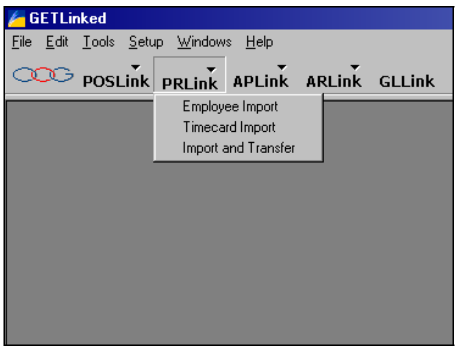
PRLink Payroll Period Usage Instructions

These steps will guide you through the processes that will be necessary for every payroll period you will manage. At the beginning of each payroll period, the previous payroll timecards will be deleted, and sub sequentially the current payroll will be imported.

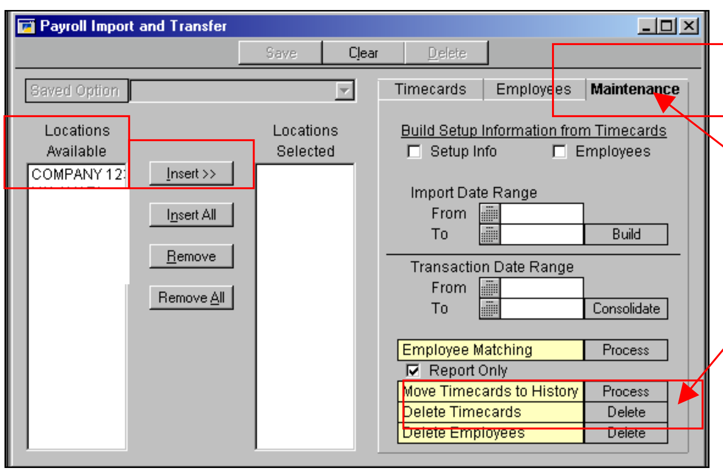
During the initial installation, all the pertinent areas of your payroll system should be <u>complete</u> and ready for data import and transfer. If the setup was inclusive and accurate, these following steps will be all that is necessary to import and transfer your payroll information. If, however, you discover that data is missing or incorrect while in the midst of this process, revisit the initial setup instructions to update any omitted or inaccurate data.

Import and Transfer Window



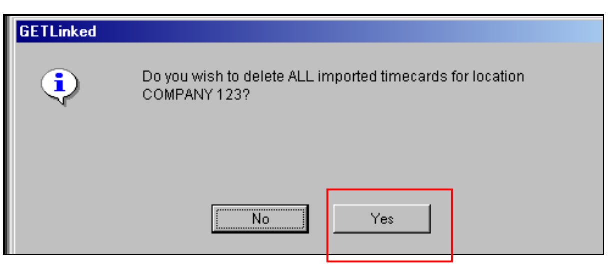
While in the GETLinked program, press the *PRLink* button located in the menu bar at the top of the window.

- Select *Import and Transfer*.



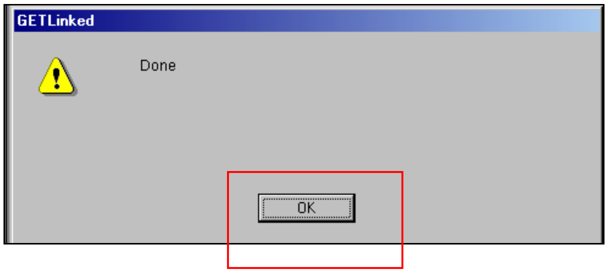
- Select your location from the *Locations Available* field. You may either double-click on your choice, or highlight the selection(s) and press the *Insert* button.
- Select the *Maintenance* tab.
- Press the *Delete* button next to the *Delete Timecard* field.
-

(This action will delete the timecards from the previous payroll run.)



Once you have pressed the *Delete* button, you will receive a GETLinked message box asking if you would like to continue with this action.

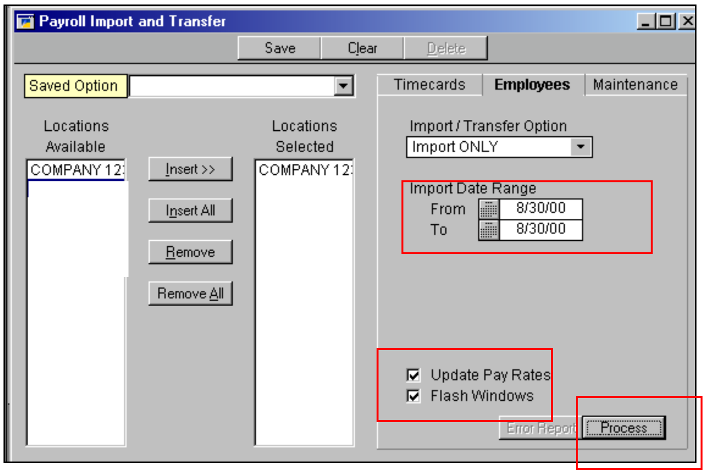
- Press *Yes*.



Once again, you will receive a GETLinked message box informing you that the request has been completed.

- Press *OK* to acknowledge the message.

You will be brought back automatically to the *Payroll Import and Transfer* window.



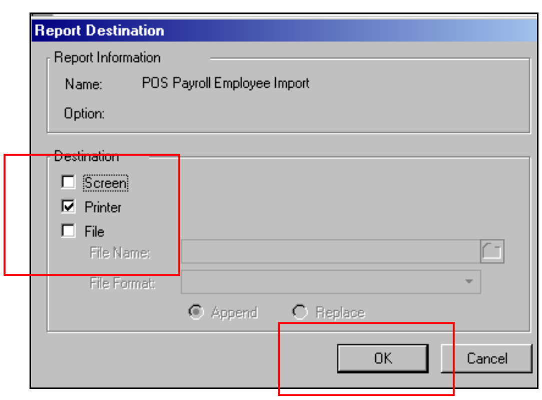
Next, select the *Employees* tab. This tab will require you to enter the *Import Date Range.*

Update Pay Rates is selected by default. This checkbox will allow new pay rates (if any) to be brought in and update the employee's file. *If you do not want to update the pay rates in your financial system de-select this box!*

This process will also import new employees.

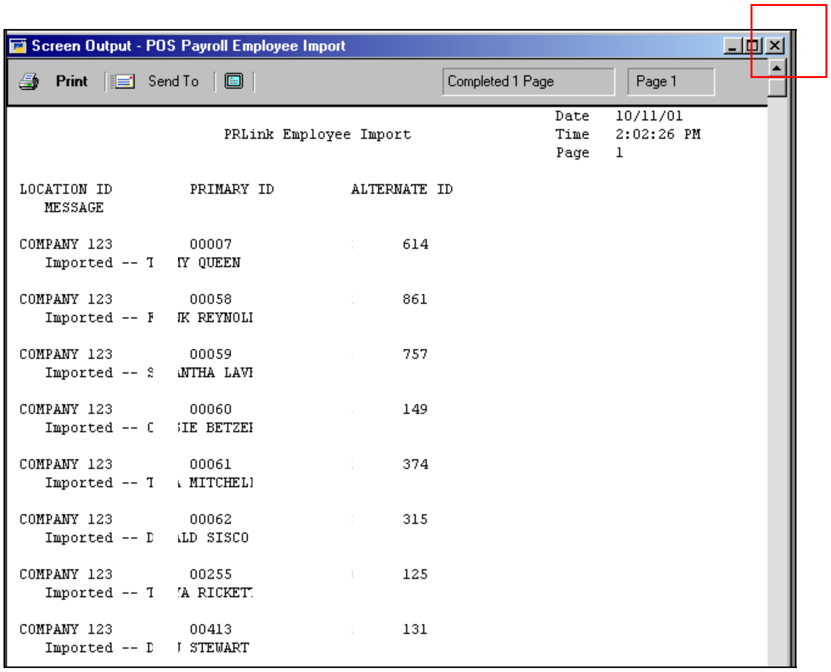
You may view the data that is importing on your screen by selecting the *Flash Windows* checkbox. Although selecting this feature will decrease the speed in which the process will be completed, it is useful for the first import to verify the accuracy of the pathnames and the dates entered for import. *(If no data is being "flashed" on the screen, either the selected path is incorrect or the dates selected are not contained within the files.)*

Once the dates have been entered manually or by selecting them from the *Calendar* Lookup button located in the date range fields, press *Process*.



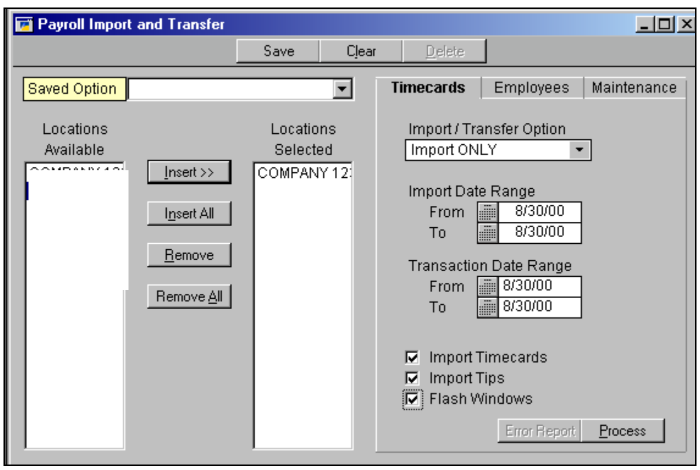
After the import is complete, the *Report Destination* window will be displayed.

- For practical purposes, *Screen* is usually selected, and *Printer* is de-selected.
- Press *OK*.



You will receive the *PRLink Employee Import* report listing the employees, their Primary ID's and the Alternate ID's *(if applicable)* that have been imported.

After you have reviewed the report, simply close the window and proceed to the *Timecards* tab.



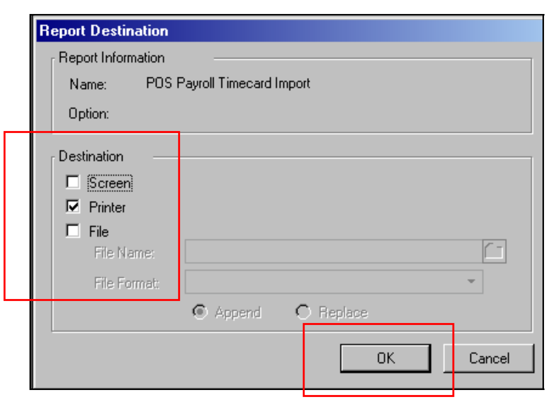
The dates that have been selected will remain in the selected fields.

Be sure and enter the dates that will encompass the entire payroll process.

Import Timecards is selected by default. You may leave this as it appears.

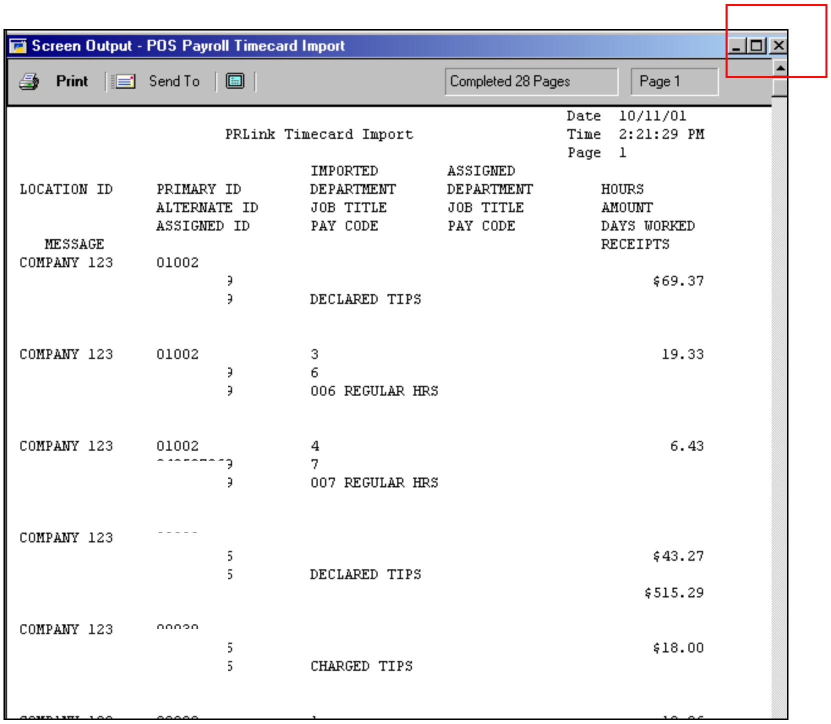
Import Tips checkbox, although marked by default, should remain selected *ONLY* if your system files for tips are separate from any other file. Otherwise, it is recommended that this option be de-selected.

- Press *Process*.



Again, the *Report Destination* window will be presented.

- Select *Screen*.
- De-select *Printer*.
- Press *OK*.

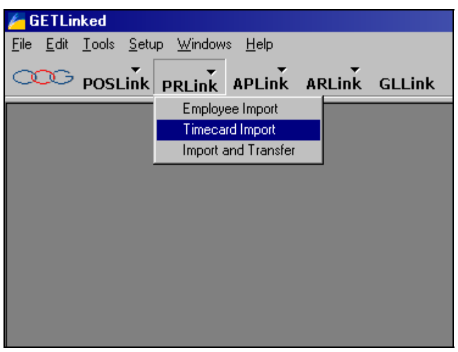


The *PRLink Timecard Import* report will appear.

This report will list all the timecards that have been imported.

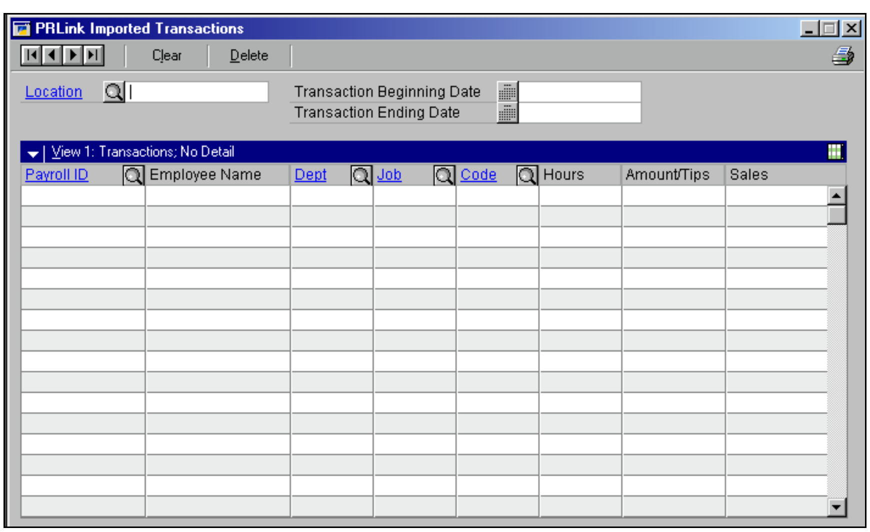
After you review the information, you may close the window.

Verifying Data



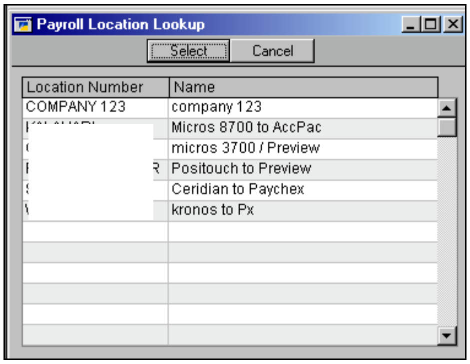
The following process will allow you to view all the data that was imported. This step is vital. Here is where you will verify the accuracy of the data.

- Select *PRLink*.
- Select *Timecard Import*.

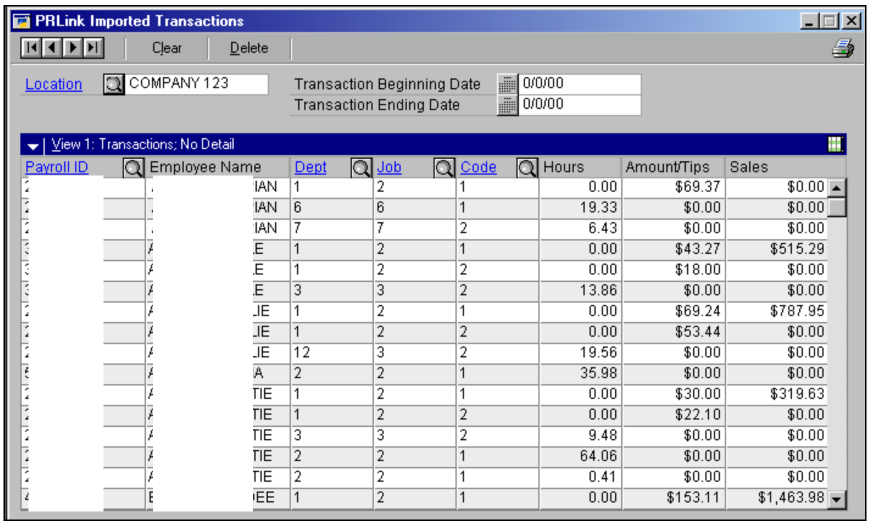


While in the *PRLink Imported Transactions* window, select your location by clicking on the Lookup button *(magnifying glass icon!)* in the Location field.

The *Transaction Beginning Date* and *Transaction Ending Date* will default in for you automatically!



Choose your location and press *Select*.
Or, you may simply double-click on your choice!

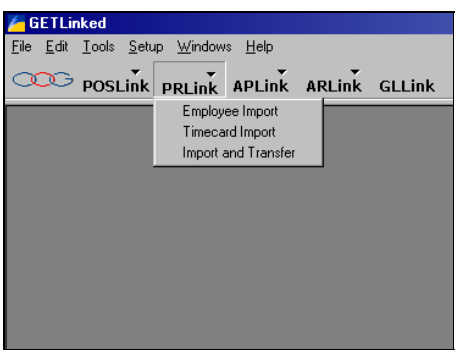


The *PRLink Imported Transactions* window should be similar to this example.

Examine all the data within this window; search the data specifically for any blank areas. There must be information contained within each field of the Payroll ID, Employee Name, Dept, Job and Code fields.

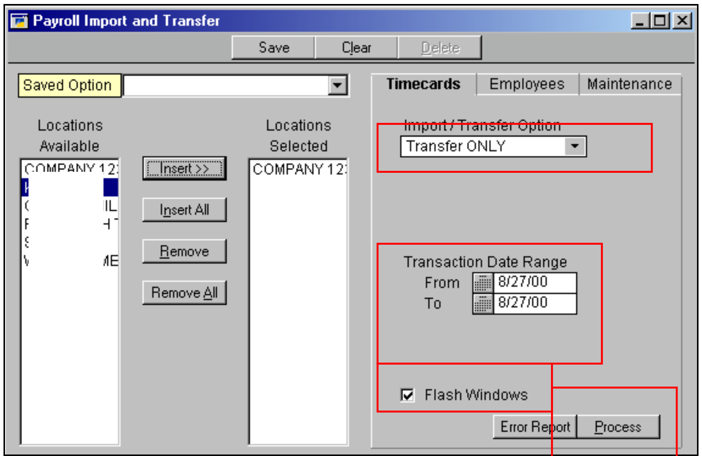
Data will not be transferred otherwise!

Transferring Data



Once you have determined that all the data is accurate and complete, you will need to transfer the information to your accounting system!

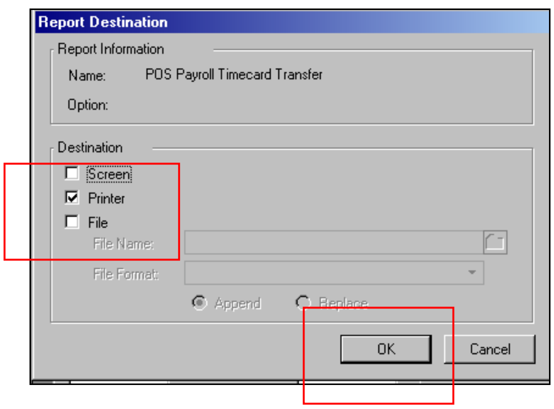
- Select *PRLink.*
- Select *Import and Transfer*.



Again, the *Payroll Import and Transfer* window will be displayed.

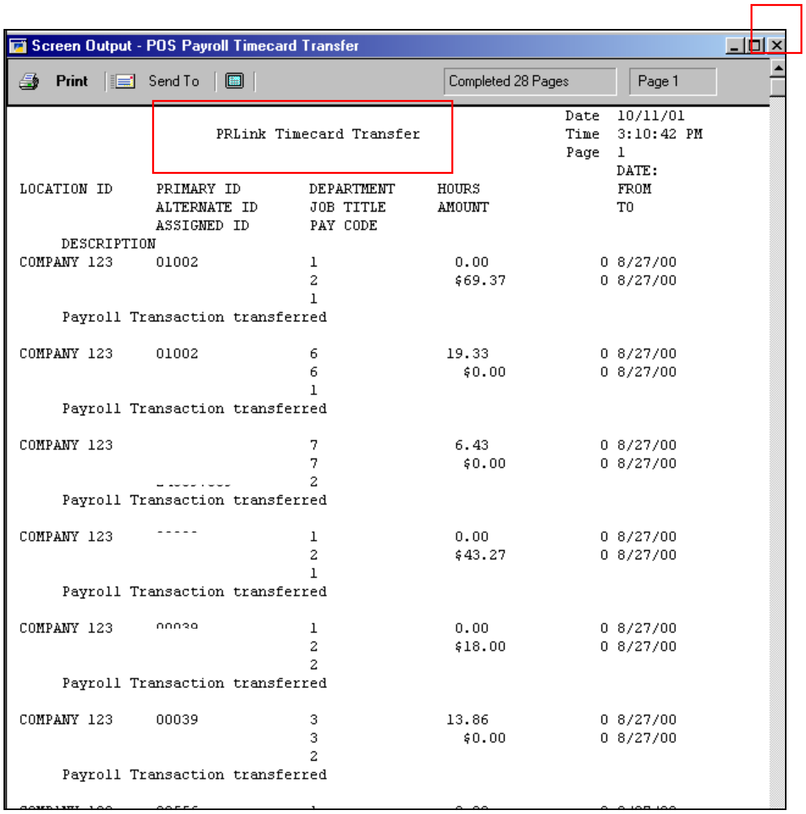
You will need to select you location from the *Locations Available* field.

- Select *Transfer Only* in the *Import/Transfer Option* drop-down field.
- Enter the date ranges in the *Transaction Data Range* fields. You may manually enter the dates or select the dates by clicking on the *Calendar* Lookup button located within the date fields. If you did not close this window in the previous steps, the dates will remain selected for you!
- Press *Process*.
- You may view the data that is importing on your screen by selecting the *Flash Windows* checkbox. Although selecting this feature will decrease the speed in which the process will be completed, it is useful for the first import to verify the accuracy of the pathnames and the dates entered for transfer.



After pressing the *Process* button, you will again receive the *Report Destination* window.

- Select *Screen*
- De-select *Printer*.
- Press *OK*.



Finally, the *PRLink Timecard Transfer* report window will appear.

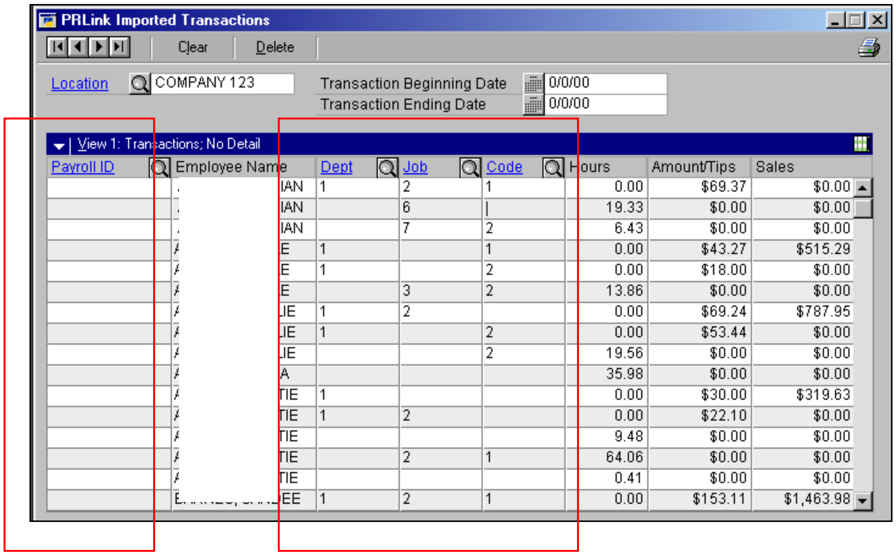
This report will list all the timecards that were transferred.

After reviewing the information, simply close the window.

Your payroll is complete!

Blank Fields

If you received a few (or more!) blank fields in the Payroll ID, Dept, Job or Code fields:



These fields should have been populated completely if the initial setup was thorough. Please refer to the initial setup instructions if the *PRLink Imported Transaction* window displays missing fields.

Once you have completed the necessary steps, you will need to delete this batch of timecards, and thus re-import the entire payroll as well.

Refer to the beginning of this document for complete instructions.