


Frequently Asked Questions

TimeClock Plus and ACS Payroll



What is TimeClock Plus?

TimeClock Plus is a program that automatically calculates an employee's time for payroll purposes. Time Clock Plus calculates regular time, overtime, premium, and holiday pay, as well as tardies, absenteeism, and accruals. You can also use Time Clock Plus for your labor reporting and labor cost forecasting. Employee Pay information can also be exported from TimeClock Plus and imported and exported into the ACS Payroll module. To get started in TimeClock Plus, ACS enables you to create export files containing cost center and employee information to import into TimeClock Plus.

How do I import ACS Cost Center and Employee information into TimeClock Plus?

To import Cost Center and Employee information into TimeClock Plus, you must first assign 3rd Party ID numbers to each cost center and employee record. Once you have assigned 3rd Party ID numbers, you can use the TimeClock Export option from the Reports menu in Payroll to create the following files, which are necessary in order to import into TimeClock Plus:

- Cost Center information (**costcode.txt**)
- Employee information (**employee.txt**)
- Employee Pay information (**payrecord.txt**)

How do I assign 3rd Party ID numbers to cost centers and employees records in ACS?

The 3rd Party ID that must be assigned to each cost center and employee record represents the record's TimeClock Plus code. When importing the files into TimeClock Plus, TimeClock records are created and updated according to the TimeClock Plus code.

Note – TimeClock Plus codes do not contain leading zeros or alpha characters. If your employees or cost centers have alpha characters in them, do not include these records in the 3rd Party ID number.

To assign a 3rd Party ID to a Cost Center:

1. On the **Payroll** menu, click **Add/Edit Cost Centers**.
2. Select the cost center record, and then click **Edit**.
3. Enter the Time Clock Plus job code number for the cost center in the **3rd Party ID** field. If job codes do not exist in Time Clock Plus, enter the ACS cost center number.
4. Click **OK**.

To assign a 3rd Party ID to an Employee:

1. On the **Payroll** menu, click **Add/Edit Employees**.
2. Select the employee record, and then click **Edit**.
3. Enter the Time Clock Plus employee number in the **3rd Party ID** field. If employees do not exist in Time Clock Plus, enter the ACS employee number.
4. Click **OK**.

How do I create the TimeClock Export extract files in Payroll?

Once you have assigned 3rd Party ID numbers, you can use the TimeClock Export option from the Reports menu in Payroll to create the files necessary to import your payroll information in the TimeClock Plus program.

To create the TimeClock export files:

1. On the **Payroll** menu, click **Reports**.
2. Select **Time Clock Export**, and then click **OK**.
3. **Optional:** Select **Include Inactive Employees** to include inactive employee records in the export.
4. **Optional:** Select **Include Salaried Employees** to include salaried employee records in the export.
5. Enter a location to save the export files in the **File Location** field.
6. Click **Create Files**. If errors are found, you will receive a prompt to print the error log report for instructions on how to correct them.

How do I import the individual TimeClock Export extract files in Payroll?

Once you have created the TimeClock export files in ACS, you can use the TimeClock Plus program to import each of the individual files. We strongly suggest that you create a backup of your TimeClock files before performing this procedure. Please refer to the Backup System Files Help topic in the TimeClock Plus program for instructions on how to create a backup of your files.

To import the Cost Center file into TimeClock Plus:

1. On the **TimeClock Manager** menu, click **Configuration**.
2. Select **Master Job Code List**.
3. On the Master Job Code List window, click **Import**.
4. On the File Import window, select the **costcode.txt** file from the location previously saved.
5. Click **Next**.
6. Map the fields according to the following table:

ACS Field	Example	TimeClock Field
Cost Center Number	000011	Export As
3 rd Party ID	11	Job Number
Cost Center Description	Pastor's Secretary	Description

7. Click **Next**.
8. Click **Finish**.
9. Click **Close**.

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To import the Employee file into TimeClock Plus:

1. On the **TimeClock Manager** menu, click **File**.
2. Select Import Employee Information.
3. On the File Import window, select the **employee.txt** file from the location previously saved.
4. Click **Next**.
5. Map the fields according to the following table:

ACS Field	Example	TimeClock Field
Employee Number	000003	Export Code
3 rd Party ID	3	Employee Number
First Name	Jill	First Name
Last Name	Genetty	Last Name
Address	100 Orange Street	Address
City	Florence	City
State	SC	State
Zip	29501	Zip
Social Security Number	786-34-9852	Social Security Number
Phone	843-662-5895	Phone
Birthdate	03-23-1948	Birthdate
Date Hired	03-09-1997	Date Hired
Date Left	05-08-1999	Date Left

Note: Each field must be mapped, even if nothing displays in the ACS field. For example, the first record in the **employee.txt** file may not have a Date Left or Phone number, but these fields must still be mapped so that other employee records that have the fields are imported.

6. Click **Next**.
7. Click **Next**.
8. Click **Finish**.

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To import Employee Pay information:

1. On the **TimeClock Manager** menu, click **File**.
2. Select **Import Employee Job Info**.
3. On the Import file window, select the **payrecord.txt** file from the location previously saved.
4. Click **Next**.
5. Map the fields according to the following table:

ACS Field	Example	TimeClock Field
3 rd Party ID (Employee)	3	Employee Number
3 rd Party ID (Cost Center)	11	Job Code
Hourly Rate	20.50	Rate

6. Click **Next**.
7. Click **Finish**.

How do I install the TimeClock Plus ACS Export module?

For instructions on installing export modules, please refer to the Help files in the TimeClock Plus program.

How do I set up Cost Centers and Employees in TimeClock Plus?

Once you have successfully imported each of the individual TimeClock Export extract files, you can use the TimeClock Plus application to set up your cost centers and employees.

To set up Cost Centers in TimeClock Plus:

1. On the TimeClock Manager menu, click **Configuration**.
2. On the **Configuration** menu, click **Master Job Code List**. The items on the Master Job Code List are comparable to Cost Centers in ACS.
3. Select a code to edit, or click **Add**.
4. Enter the **Job Code Description**, **Pay Rate**, and **Overtime** calculation for the job code.
5. In the **Export As** field, enter the ACS Cost Center code to use when importing time into ACS Payroll.
6. On the **Module Data** tab, enter the ACS Revenue Type to use when importing time into ACS Payroll. For example, enter **H** for Hourly pay and **O** for Overtime pay.
7. Under **Job Defaults**, select **Code is clockable** and **Hours worked earn overtime** for Hourly Job Codes. Hours accumulated will be included in the import file for ACS.

To set up Employees in TimeClock Plus:

1. On the **Employee** menu, click **Add/Edit**.
2. Select a code to edit, or click **New**.
3. On the **Info** tab enter the employee's information.
4. In the **Export Code** field, enter the ACS Employee Code to use when importing time into ACS Payroll.
5. On the **Jobs** tab, click **New** to associate the employee's Job Codes.
6. For hourly employees, fill in the pay rate and flag the Job Code as clockable and earns overtime. If more than one clockable Job Code is associated with an employee, the employee will receive a prompt to select a code when they clock in each day.
7. On the **Module Data** tab, enter the ACS Pay Type Code to use when importing time into ACS Payroll.

How do I export time sheet information from TimeClock Plus?

Once you have set up your cost centers and employees in TimeClock Plus, you can export your data from TimeClock Plus to ACS, and then import the TimeClock Plus time sheet information into ACS Payroll.

To Export Data from TimeClock Plus to ACS:

1. On the **TimeClock Manager** menu, click **Export**.
2. Select **Pay Period**.
3. In the **Export Format** drop-down list, select ACS for Windows. For instructions on installing the ACS export module, please refer to the Help files in the TimeClock Plus program.
4. Enter the dates of your pay period.
5. Select the **Split export by job code** and **Split export by rate of pay** options under **Module Settings**. These options ensure that individual job code and rate information on each employee's record export correctly into the export file.
6. Verify that the file name is correct in the Export Filename field and enter the destination path. The default path is **C:\winacs.csv**.
7. Click **Process** to export the file.

How do I import TimeClock Plus time sheet information into ACS Payroll?

Once you have processed the export file containing your time sheet information in TimeClock Plus, you can use the Import Time option on the Enter Time Sheets window in ACS Payroll to import the file. Please refer to the ACS Payroll Help files for more information on how to import time sheet information using the Import Time option.