PayChoice ONLINE
Insights
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Schenck
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Timesheet Importing

If your company uses a time clock, or you collect employees' time in Excel spreadsheets, there is a way to load that data into the PayChoice system without rekeying it. PayChoice ONLINE offers an import feature that will eliminate the time wasted on duplicate entry and decrease the amount of possible data entry errors.

Payroll data can be imported via two types of file formats: the coma delimited (CSV) and the text file (TXT). Both of these files can be converted from Excel and most time clock systems that export files will be able to create one of these formats. These imports also offer the use of temporary department/labor overrides, rate changes, creating a second check and allow both positive and negative imports.

In order for the files to import, they need to follow a specific

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PayChoice ONLINE Users and Access Levels

It is important to stay up-to-date on the users you have set up for ONLINE Employer. To help you track changes, there are areas of the ONLINE system that can track what user was logged in when changes were made. Therefore, it is important that sharing of user logins does not happen. If there is turnover at your company, old users should be deactivated and new ones activated as a new user. Schenck can do this process for you.

Within the ONLINE system, there are levels of access to the Payroll, Employee Services, General Ledger and ViewChoice areas. Your company may be set up with access to all or just to those areas you use. Within these areas, you may want a user set up to view the payroll reports, but not have access to the payroll system for making changes. Or, you may want a Human Resources user set up to maintain the HR information in Employee Services, but not give them access to ONLINE Payroll. Each user can be set up with specific access to each area on the ONLINE system. However, it is mandatory that one administrative user have access to all areas.

As mentioned above, there are different access levels available for users in the ONLINE payroll system. Users can be set up in two ways:

- **Administrative Users** have access to all screens and reporting available in the ONLINE payroll system. They also have the ability to run preprocess and submit payrolls.
- **Data Entry (DE) Users** have limited access to groups of employees and/or demographic information. DE users, no matter what level, do not have the ability to run any custom reports, preprocess the payroll or submit a completed payroll. A DE user may be able to see all demographic information, except for salary and rate of pay. They may be restricted to a certain division or department within a company, but not see any demographic information for others. Some levels can be set as a view only or give the ability to change fields. The lowest level of a DE login can have access to the pay grid to enter hours into the timesheet, but will be restricted from seeing anything besides the employee's name and number.

There is no additional charge to maintain multiple users in the ONLINE system; however, you may incur a small fee for the setup of the users or maintenance to the user access. The administrative user of a company can set up and maintain users within their company, as well as grant

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layout and use the same codes as the payroll system for earnings, deductions and departments/labor codes. You can find the file specifications in the ONLINE system under **Payroll | Import Data** and your processor can help you determine which file format would work best for your situation as well as what codes you should be using.

PayChoice has the ability to work with many types of time clock systems. Schenck will work with your current time clock system provider to get the file specifications needed for the import to work. If you do not have a time clock and are looking for one, we can refer you to a representative from Heartland Business Solutions to obtain a Galaxy time system.

Moving the time file into the payroll system is as easy as saving the file to your computer: login to the ONLINE payroll system, browse for the file and click a button. Any information imported from the file will add to anything you have already keyed into the pay grid. It will not override what you have keyed. You do have to pay the salary amounts before you import the file, so there is no risk of you losing that information. Once the import is complete, you are able to continue to make changes in the pay grid.

One nice characteristic of using the import feature is that if there are any errors in the uploaded file, the system will give you an error message indicating what the specific error is, including the line number. Until this error is corrected, that file will not be uploaded. This allows you to fix the errors in the file as a whole and not have to go through the file line by line if some information imports, and some errors out.

If you have imported the file and you discover that you have selected the wrong file or have the wrong information in the file, your payroll processor can remove the data in the pay grid and allow you to start over or import the correct file. The one downfall to this is that if you have keyed other information into the pay grid, it will be deleted when the import is removed.

There are times when it is easier to collect and/or key employee hours into an Excel sheet. Consider using the import feature rather than rekeying the hours into the pay grid to save yourself time.

Users & Access Levels

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access levels and reset passwords if needed. They would do so by clicking on **Company SetUp | Users**. Once a user's access levels are set, the administrator should contact their payroll processor to turn on that user. This is the final step to granting access to the new user.

To reset passwords for your users, the administrator can log in and click on **Users** at the top and search for the user that needs their password reset. Enter a new password for them to use and the system will then prompt them to reset their password the first time they login. You can also reset passwords here if your company allows employees access to log in and retrieve their own check stub.

In Employee Services, there is an additional option to set up groups of employees and assign a supervisor who can view and/or change information. These groups can be different from the company divisions or departments that may already exist in payroll.

Employees can also be granted access to view their demographic information and check stubs online. This eliminates the need to print and distribute check stubs. You can also upload company documents to the Company Hub and employees can retrieve these documents when they login.

If you are interested in more information on user levels or any additional payroll services, contact your payroll processor or Libby Welhouse at 920-996-1130.

Did You Know?

Paying a Terminated Employee

When you terminate an employee on the demographic screen, a box will pop up for a reason and a date. If you leave the date blank, it defaults to the current date. This date is used to determine if the employee should be shown on the current pay grid. If the date falls within the current pay period, the employee will show up on the current pay grid but will be removed from the pay grid for future payrolls. If the date is prior to the current payroll, they will not show up on the current pay grid.

Whether they are on the grid or not, you can still pay a terminated employee. If you look at the bottom of the pay grid screen, there is a drop down that will hold all of your terminated employees for the past few months. You can simply select the employee and they will appear on the pay grid for that payroll.

Did You Know?

Rehiring Terminated Employees

When you rehire an employee that was previously set up in the PayChoice payroll system, do not input them as a new employee. If you do, the system will recognize that you have two employees with the same social security number even though one of them is marked as terminated. This can cause issues with quarterly and annual reporting and can become an issue if you are audited. The easiest way to determine if the employee is already in the system is to change the "Switch My View" in the ONLINE options to ALL EMPLOYEES. This will cause your employee list to include everyone in your file and will show them as active, inactive or terminated. Once you find the employee that you are looking for, you can switch the status box to "rehire." Be sure to update any necessary demographic information as well.

Upcoming Business Improvement Workshops

Tax Planning for 2009 and Beyond -
This workshop will help you learn more about the opportunities the American Recovery and Reinvestment Act of 2009 (ARRA) offers you and your business. There is no better time than now to learn how to take advantage of the opportunities available, which include budgeting and inventory management, breakeven analysis and pricing decisions, cash management and controls, depreciation rules and incentives, first time home buyer credit, energy credit, and Roth IRA strategies. If you are a business owner, manager or individual challenged by today's economy and future tax consequences, you won't want to miss this informative session. Cost: none.

Dates & Locations of this Workshop:

- May 27 - Oshkosh, La Sure's Hall (8 - 9:30 a.m.)
- May 28 - Appleton, Butte des Morts C.C. (8 - 9:30 a.m.)
- June 4 - Sheboygan, Pine Hills Country Club (8 - 9:30 a.m.)
- June 9 - Green Bay, Holiday Inn City Centre (8 - 9:30 a.m.)
- June 23 - Milwaukee, Crowne Plaza Hotel (8:30 - 10 a.m.)

To register, visit www.schencksolutions.com/events or call Karie at 800-236-2246, extension 1261.

Your Payroll Team

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