

Timerack Integration

Last Modified on 12/06/2024 1:17 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.

Open API Custom Integrations Security Group

* Name * Hierarchy Level
 Timerack System ▼

* Description
 Timerack integration.

Permissions (1) 1 Selected

🔍 Filter...

timerack (33)
Timerack OAuth client for vendor partner integration

Members (3) +

joshua.kramer (18)

ryan.becker (1083)

Alexander Swanson (31)

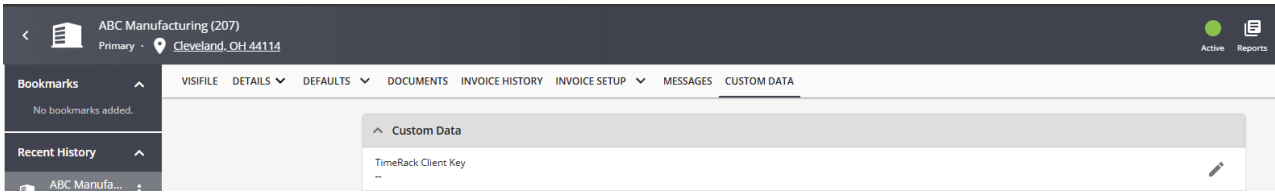
SAVE AS DRAFT
CANCEL SUBMIT

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.

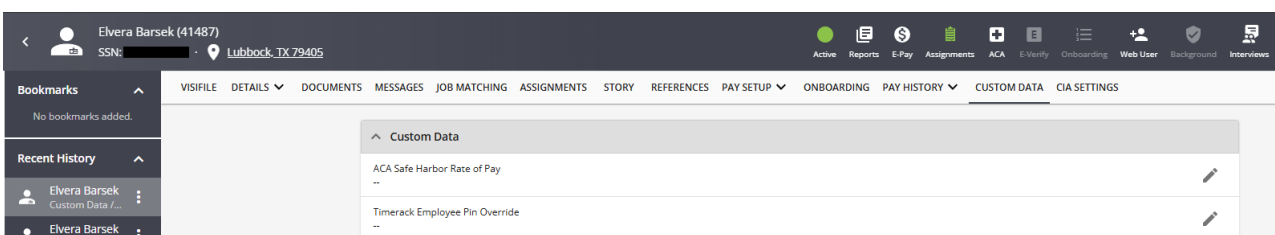
- This pin is set to the **day of the month of birth** followed by the **last four** digits of the employee's **SSN**.
 - For example, an employee with a birthday of April 7th and an SSN of 111-11-2345 would have a pin of 072345.

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

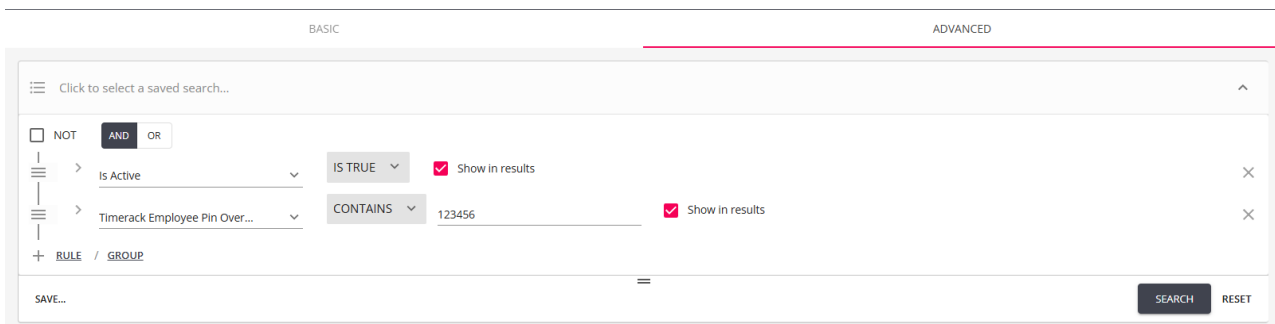
In the event you want to set an override for the employee's pin, you can do so by navigating to Beyond > Employee > Custom Data > Timerack Employee Pin Override:

- 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](#)".

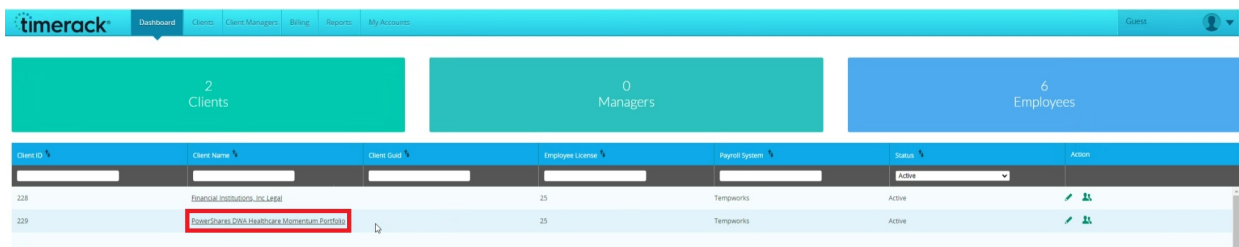
Utilizing the Timerack Portal

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.

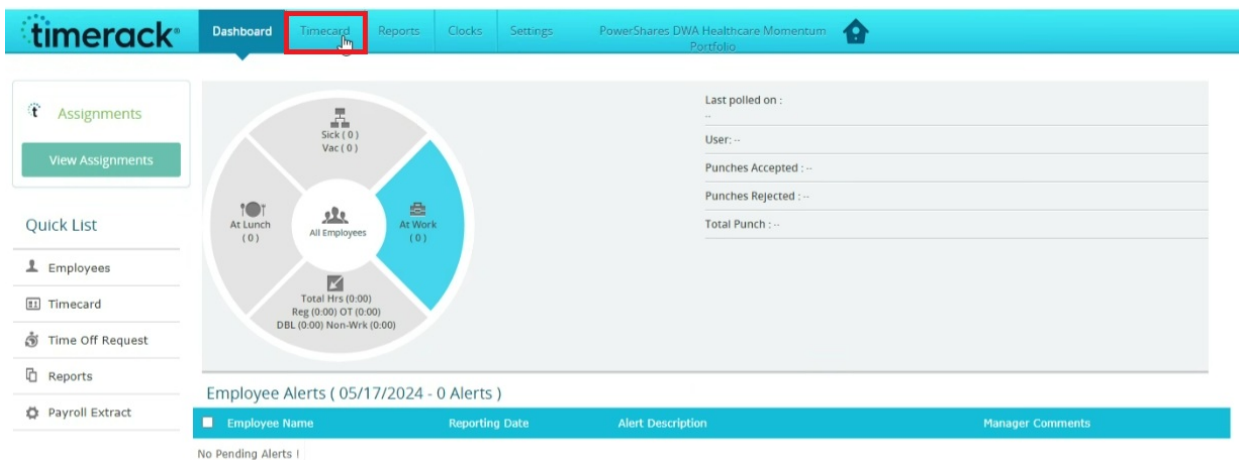
Begin by navigating to the Timerack portal and entering your credentials to login:



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:

The screenshot shows the 'Timecard' section of the timerack application. At the top, there are navigation tabs for 'Dashboard', 'Timecard', 'Reports', 'Clocks', and 'Settings'. The main content area includes a search bar with fields for 'Emp ID', 'First Name', and 'Last Name'. Below the search bar, there are buttons for 'Fetch', 'Advanced', and 'Clear'. A table lists employees with their IDs and names. A 'Timecard Summary' table is displayed at the bottom, showing zero hours for all categories (Work, PTO, OTH, OOT, SS, Paid Work, Paid Non-Work, Total Paid) for the period 05/13/2024 - 05/19/2024.

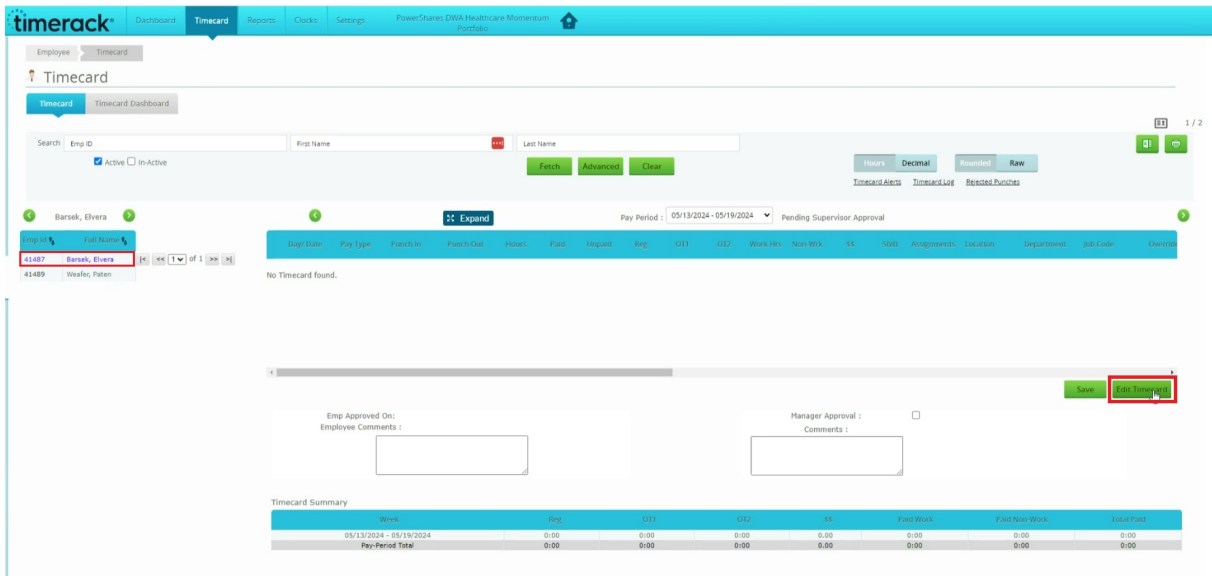
Work	PTO	OTH	OOT	SS	Paid Work	Paid Non-Work	Total Paid
05/13/2024 - 05/19/2024	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Pay Period Total	0:00	0:00	0:00	0:00	0:00	0:00	0:00

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:

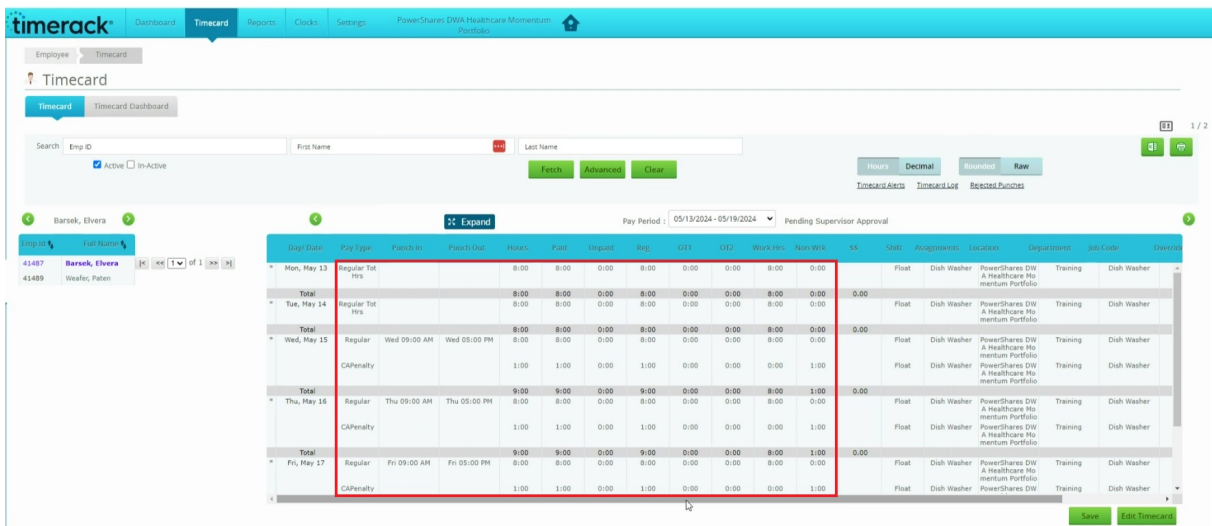
The screenshot shows the 'Import New Assignments' page in the timerack application. The page title is 'Imported New Employees and Assignments'. Below the title, there is a dropdown menu showing '2326503741_timerack'. A table lists various assignment policies. A red box highlights the 'Update From TempWorks' button.

Status	Emp ID	First Name	Last Name	Card No	Hire Date	Assignment Number	Job Description	Start Date	End Date	Shift	Pay Period Policy	Lunch Policy	Holiday Policy	PTD Policy	Pay Premium Policy	Rounding Policy	Alert Policy	OT Policy
Accept																		

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.

The screenshot shows the Timerack interface for generating a payroll report. The top navigation bar includes 'Dashboard', 'Timecard', 'Reports', 'Clocks', and 'Settings'. The 'Reports' menu is highlighted. Below it, the 'Payroll Report' sub-menu is active. The main content area is titled 'Tempworks Payroll Report'. It features several dropdown menus and checkboxes for filtering the report. The 'Pay Period Policy' is set to 'Weekly', and the 'Pay Period' is set to 'Last Pay Period'. The 'Location' and 'Department' sections are both set to 'ALL'. There are checkboxes for 'Business Location', 'PowerShares DWA Healthcare Momentum Portfolio', 'Default', and 'Training'. A 'Connect to TempWorks' button is highlighted with a red box. A tooltip above it says 'Sign in to TempWorks to send Payroll Data'. A red note at the bottom of the screenshot reads: '* Remember to Sign in to TempWorks first before selecting data to tr'.

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:

The screenshot shows the Timerack interface with the 'Reports' menu highlighted. The 'Tempworks Payroll Report' configuration page is displayed. The 'Pay Period' dropdown is set to 'Last Pay Period'. The 'Send to TempWorks' button is highlighted in red, and a tooltip 'Send Selected Payroll Data to TempWorks' is visible below it.

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:

The screenshot shows the Timerack web application interface. The top navigation bar includes 'timerack®', 'Dashboard', 'Timecard', 'Reports', 'Clocks', 'Settings', and 'PowerS'. The 'Reports' section is active, with sub-menus for 'Reports', 'Payroll Report', 'Payroll History', and 'Payroll Email'. The 'Payroll History' menu item is highlighted with a red box. Below the navigation, the 'Tempworks Payroll Report' section is visible. The 'Payroll History' sub-section shows a status 'Disconnected from TempWorks' and a 'Connect to TempWorks' button. A table displays payroll history data:

Pay Period Policy	Pay Period	Payroll File Name	File Format	Approved By	File Generated On	Action Taken	Action
Weekly	10/14/2024 - 10/20/2024	.csv	.csv	James Westcott	10/24/2024 02:38 PM	Sent to TempWorks with Errors	

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.

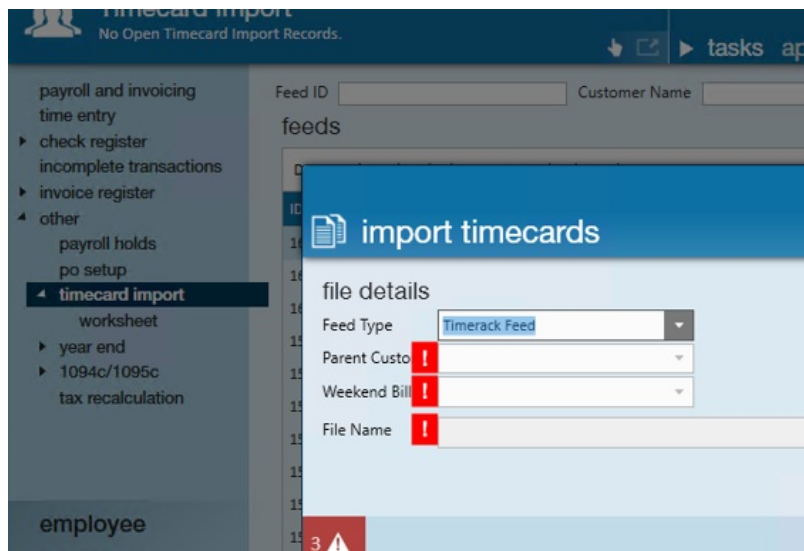
If you are utilizing the automatic import from the Timerack portal into TempWorks, please disregard this section.

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.

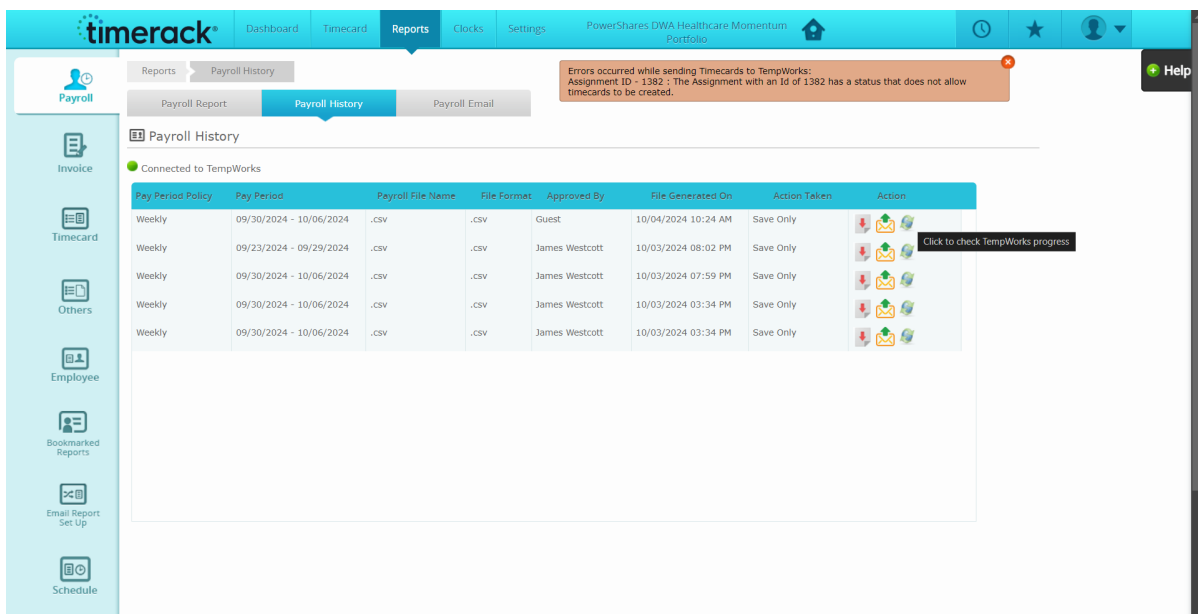
Enter the following:

- **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.

Search for Employees, Customers, Orders, etc. ANDREW.GROUT: TimerackDemo

Barsek, Elvera
PowerShares DWA Healthcare
Dish Washer

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

2 timecards

Filter Employee Name Starts With Filter Text Toggle Filters Week 5/19/2024

Drag a column header here to group by that column.

W.	S..	Name	Customer	Department	Pay Code	Shift	RT Hrs	OT Hrs	Bill	Pay
		Barsek, Elvera	PowerShares D...	Training	CAPenalty	3rd	4	0	\$17.99	\$16.35
		Barsek, Elvera	PowerShares D...	Training	Reg	3rd	40	8	\$17.99	\$16.35

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

Hourly Salary

daily hours

Regular Hours: 40.00
Overtime Hours: 8.00
Double Time Hours: 0.00
Number of Days: 0

units

Units: 0.00
Unit Bill: \$0.00
Unit Pay: \$0.00

rates

Bill Rate	\$17.99
OT Bill	\$26.99
DT Bill	\$35.98
Pay Rate	\$16.35
OT Pay	\$24.53
DT Pay	\$32.70
Adj Gross	\$0.00
Adj Net	\$0.00
OT Plan	PlanSTD

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

8.00 8.00 8.00 8.00 8.00 8.00 0.00

payroll info

WE Bill: 5/19/2024
WE Date: 5/19/2024
Work Date:
Inv Date:
Pay Code: Regular earnings
Job Title: Dish Washer
PO Num:
Payroll Note:

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

Related Articles