PAYROLL LOCATION SETUP INSTRUCTIONS

Welcome to GETLinked!

The PRLink was developed to reduce the time involved with data entry and increase accuracy for our clients. This module will import the payroll files from the Remote POS or Time and Attendance System. Once the files are polled, they will be "translated" into the specific format required by your Financial System. After which, the newly created transfer (translated) file will await importation into the Financial System.

The Setup process consists of four phases.

SETTING UP A LOCATION: Guides you through setting up the Import Data and Transfer Data areas.

SETTING UP TRANSLATIONS: Guides you through the translation process of your data, namely, the departments (if any), job titles (if any) and the pay codes.

SETTING UP EMPLOYEES: Guides you through importing and translating of your employees.

IMPORT AND TRANSFER: Provides instructions for complete timecard imports and the creation of the transfer file, which contains the newly translated data.

We hope you find this document useful, fun and easy to use. Our goal is to make this installation an enjoyable experience! If you have any questions regarding this document or any other issues regarding the GETLinked program, please contact us! Our knowledgeable and friendly staff is available to answer your questions Monday through Friday 9 a.m. to 5 p.m. Mountain Standard Time. If you get our voice mail, don't despair! Your call will be returned!

Our toll-free number is 800-597-7185 and is available to all our patrons in the lower 48 states. For our clients outside of the U.S., please call 208-343-2500.

TABLE OF CONTENTS

PAYROLL LOCATION SETUP INSTRUCTIONS

****Important Note Before You Begin**: In order to receive the maximum benefits of this program, it is essential that the User be familiar with the Payroll System AND the Financial System in order to make correct decisions regarding the choices throughout the PRLink module.

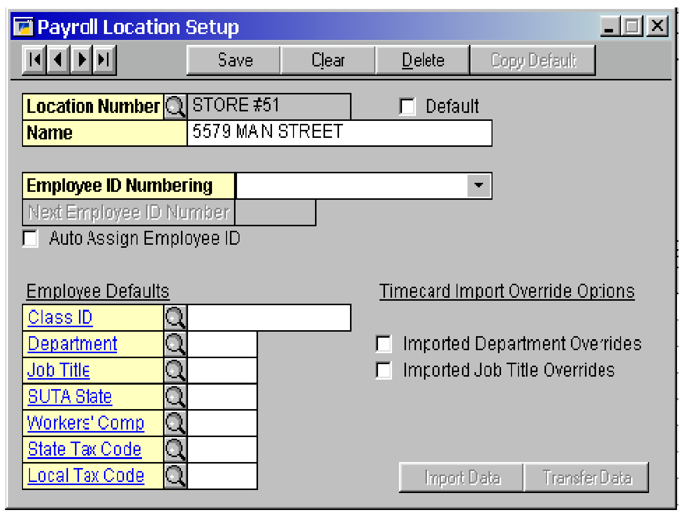
Be prepared to dedicate approximately two hours for the installation.

1. SETTING UP A LOCATION

1.1 PAYROLL LOCATION SETUP

Once the GETLinked program has been accessed, the GETLinked window will be displayed.

From this point, select Setup>> PRLink.
Select Location from the drop-down list. The Payroll Location Setup window will be displayed.



Complete this window as follows:

Location Number: This is used to identify each location separately. Each store or location must have its own unique Location Number. This field cannot be changed once information has been entered. This is a 15 character alphanumeric field where an abbreviated location name, number or code is entered. (Example**:** Store #5.)

Name: Enter a description of the location up to 30 characters. (Example: 5579 MAIN STREET)

Employee ID Numbering: Select an Employee ID Numbering method from the drop-down list located within the field. The Employee ID Numbering field contains several choices! Simply select the numbering convention that is being utilized within your Remote System (ex: Social Security Number or Primary ID)

Available selections and their uses:

Social Security Number: This choice will import the Social Security Number from the Remote System. This number will be considered the employee's Primary ID. This technique is useful if the importing and transferring systems are able to link the employees by the Social Security Number.

Primary Employee ID and Alternate Employee ID: Either of these selections will bring in the Primary ID or the Alternate ID from the Remote System and assign that number as the employee's Primary ID.

Existing Employee ID: This selection is commonly used with the Great Plains Dynamics/eEnterprise link. When the user selects this option, the system will not automatically create a Payroll Employee ID. The User must manually match the employee numbers to the existing employees in Dynamics/eEnterprise by completing the Employee Matching setup. Please refer to the Employee Matching setup steps in the Employee Setup section of this document.

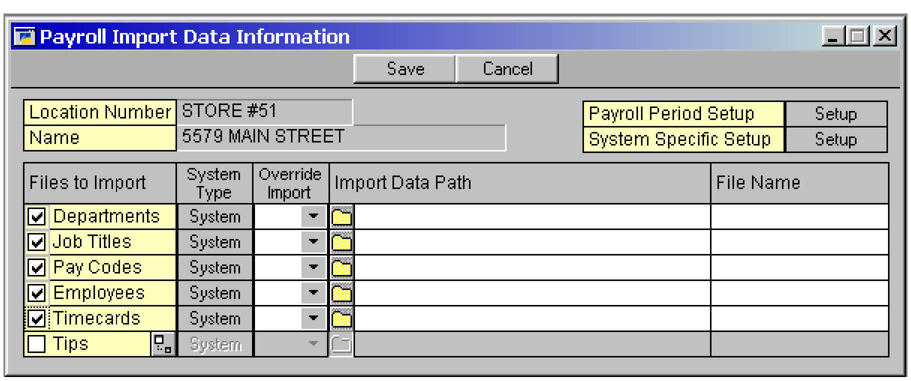
All other choices are system-specific and would only be used when the choices above do not capture the correct Employee ID needed for linking to the Payroll System.

Auto Assign Employee ID checkbox: Check this box if the numbering convention within the Remote System and the Financial system are identical (i.e., Remote System: John Jones ID reference # 137; Financial System: John Jones ID reference ID # 137. In this scenario, the Auto Assign Employee ID feature should be selected.) If the numbering tactics are **DIFFERENT** between the Remote System and the Financial System, do not select this box. The User will be required to link the employees together manually in a later phase of the installation

Employee Defaults section: This is OPTIONAL and is used to populate employee information with a 'default' setting. The most commonly used default fields are the Department and the Job Title fields. By selecting a default Department and Job Title, any time and attendance information, or tip amounts not associated with a Department or Job Title will use this default information.

1.2 IMPORT DATA BUTTON

Once the **Payroll Location Setup** window has been completed, press the **Import Data** button in the lower right corner of the window. The Payroll Import Data Information window will be displayed.

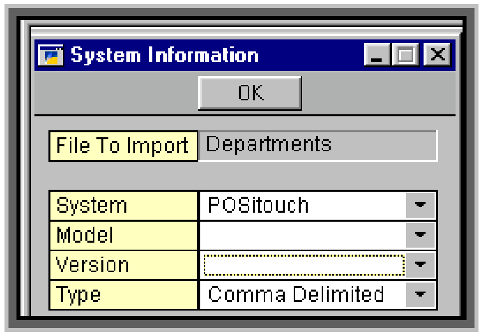


(Notice that the **Location Number** and **Name** fields will automatically populate for you.)

PAYROLL LOCATION SETUP INSTRUCTIONS

Place a check in the **Files to Import** boxes for each type of file to be imported from the Remote System. If you are not sure what to select, place a check ✔ in all of the available boxes. This will also activate the **System Type, Override Import, Import Data Path** and **File Name** fields.

Click on the first active **System** button within the **System Type** column (Example: Departments.) The **System Information** window will display.



Click on the each of the drop down arrows next to the **System, Model, Version** and **Type** fields. Choose your Remote POS or Time and Attendance System, Model and Version from the list.

- Depending on your specific system, you may not have selections available for the **Model** or **Version** fields. If this is the case, simply leave the field(s) empty.

- The Type field for some systems will automatically populate. Other systems, however, will require a selection to be made from the drop-down list within the Type field. Although you may have one or two fields in the System Information window blank, you MUST have an entry within the Type field.

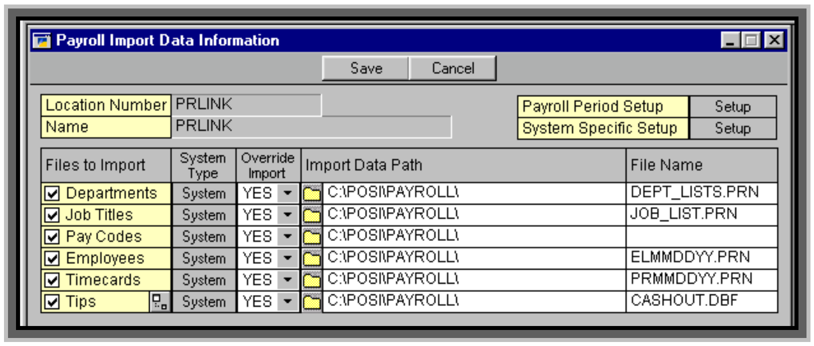
After the four fields have been processed, press **OK** at the top of the **System Information** window. You will be brought back to the **Payroll Import Data Information** window.

Repeat for remaining systems (Job Titles, Pay Codes, Employees, Timecards, and Tips)

- For each **System Type** that is formatted, correlating file names will automatically populate the **File Name** column. In the example above, the POS system produces a file specifically for data pertaining to **Departments, Job Titles, Employees, Timecards** and **Tips**. These files are created each pay period either manually or automatically, depending upon the specific system.

Note: Pay close attention to the file names listed within the **File Name** column. Many systems permit user-defined names of the files. What this means is the User can name the file just about anything they choose. The names that are imported and displayed in the File Name column are the Remote Systems' DEFAULT file names. The User must confirm the file name within the Remote System and the GETLinked programs are EXACT. It is imperative to have the correct file extension following each file name as well. A few examples: Micros may have a default file name of SYS_TTLS. This file name must be changed to include a file EXTENSION. SYS_TTLS.TXT would be an acceptable file name. PUNCHDET.TXT is the default file name for Kronos. More often than not, the file name within the Kronos system has been changed to suit the Users needs (perhaps something like TIME.TXT) If this is the case, the file name changes will take place within GETLinked.

Although all the Files to Import have been selected, five of the six available File Names have been imported. This is due to the specific system either not requiring that particular file, or the file itself is contained within another file (specifically the **Pay Code** file in the example below). Despite this, the fields within the **System Information** window have nevertheless been setup.



The **Override Import** column will present you with three choices. **Yes, No** and **Ask**. Selecting **Yes** will import again without presenting a prompt window. Because most systems will have many employees, hours and other data, it is recommended that the user choose **Yes** to override. Selecting **No** will not allow importing of data that has been previously imported for that day. Choosing **Ask** will cause the program to display a message window "asking" if you would like to override the previously imported data. The User may choose either to continue or cancel the request. If the **Ask** option is selected, the User will receive a message asking for approval for every piece of data that will be imported. This could be time consuming for the User.

The **Import Data Path** column requires a path so the system knows where to find the remote data files. Click on the *yellow file folder icon* under the **Import Data Path** header to open a browse window. Browse to the folder where the import information is located. Each file that appears within the *File Name* column will require an associated Pathname.

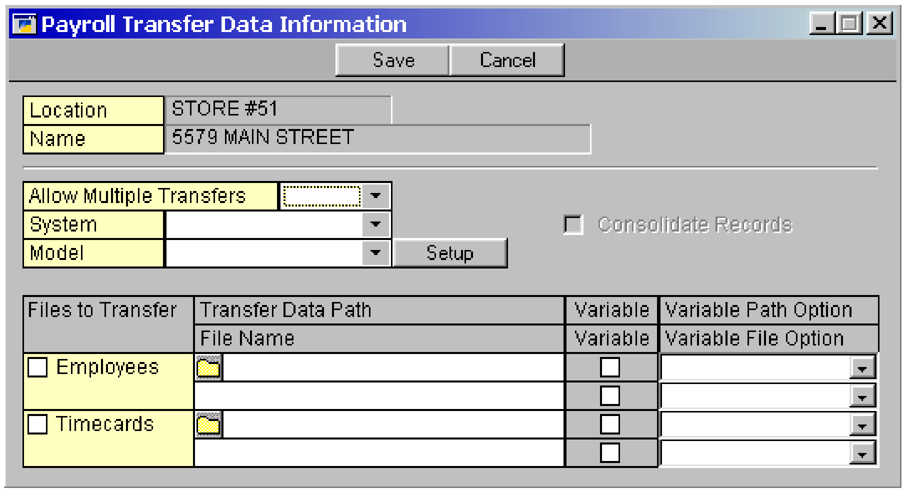
Note: Because the System Type Information window for the Pay Codes was set up, an Import Data Path is also selected, even though there is no File Name associated with it.

The **System Specific Setup** element is required with certain systems. It is recommended that you press the **Setup** button next to **System Specific Setup** and the system will either tell you it is not required or it will open a window requiring more setup information!

Once the **Payroll Import Data Information** is completed, choose **Save** at the top of the window. At this point, the **Payroll Location Setup** window will display.

1.3 TRANSFER DATA BUTTON

While in the **Payroll Location Setup** window, push the **Transfer Data** button located in the lower right portion of the window. The **Payroll Transfer Data Information** window will display



Select either **Yes, No** or **Ask** in the **Allow Multiple Transfers** field. You may want to select the same choice in the **Allow Multiple Transfers** field as was selected within the **Import Data** window.

Using the drop down arrow next to the **System** and **Model** fields, choose your Financial System Browse the collection of items within the drop-down list in both the **System** and **Model** fields and make the necessary selections. If there is no choice available within the **Model** field, leave the field blank.

Once these three fields have been populated, press the **Setup** button next to the **System** field. Doing so will "expand" the User into the Financial Systems' demographics window. Each Financial System will have exact pieces of data that will be required in order to create an accurate transfer file. The Financial Setup process is so unique, "general" documentation is ineffective. When you access the System Specific setup utility through the Setup button, be prepared to make selections and decisions relating to your Financial System's needs.

After the Financial System demographics have been selected, the **Files to Transfer** column will need to be processed. Typically, the only file needed for the Remote System is the **Timecards** file. The **Transfer Data Path** must be selected so the system knows where to send the transfer file the Payroll System will be importing. Using the yellow folder icon on the **Transfer Data Path** line, you can browse to the directory and select where you want the file to be sent.

The field directly below the **Transfer Data Path** is where the User will create a **File Name**. This is a user-defined field where the User will manually enter a file name. ***Be aware of the file extensions your financial system is utilizing***. *For example, a QuickBooks user may select something like "TIME.IIF" and a Peachtree user might use "TIME.CSV"*.

PAYROLL LOCATION SETUP INSTRUCTIONS
By marking the **Variable** option for either the **Pathname** or the **Filename**, you can choose to date stamp the directories and/or files. Using the drop-down lists in the **Variable Options** fields, you can choose from a variety of options.

Note: Not all Payroll Systems will allow the addition of a date stamp in the filename. Please reference your Financial Systems user manual if you are uncertain.

Once the **Transfer Data** information window is complete, choose **Save** at the top of the window. You will be automatically returned to the **Payroll Location Setup** window.

Press **Save**. Close window by clicking on the "x" in the upper right corner of the window.

Proceed to **SETTING UP TRANSLATIONS.**

2. SETTING UP TRANSLATIONS

2.1 DEPARTMENT SETUP

The Payroll Department Setup window is used to transport department codes from the Remote System.

To set up Departments, select Setup>>PRLink>>Departments from the Menu Bar. The Payroll Department Setup window will be displayed.

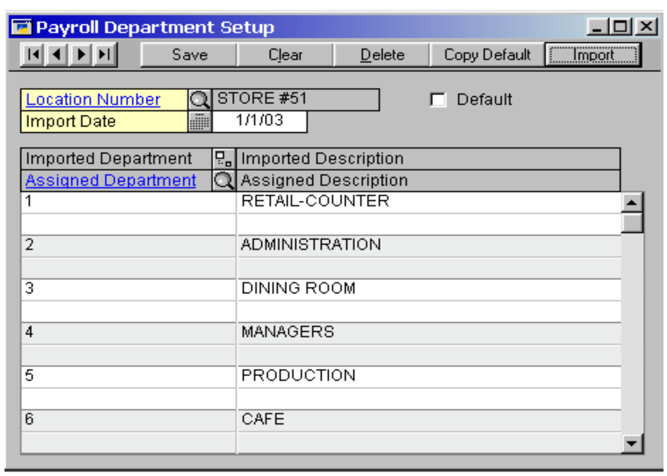
Search for your location by clicking on the magnifying glass icon  within the Location Number field in the upper left hand corner.

In the **Import Date** field, enter the first day of the payroll period.

Press the **Import** button.

The lower portion of the window should populate with data from your Remote System.

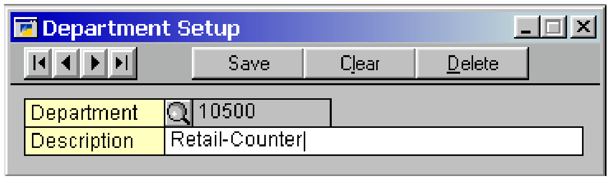
Note: Not every Remote System has department information. If the lower portion of this window does NOT populate with data after selecting your location and imported a date, merely close the window. This simply means "department" demographics are not available within your remote files. You may proceed to the **Job Title Setup** section.



The data that is now visible within this window belongs exclusively to your Remote System.

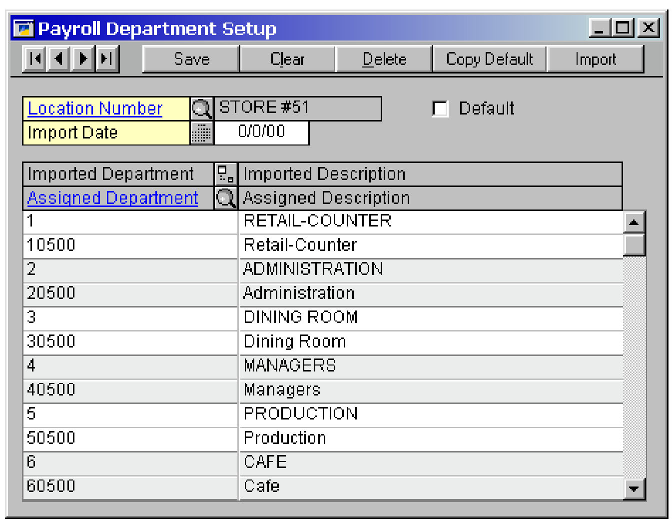
PAYROLL LOCATION SETUP INSTRUCTIONS
Now we need to set up the corresponding FINANCIAL SYSTEM information for each imported line. Click on Assigned Department. The Department Setup window will open.

Manually enter the corresponding FINANCIAL SYSTEM **Department** number or identifier in the **Department** field. Press the Tab key on your keyboard. You will be brought automatically to the **Description** field. Enter a description.



Click **Save**. The Department Setup window will clear. Continue entering any additional departments as needed. When completed, close window by clicking on the "x" in the upper right corner of the window.

Each **Imported Department** must now have an **Assigned Department** linked to it. Click in the field below the first Imported Department item. Click on the magnifying glass icon next to Assigned Department. Choose the corresponding department. Or, you can type the corresponding department number on that line and press the Tab key on your keyboard to enter the data. Continue this process until each **Imported Department** is linked to an **Assigned Department**.



Press **Save**. Close window by clicking on the "x" in the upper right corner of the window.

Proceed to **JOB TITLE SETUP**.

2.2 JOB TITLE SETUP

The Payroll Job Title Setup window is used to transport job title codes from the Remote System if job title information exists.

To setup Job Titles, select Setup>>PRLink>> Job Titles from the Menu Bar. The Payroll Job Title Setup window will be displayed.

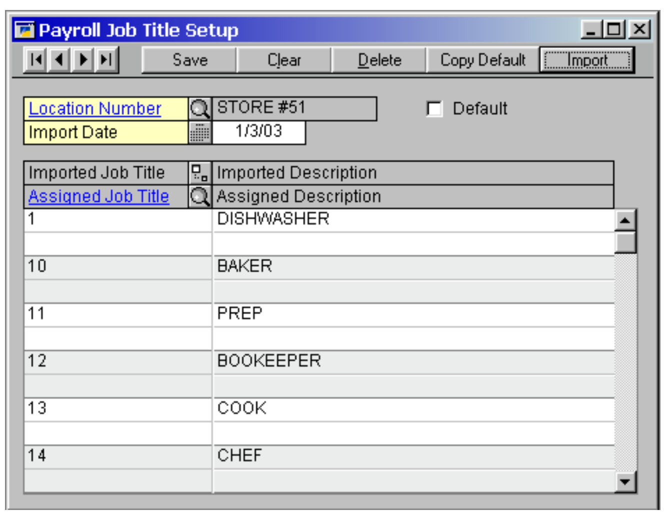
Search for your location by clicking on the magnifying glass icon  within the Location Number field in the upper left hand corner.

In the **Import Date** field, enter the first day of the payroll period.

Press the **Import** button.

The lower portion of the window should populate with data from your Remote System.

Note: Not every Remote System has job title information. If the lower portion of this window does NOT populate with data after selecting your location and imported a date, merely close the window. This simply means "job title" demographics are not available within your remote files. You may proceed to the **Pay Code Setup** section.



The data that is now visible within this window belongs exclusively to your Remote System.

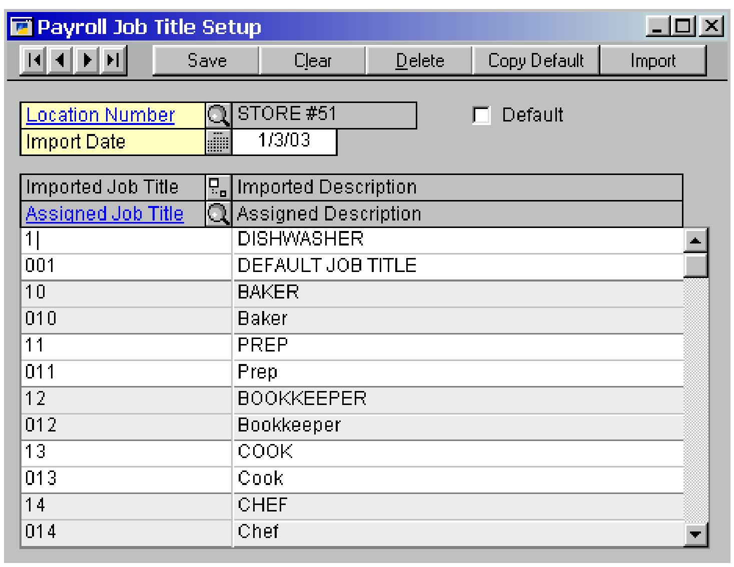
PAYROLL LOCATION SETUP INSTRUCTIONS

Now we need to set up the corresponding FINANCIAL SYSTEM information for each imported line. Click on Assigned Job Title. The Job Title Setup window will open.

Manually enter the corresponding FINANCIAL SYSTEM **Job Title** number or identifier in the **Job Title** field. Press the Tab key on your keyboard. You will be brought automatically to the **Description** field. Enter a description.

Click **Save**. The Job Title Setup window will clear. Continue entering any additional job titles as needed. When completed, close window by clicking on the “x” in the upper right corner of the window.

Each **Imported Job Title** must now have an **Assigned Job Title** linked to it. Click in the field below the first Imported Job Title item. Click on the magnifying glass icon next to Assigned Job Title. Choose the corresponding job title. Or, you can type the corresponding job title number on that line and press the Tab key on your keyboard to enter the data. Continue this process until each **Imported Job Title** is linked to an **Assigned Job Title**.



Press **Save**. Close window by clicking on the “x” in the upper right corner of the window.

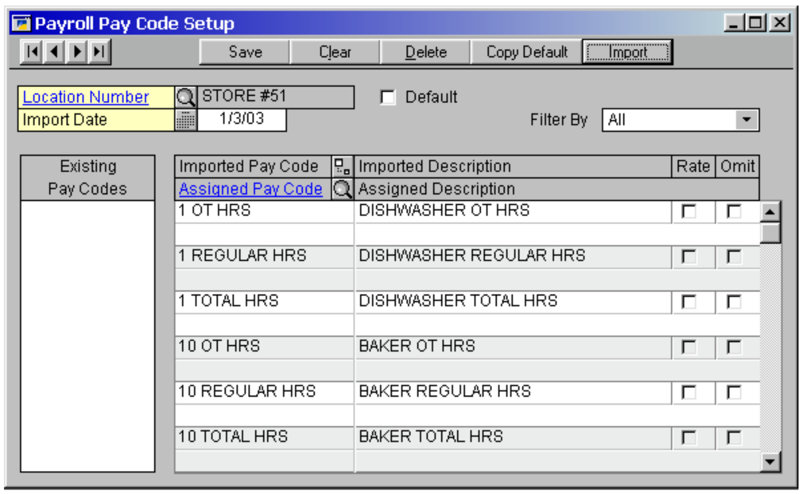
Proceed to **PAY CODE SETUP**.

2.3 PAY CODE SETUP

The Payroll Pay Code Setup window is used to transport pay codes from the Remote System.

From the menu bar, select Setup>>PRLink>>Pay Codes. The Payroll Pay Code Setup window will be displayed.

Search for your location by clicking on the magnifying glass icon within the Location Number field.



In the **Import Date** field, enter the first day of the payroll period.

Press the **Import** button.

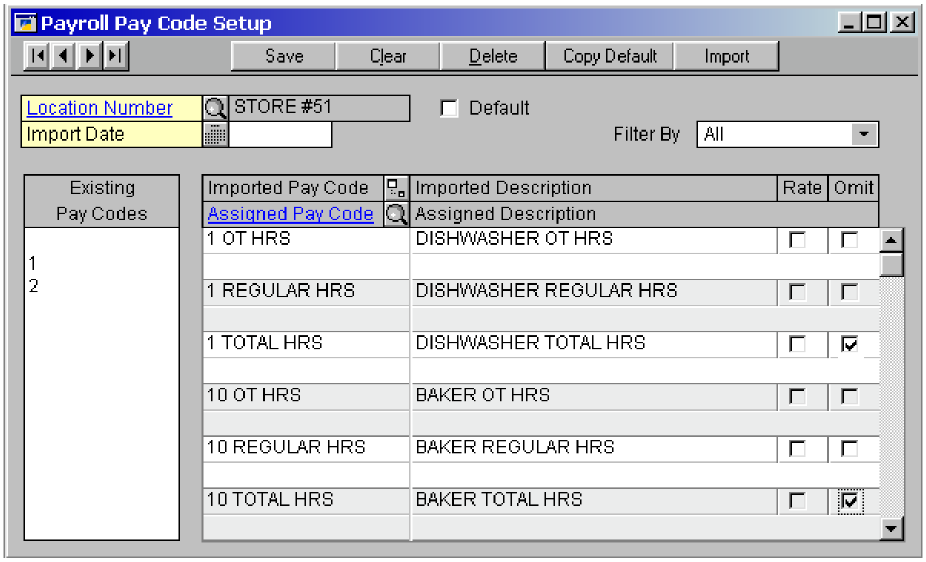
The data that is now visible within this window belongs exclusively to your Remote System.

****Unlike Departments and Job Titles, you MUST have Pay Codes. Therefore, if the Payroll Pay Code Setup window does NOT automatically populate with data after you have selected your location and imported a date, it is recommended that you revisit the steps taken previously.**

IMPORTANT:

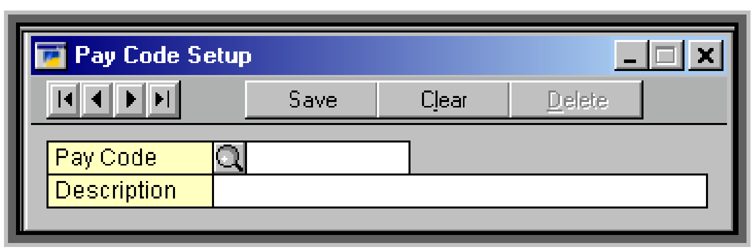
Your Remote System may have provided **both details <u>and</u> totals** for each category. Furthermore, several 'types' of tips may exist as well. This volume of information may cause **double posting** within your payroll system. To eliminate the possibility of double posting, first determine how you would like this information to transfer into the Financial System (i.e., All totals or all detail.) The example above is showing three entries for '1' (REG, HRS OT HRS, and TOTAL HRS.) '1' may represent a department or a job title. If the Financial System requires DETAIL input, REG HRS will be developed and TOTAL HRS should be omitted by checking the **Omit** box (see example below.) If both of these pay code types are set up, the Financial System will see the hours from REG HOURS and then again when TOTAL HRS is imported; thus resulting in a double posting.

PAYROLL LOCATION SETUP INSTRUCTIONS



The data that is now visible within this window belongs exclusively to your Remote System. Now we need to set up the corresponding FINANCIAL SYSTEM information for each imported line. Click on Assigned Pay Code. The Pay Code Setup window will open.

Manually enter the corresponding FINANCIAL SYSTEM **Pay Code** number or identifier in the **Pay Code** field. Press the Tab key on your keyboard. You will be brought automatically to the **Description** field. Enter a description.



Click **Save**. The Pay Code Setup window will clear. Continue entering any additional Pay Codes as needed. When completed, close window by clicking on the "x" in the upper right corner of the window.

Each **Imported Pay Code** must now have an **Assigned Pay Code** linked to it. Click in the field below the first Imported Pay Code item. Click on the magnifying glass icon next to Assigned Pay Code. Choose the corresponding pay code. Or, you can type the corresponding pay code number on that line and press the Tab key on your keyboard to enter the data. Continue this process until each **Imported Pay Code** is linked to an **Assigned Pay Code.**

Press **Save**. Close window by clicking on the "x" in the upper right corner of the window.

Proceed to **EMPLOYEE SETUP**.

3. EMPLOYEE SETUP

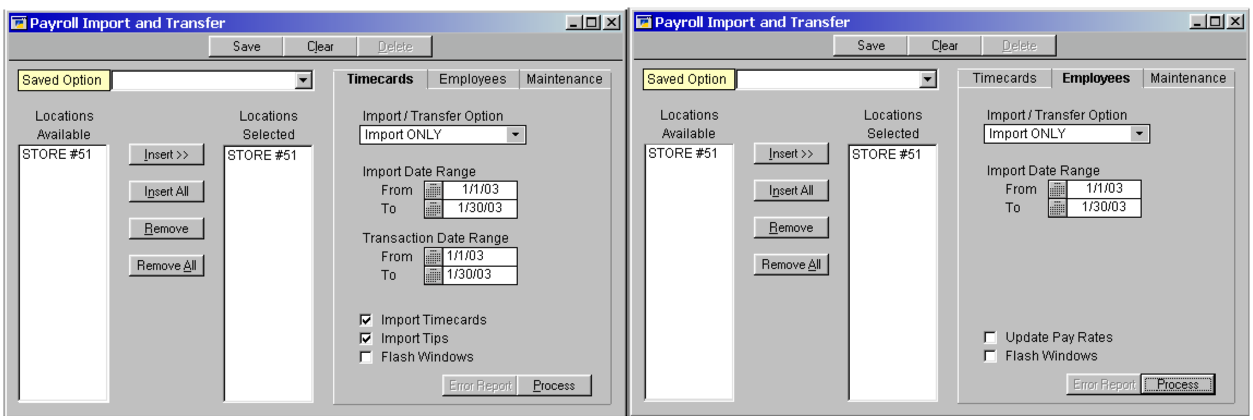
3.1 IMPORTING EMPLOYEES

This section guides you through converting employees from your *Remote System* to your *Financial System*. This step is for locations that contain incompatible employee identifiers (i.e., the Employee IDs are different.) Be sure the Auto Assign Employee ID checkbox is NOT selected. Please refer to Section 1.1 Payroll Location Setup in this document for more information.

To import Employees for translation, select PRLink>>Import and Setup from the Menu Bar. The Payroll Import and Transfer window will be displayed.

Click once on the location you are working with in the **Locations Available** column. Pressing the **Insert** button will display that location in the **Locations Selected** column. In the **Import Date Range** and **Transaction Date Range,** enter the date or date range of the Remote System data.

Click on the **EMPLOYEES** tab



Notice the date fields are populated.

Press on the **Process** button in the lower right corner.

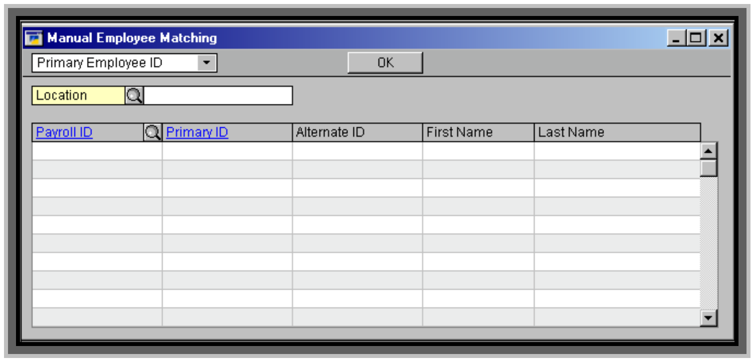
Following the import process, the **Report Destination** window will be displayed. Deselect *Printer* and select *Screen*. The report now displayed on the screen will list the employees that have been imported. After you have viewed this document, simply close the report window by clicking on the "x" in the upper right corner of the window.

Now the imported employees will need to be translated.

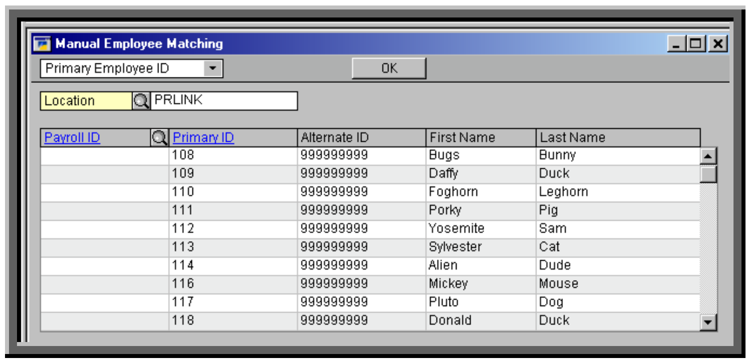
From the Menu Bar, select *Setup>>PRLink>>Employee Matching*. The **Manual Employee Matching** window will be displayed.

Search for your location by clicking on the magnifying glass icon  within the Location Number field in the upper left hand corner.

PAYROLL LOCATION SETUP INSTRUCTIONS



After selecting your location, the lower portion of the Manual Employee Matching window will populate with data.



For every valid employee you must assign the Payroll ID that is required for the Payroll System/Service.

3.1.1 EMPLOYEE LOOKUP WINDOW

Click in the first blank field in the Payroll ID column.

Click on the magnifying glass icon  within the Payroll ID field. The Employee Lookup window will be displayed. If the Employee Lookup window displays the list of employees, search for the corresponding person and double-click on your choice. Doing so will assign your selection to the name referenced within the Manual Employee Matching window.

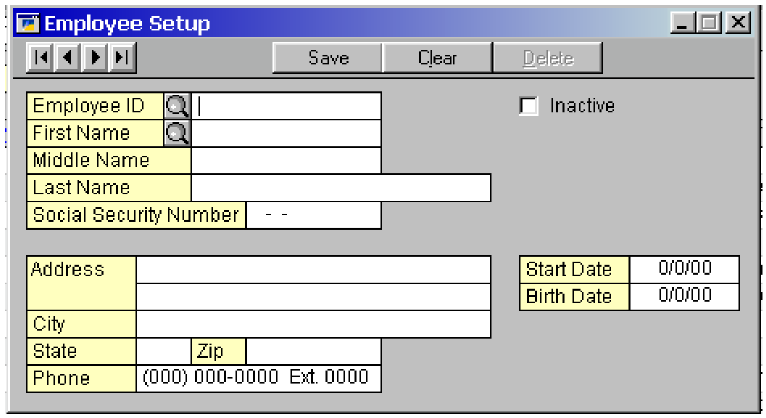
After all the employees have corresponding Payroll ID numbers, press **OK** at the top of the Manual Employee Matching window.

NOTE: If the window is empty or does not contain the employee you need, proceed to section **3.1.2 EMPLOYEE SETUP WINDOW**.

3.1.2 EMPLOYEE SETUP WINDOW

Click in the first blank field in the Payroll ID column.

Click on Payroll ID. The Employee Setup window will be displayed.



Manually enter the corresponding FINANCIAL SYSTEM **Employee ID** number, Employee Name, and any additional information, as needed, using the Tab key on your keyboard to navigate between fields.

Click **Save**. The Employee Setup window will clear. Continue entering any additional employees as needed. When completed, close window by clicking on the "x" in the upper right corner of the window.

Click on the magnifying glass icon within the Payroll ID field. The Employee Lookup window will be displayed. The Employee Lookup window should display the list of employees that were just set up. Search for the corresponding person and double-click on your choice. Doing so will assign your selection to the name referenced within the Manual Employee Matching window.

After all the employees have corresponding Payroll ID numbers, press **OK** at the top of the Manual Employee Matching window.

Proceed to **IMPORT AND TRANSFER**.

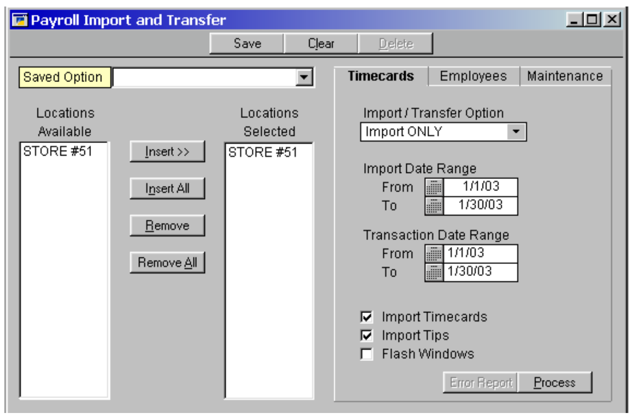
4. IMPORT AND TRANSFER

4.1 IMPORT TIMECARDS

This is the final phase of the installation process. All the data has now been accounted for and a timecard import is necessary.

From the menu bar, select PRLink>> Import and Transfer. The Payroll Import and Transfer window will be displayed.

Click once on the location you are working with in the **Locations Available** column. Pressing the **Insert** button will display that location in the **Locations Selected** column.



Complete the rest of the window as follows:

In the **Import Date Range** and **Transaction Date Range,** enter the date or date range of the Remote System data.

To import timecards, place a ✔ in the **Import Timecards** checkbox.

To import tip data that is located in a separate file, place a ✔ in the **Import Tips** checkbox. (If you are unsure, please refer to Section 1.1 Payroll Location Setup in this document for more information.) If your location does not use tips, simply remove the ✔ within the **Import Tips** checkbox.

Placing a ✔ in the **Flash Windows** checkbox allows you to watch the data importing from the remote location. This feature is useful during the initial setup to confirm your data paths and file names.

NOTE: The **Flash Windows** feature will increase the importing process time.

Press the **Process** button in the lower right corner of the window.

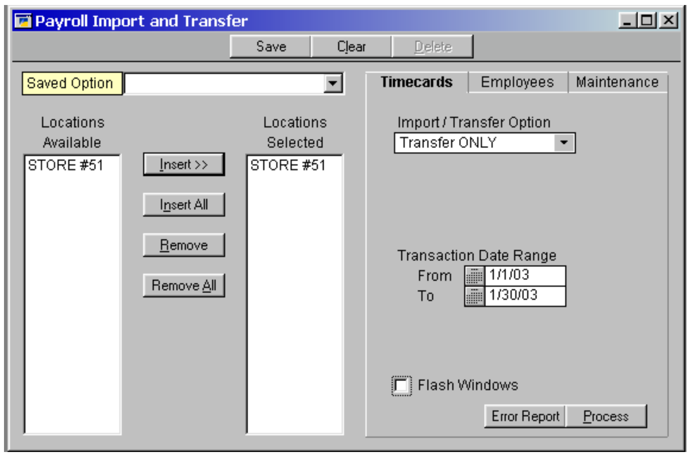
Following the import process, the **Report Destination** window will be displayed. Deselect *Printer* and select *Screen*. The report now displayed on the screen will list the timecard information that has been imported. After you have viewed this document, simply close the report window by clicking on the “x” in the upper right corner of the window.

Proceed to **TRANSFER TIMECARDS**.

4.2 TRANSFER TIMECARDS

From the menu bar, select PRLink>> Import and Transfer. The Payroll Import and Transfer window will be displayed.

Click once on the location you are working with in the **Locations Available** column. Pressing the **Insert** button will display that location in the **Locations Selected** column.



Complete this window as follows:

Select **Transfer Only** from the **Import / Transfer Option** drop-down list.

In the **Transaction Date Range,** enter the date or date range of the information to be transferred.

Press the **Process** button in the lower right corner of the window.

Following the transfer process, the **Report Destination** window will be displayed. Deselect *Printer* and select *Screen*. The report now displayed on the screen will list the timecard information that has been transferred. After you have viewed this document, simply close the report window by clicking on the “x” in the upper right corner of the window.

The transfer file is now complete and is awaiting import into your financial system.

We hope you have found this documentation useful, informative and fun! In our continued effort to assure that our clients are receiving the most excellent service and support possible, we would *appreciate* your time in taking a few moments to complete this short questionnaire.

Was this document **useful** during the installation process?

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
Unacceptable	Poor	Average	Good	Excellent

Did you feel the text was **informative**?

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
Unacceptable	Poor	Average	Good	Excellent

Would you consider this document **user-friendly**?

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
Unacceptable	Poor	Average	Good	Excellent

Do you feel this instruction manual was **easy to follow**?

☐ 0	☐ 1	☐ 2	☐ 3	☐ 4
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What did you find most helpful? ____

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What would you change about this document? ______________________________

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Thank you for taking time to lend us your thoughts and opinions!

The Technical Support Team

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