

TimeChoice Interface Instructions - General

* Before you get started, it might be good to have all three programs open; PayChoice Online, your POS or Timeclock system, and the TimeChoice interface.

1. Add any new employees into PayChoice Online.
2. Log into your POS or Timeclock system and export your employees hours/earnings.
3. Open TimeChoice.

a. Diagram of the TimeChoice interface:

The screenshot shows the 'TimeChoice Import Manager v6.5' window. It features a menu bar with 'File' and 'Help'. The main area is titled 'Pick a TimeClock layout' and contains a list box with options: 'ABRA', 'ADI', 'ADP (extpaydt)', 'Aloha', and 'Aloha/ADP Export'. Below this is a text field for the 'Time Clock file called?' containing 'C:\aloha\pcpers\extpay01.001'. There are two file explorer windows: one for 'C:\' showing 'aloha' and another for 'C:\aloha\pcpers\' showing 'aloha'. A 'Min Wage' field is set to '5.15'. At the bottom, there are input fields for 'Company Number' (with a placeholder 'Enter Company #'), 'Location/Store #' (with a 'Lookup' button), and 'Period Ending Date' (set to '2/12/2007'). A 'Department Breakout' button and a 'Generate TimeChoice Import File' button are also present. A grid of checkboxes for employee types is visible at the bottom, including 'Reg', 'OT', 'Vac', 'Tips', 'Sales', 'Hol', 'Misc', 'Bereav', 'Sick', 'AdjH', 'Adj\$', 'W-Reg', 'W-OT', etc.

Callout 1: The location of where the file you need to upload into PayChoice Online will be located once you click the Generate TimeChoice Import File button

Callout 2: Select your POS/Timeclock layout here that corresponds w/ the third party app. you're using.

Callout 3: This datapath field needs to be directed to the location of the export file from your POS/Timeclock system..

Callout 4: *If applicable: If you have tipped employees, be sure that the minimum wage is correct here.

Callout 5: Type in the name of what you want the TimeChoice export file to be called here. It can be anything you want. Ex. Upload to PayChoice.

Callout 6: Click this button to create the TimeChoice export file that you will be upload to PayChoice Online.

* Keep in mind, after the TimeChoice module is initially setup, the settings will not need to be changed each time. The settings will remain as is unless changed by the user.

4. Open PayChoice Online and go to the Payroll link. Under the Payroll link, click on Import Pay Data.

5. Click on the Browse button and browse to the location of the TimeChoice export file which is described in the diagram on step 3.
6. Click the Upload File button once the file is located. This will initiate the process of importing the TimeChoice export file that you created in the TimeChoice interface that contains the data exported from Aloha.
 - a. If the file successfully uploads into PayChoice Online you will see the following screen:

- b. However, if the file uploads erroneously you will see the following screen:

Payroll - Importing Pay Data Company Code: TST2

No updates were made.
The following are invalid Clock/Badge IDs for the TST2 company:
10-, 14-, 18-, 212-, 236-, 444-, 500-

If you use .txt files, you are currently set up to import timesheets based on **Clock #**.
If this is incorrect, click *Company Setup*, in the left menu, and reset your Company Option - "Emp ID for Timesheet"

Please identify the **.csv** or **.txt** file that contains employee pay data for this pay period.

[Importing a .txt file? Click here for more help.](#)

[Importing a .csv file? Click here for more help.](#)

The numbers listed on the screenshot above are invalid Clock/Badge ID's. The numbers represent Clock/Badge ID's of employees who had worked time in your POS/Timeclock system but are missing from PayChoice Online.

The error above occurs when one of two things happen:

- i. A new employee is setup in your POS/Timeclock system, but not in PayChoice Online.
 - ii. A new/current employee in PayChoice Online is setup but the Clock # field on the Job Info screen in PayChoice Online hasn't been updated w/ their badge number from your POS/Timeclock system.
- c. If either were the case, simply add the new employee into PayChoice Online or update the employees Clock # field on the Job Info screen in PayChoice Online and retry the import through the Import Pay Data link. You do not need to create a new TimeChoice file in this case.
7. After the TimeChoice Import file is successfully uploaded, you can continue on w/ payroll or consult your PayChoice Online User Guide for additional assistance.