



Easy Time Clock has the capability to export information to any payroll company that offers time clock integration! If you do not see your payroll provider on our list of partners, let us know and we can work with your payroll provider to build an export.

Step One:

Sync to Your Payroll
Company

Setup tab, Export to Payroll



Step Two:

Choose Your Payroll
Company

You will choose your payroll company in the drop down list.
Make sure to click

Payroll Company:
Filename:
Link Title:

Notice Helpful Hints on the right side of your page!



Now you're able to generate a report and import it into your payroll company!
Let's look at the report together!

Step Three:

Send to Payroll

Reports tab, Summary →

- Time Card**
 - Detailed - totaled report of all time card entries
 - Summary - pay period totals for payroll and export
 - Individual - detailed report displayed by individual
 - Authorization - individual report with space for employee and supervisor signatures
 - Workweek - employee totals displayed by day, week, and pay period
- Employee Tracking**
 - Time Punch Conflict - tracks tardies and missed time punches
 - Shift Comparison - daily totals are compared with the assigned shift
 - Who's In - displays employees' clocked in or clocked out status

Step Four:

Export Payroll

Export

- Print Report
- Export to Excel
- Export to Excel (CSV)
- Export Tardies (CSV)
- Export to "Your Payroll Co."

Click the export link that corresponds to your payroll provider.
This will download a file you can save to import into your payroll system.

ExportSummary.aspx

Step Five:

Import into Payroll Software

For further assistance with Exporting to Payroll, contact Customer Service.

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