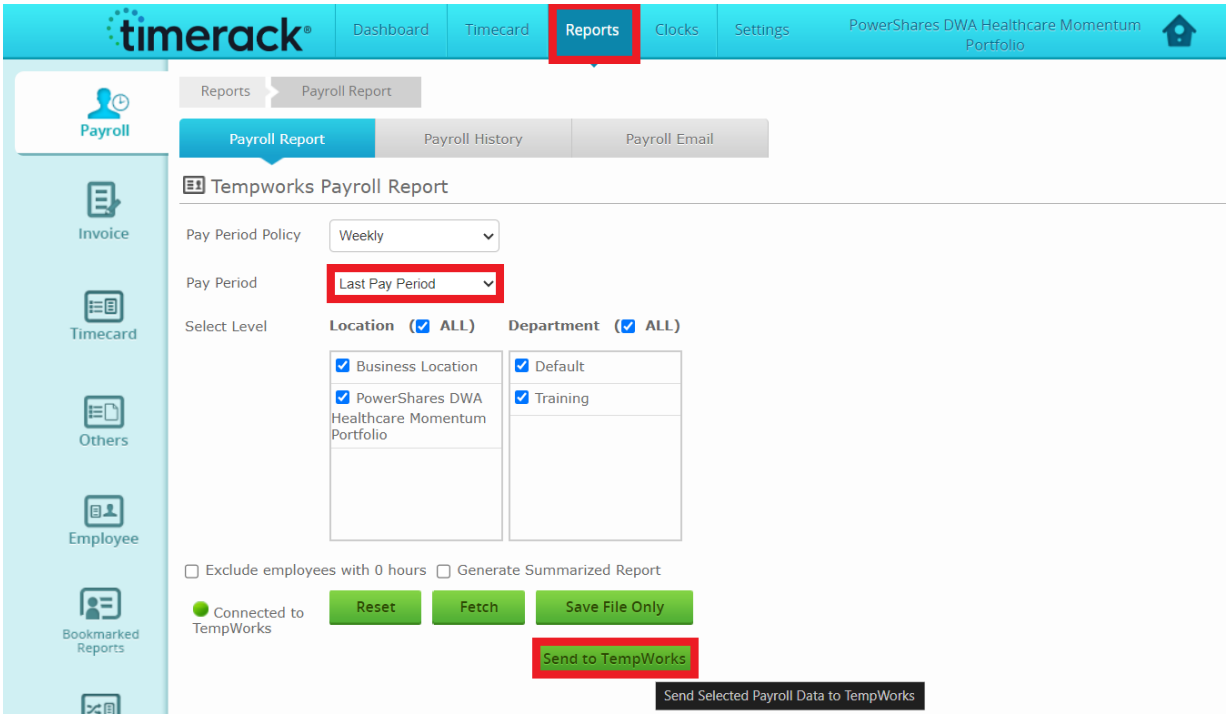
Once all the timecards have been completed, select the "Reports" tab at the top, select "Last Pay Period" from the "Pay Period" dropdown, and select "Connect to TempWorks":

Note Please ensure you are selecting "Last Pay Period" from the "Pay Period" dropdown as that contains punches that need to be paid this period.



Note If you are not already logged into TempWorks, upon selecting "Connect to TempWorks", you will receive a new prompt to login.

Once the connection is completed, select "Send to TempWorks" to complete the exporting of the timecards to TempWorks:



Note You will receive a confirmation message at the top of the screen that states the timecard information has been sent to TempWorks.

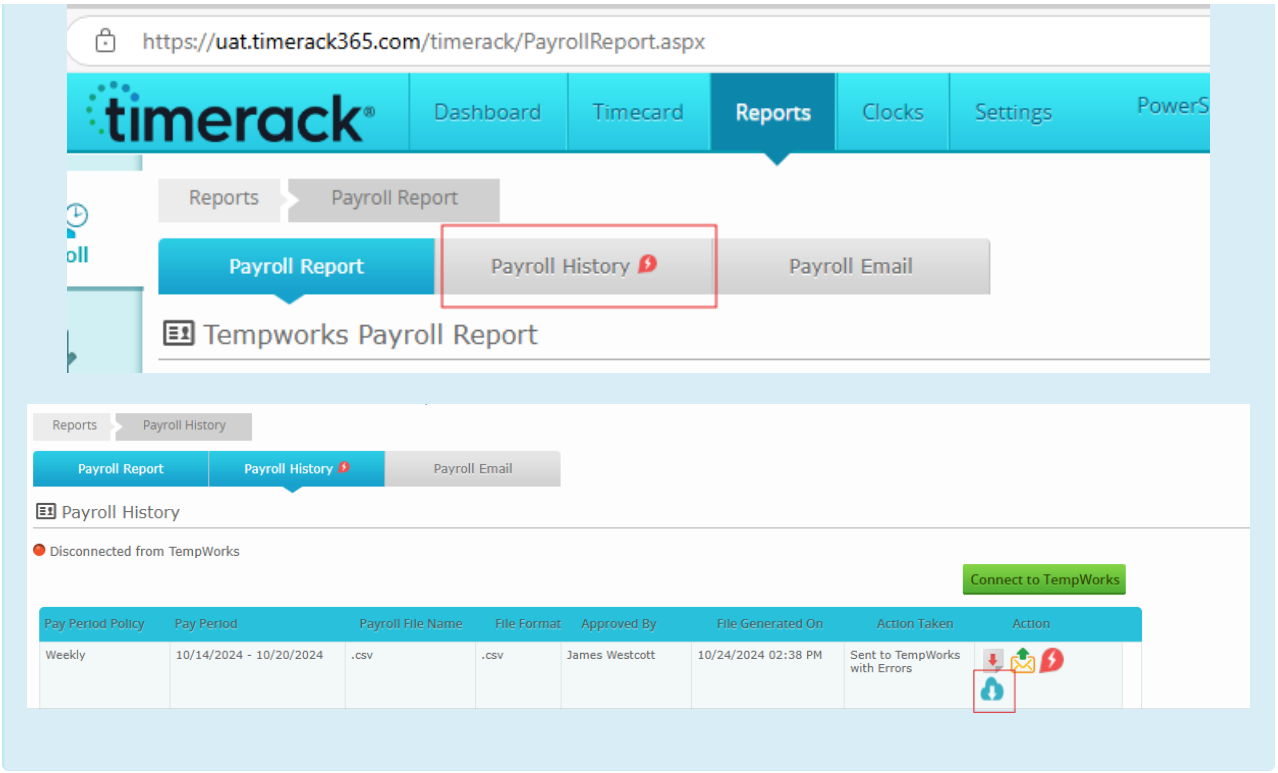
For more information, please see the Timerack article titled "Export Timecard Data to TempWorks".

Note In the event the sending of the timecard information to TempWorks was interrupted, you can restart the process by selecting "Send to TempWorks".

Any existing timecards from Timerack, so long as they have **not** been sent to payroll, will be replaced and recreated, therefore preventing duplicates.

This also works in the event edits need to be made to timecards within the Timerack portal.

Note In the event of errors, you will be able to download the "Payroll History" report from the "Payroll History" tab to see the Assignment ID along with the associated error message:



Manually Importing Timerack Timecards

Note The manual import should only be used if you are **not** currently utilizing "Connect to TempWorks" within the Timerack portal.

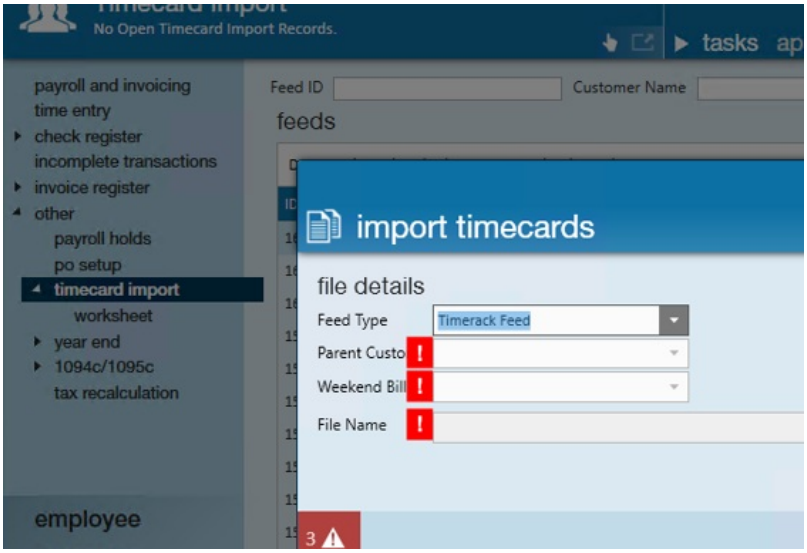
If you are utilizing the automatic import from the Timerack portal into TempWorks, please disregard this section.

Once the export has been run and the information has been sent to Timerack successfully, the Timerack import can be run to import timecards from Timerack.

Navigate to Pay/Bill > Other > Timecard Import and select the "+" to add a new import.

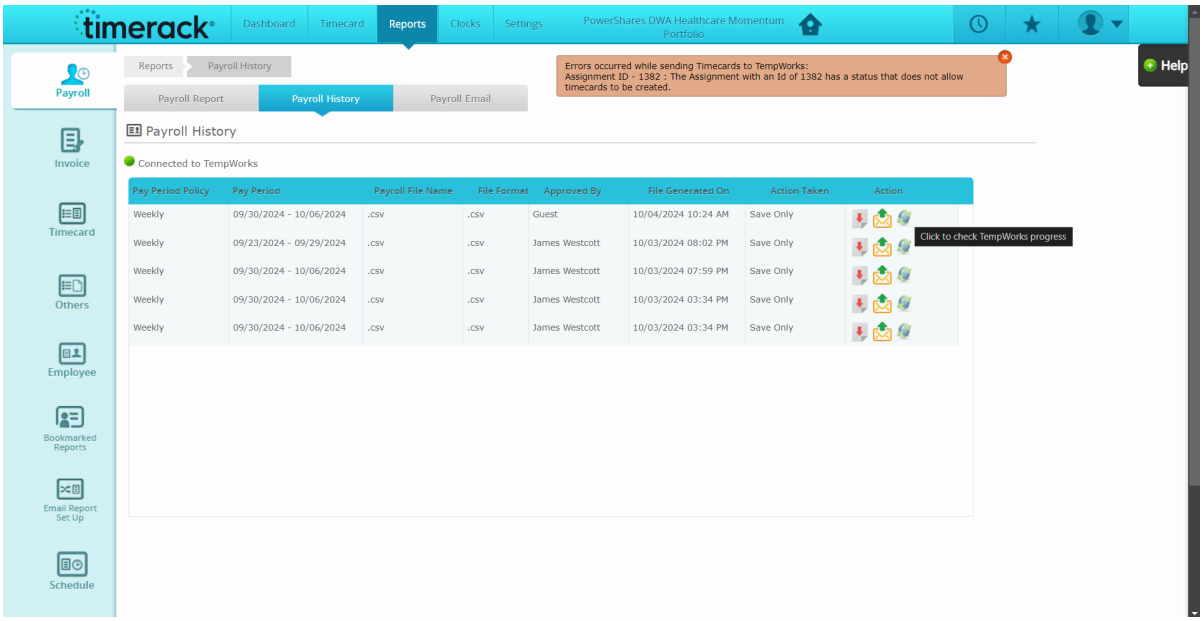
Enter the following:

- **Feed Type**: Timerack Feed
- **Parent Customer:** Select the appropriate Parent Customer record.
- **Weekend Bill**: Select the appropriate Weekend Bill date.
- **File Name**: Select the appropriate file from your system.



Import Troubleshooting

After sending the timecards to TempWorks, you can check the status of the import from the "Payroll History" screen in Timerack. It's possible that there were errors and some of the timecards failed to create:



The following are the errors you might see in Timerack when checking the status of an import:

- **Error**: "You can not insert master table data into the system at this hierarchy level."
  - **Resolution**: The service rep is at a hierarchy that does not allow creating timecards. Change hierarchy to the appropriate hierarchy level and re-send the timecards.
- **Error**: "The Assignment with an Id of 123 could not be found or is not currently visible."
  - **Resolution**: The service rep cannot see the assignment from their current hierarchy. Change hierarchy to the appropriate hierarchy level and re-send the timecards.
- **Error**: "The Assignment with an Id of 123 has a status that does not allow timecards to be created."

    - **Resolution**: The assignment has a status like “Deleted/Mistakenly Entered” that does not allow creating timecards. Change the assignment status to a status that allows creating timecards (for example, “Complete”) and re-send the timecards.
- **Error**: “There are currently no open weeks visible.”
    - **Resolution**: The import creates timecards for the current open week, so if there are no open weeks no timecards will be created.

Additionally, you can enable the option to receive error file via email by navigating to the Reports tab > Payroll Email and selecting the "Receive Error File" checkbox:

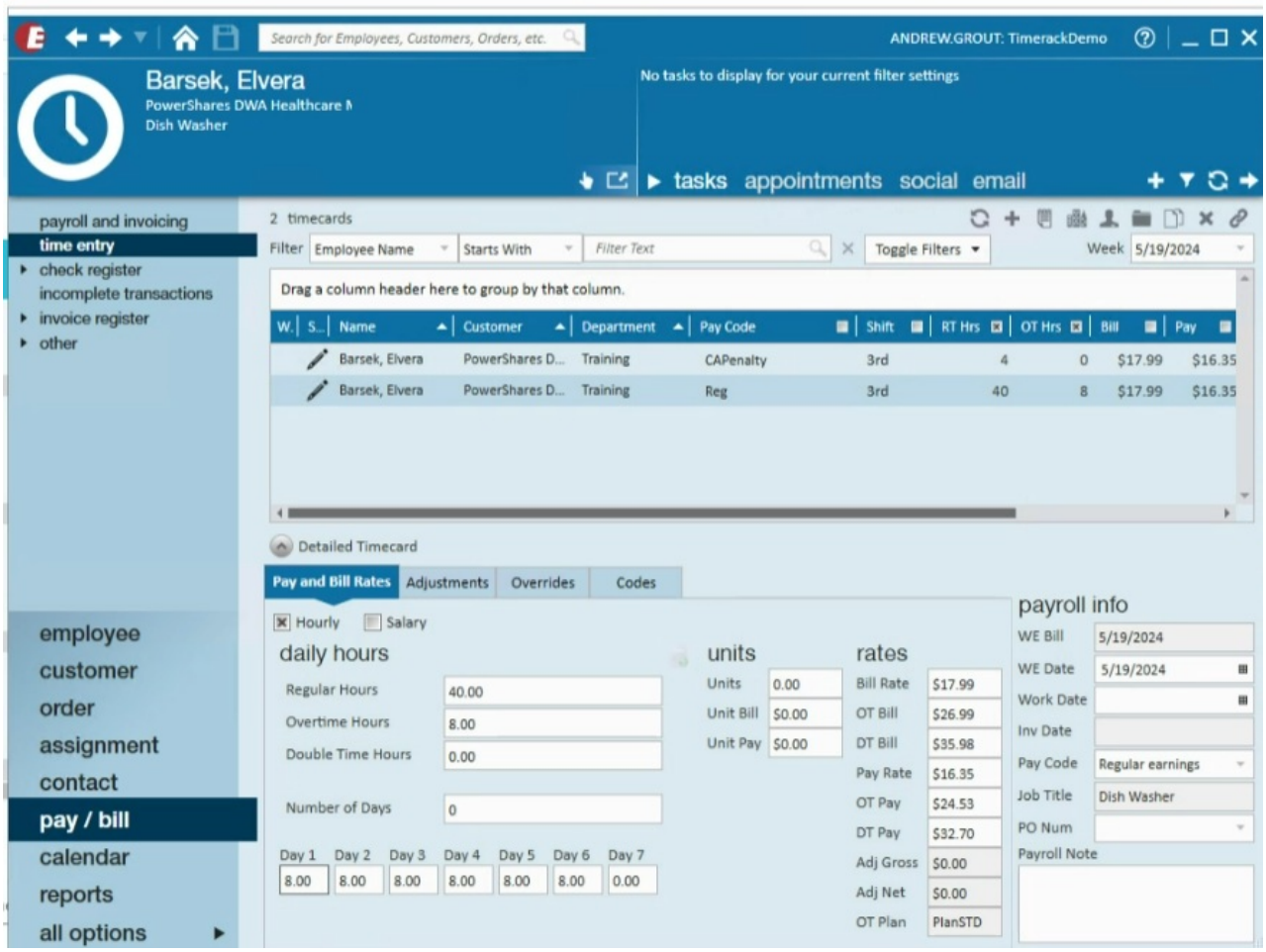


Select "Update" to save the changes.

Next Steps

With the timecards imported into TempWorks, now you can continue with the standard Proofing, Payroll, and Invoicing processes:

Note While the Time Entry and Payroll Proofing processes are able to be completed within both Enterprise or Beyond, Payroll and Invoice processing must be completed within Enterprise.



Related Articles