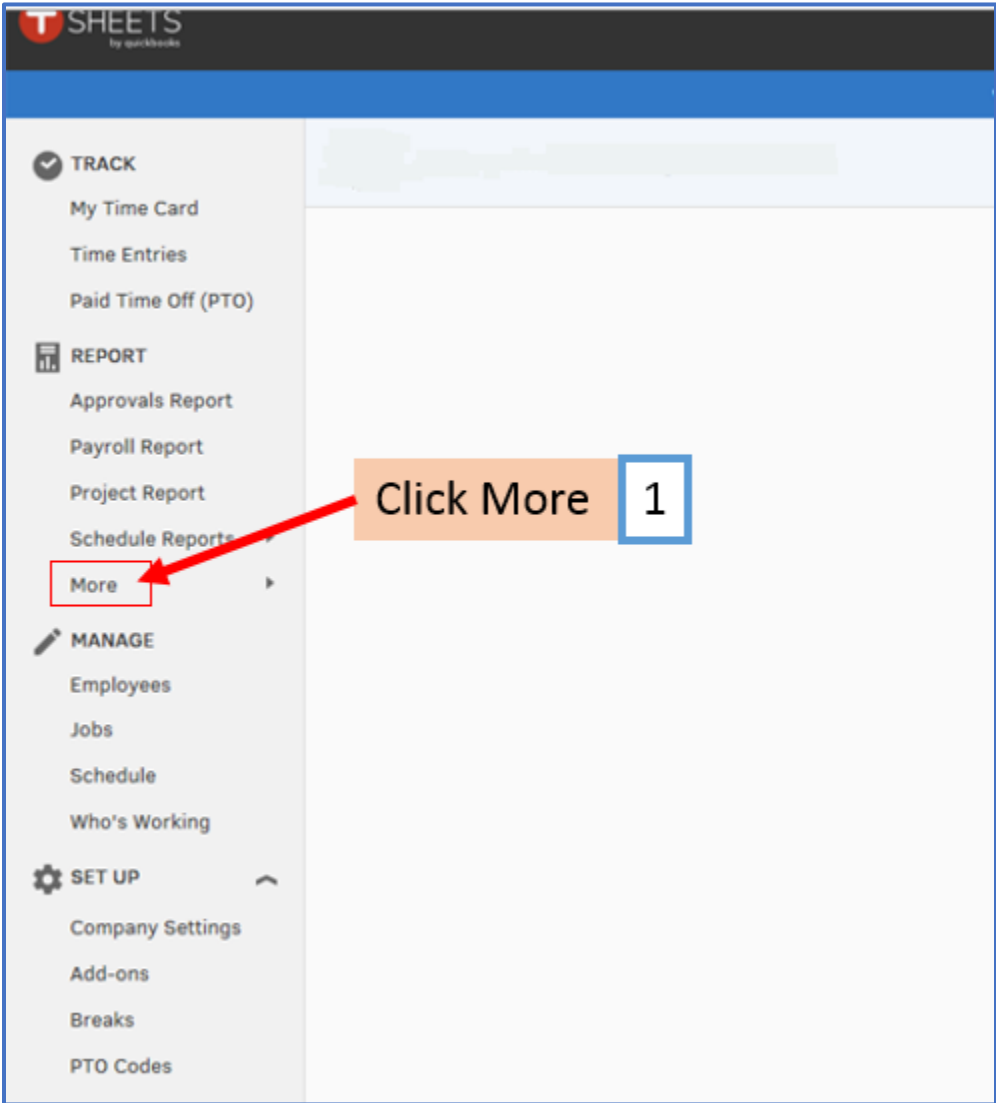


# How to Import Timesheet Data into Payroll Mate Using T-Sheets

Note: In order to use this feature you must purchase and enable Payroll Mate Option #3 (Additional Companies & Employees + Timesheet Import)

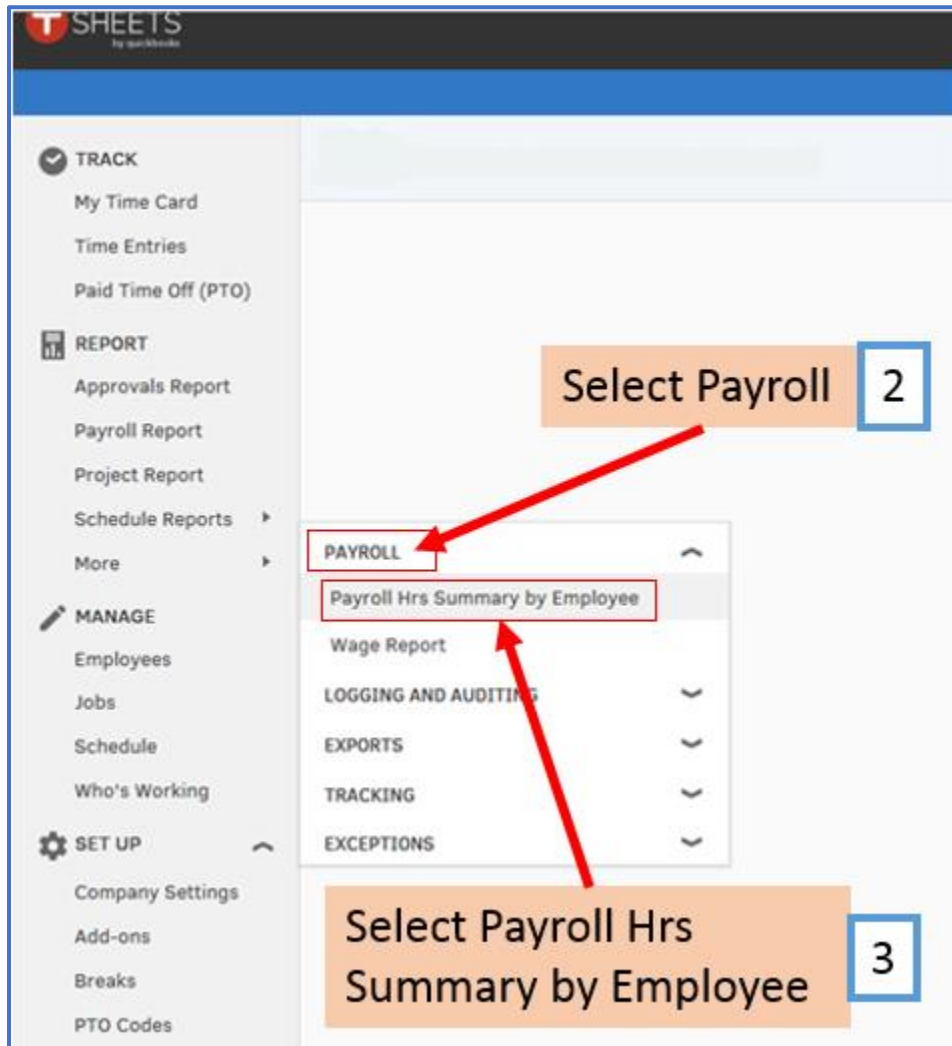
To Export your data from T-Sheets:  
Be sure the CSV file includes the following data: First Name, Last Name and Per Hour Income Categories. Custom income categories will need a column created for each income category used for payroll processing. Any employee imported from the CSV file will be included in the paycheck processing (including non-hourly).

1. Click More from menu



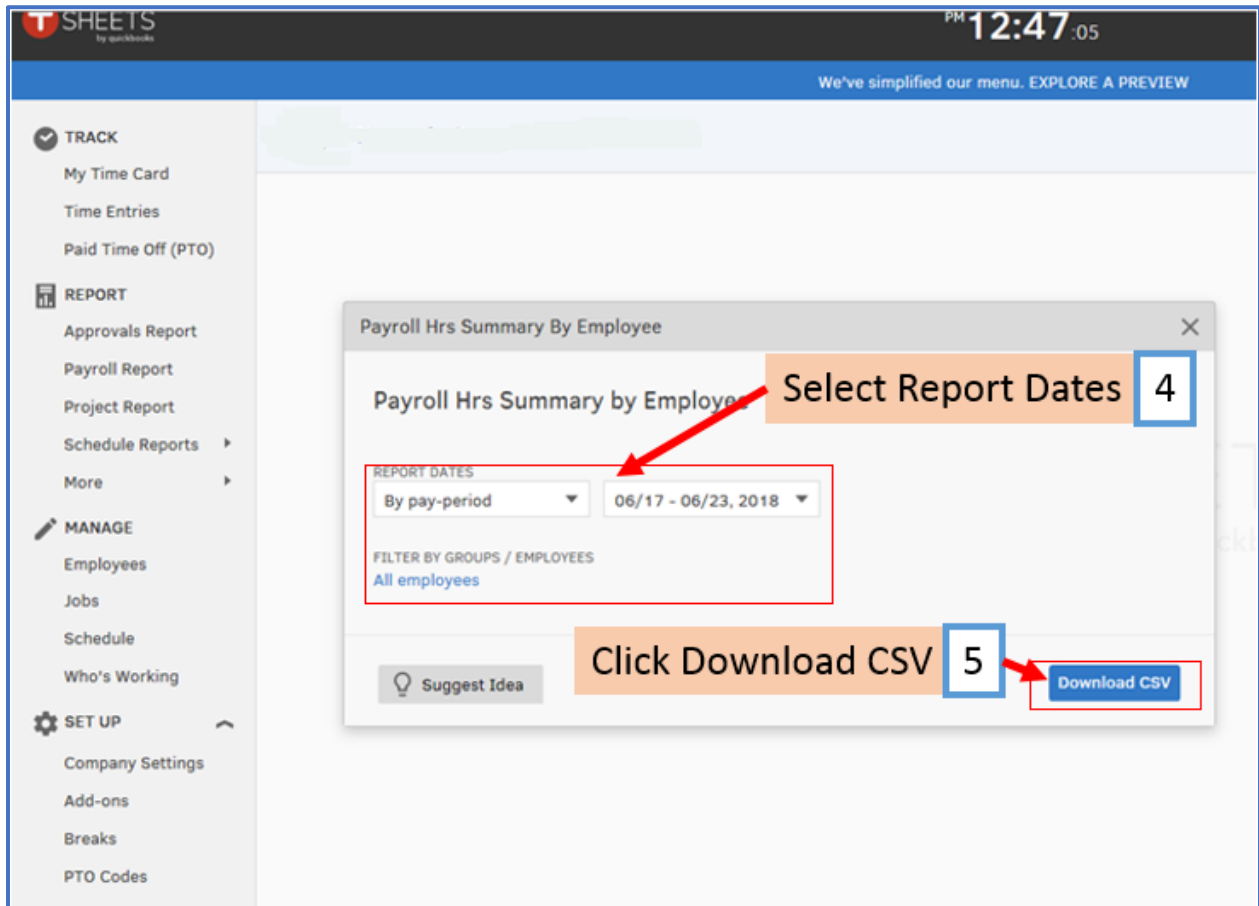
2. Select Payroll

3. Select Payroll Hrs Summary by Employee

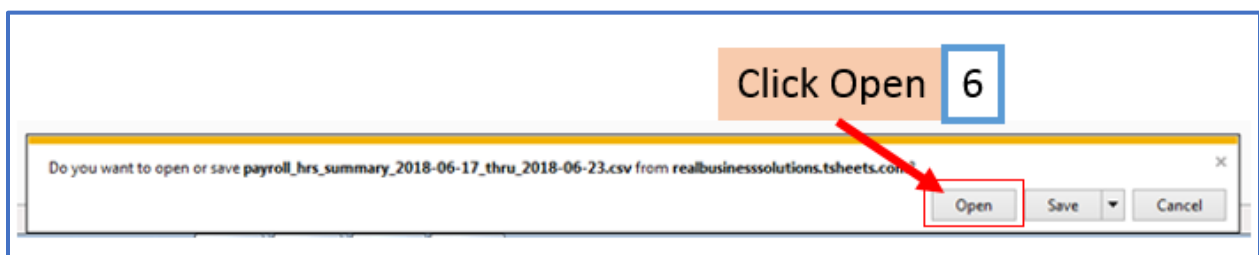


4. Select Report Dates

5. Click Download CSV



6. Click Open



## 7. Review Employees to import

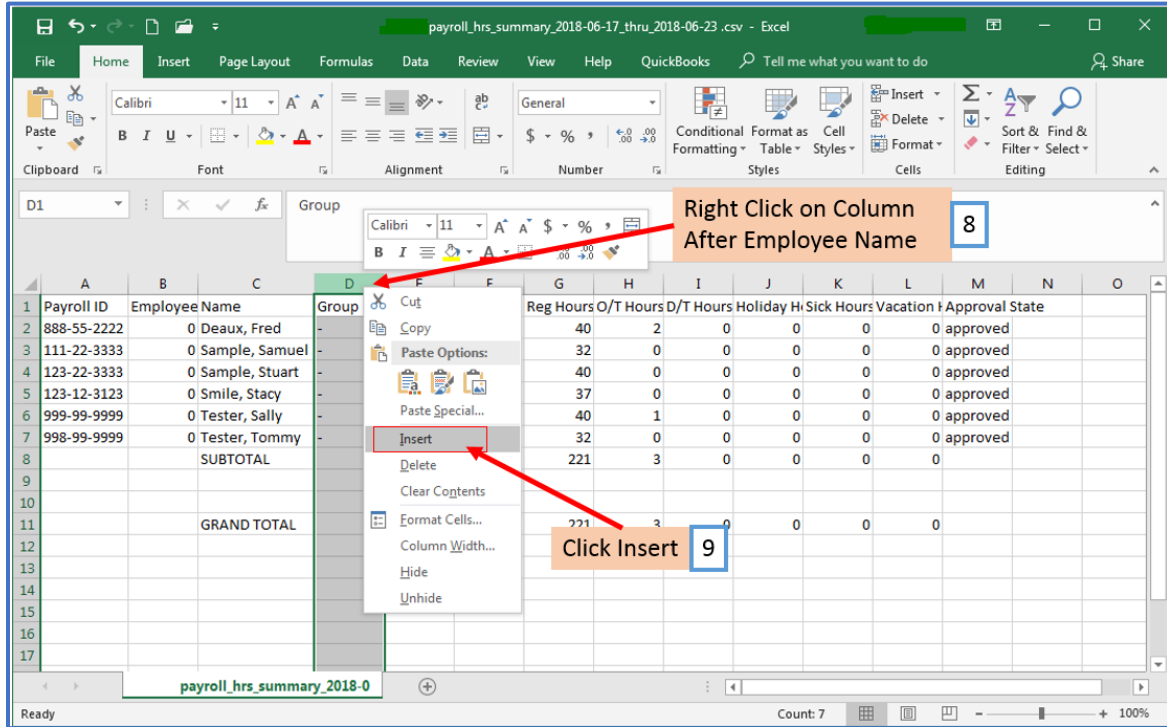
Note: The name needs to be separated into 2 columns (Last Name & First Name)  
You can separate the names into 2 columns manually or follow steps 8-18 to have Excel separate them.

If you do not want to split the name each time you do the export from T-sheets you can add the employee SSN as the Payroll ID and map the SSN column inside Payroll Mate when you import (instead of mapping the first name/last name-leave columns as Unused during mapping).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Payroll ID	Employee	Name	Group	Salaried	Exempt	Reg Hours	O/T Hours	D/T Hours	Holiday Hrs	Sick Hours	Vacation	F	Approval	State
2	888-55-2222	0	Deaux, Fred	-	0	0	40	2	0	0	0	0	0	approved	
3	111-22-3333	0	Sample, Samuel	-	0	0	32	0	0	0	0	0	0	approved	
4	123-22-3333	0	Sample, Stuart	-	0	0	40	0	0	0	0	0	0	approved	
5	123-12-3123	0	Smile, Stacy	-	0	0	37	0	0	0	0	0	0	approved	
6	999-99-9999	0	Tester, Sally	-	0	0	40	1	0	0	0	0	0	approved	
7	998-99-9999	0	Tester, Tommy	-	0	0	32	0	0	0	0	0	0	approved	
8			SUBTOTAL				221	3	0	0	0	0	0		
9															
10															
11			GRAND TOTAL				221	3	0	0	0	0	0		
12															
13															
14															
15															
16															
17															

8. Right-click on the Column after Employee Name

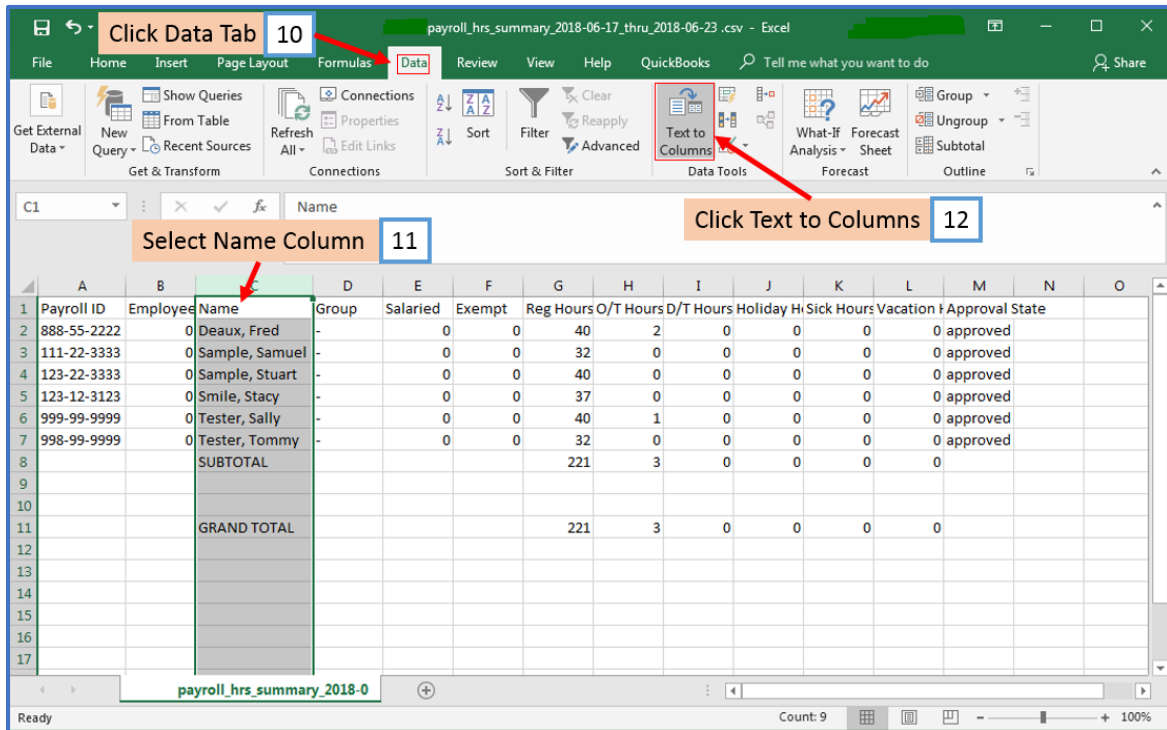
9. Click Insert to insert a blank column



10. Click the Data Tab

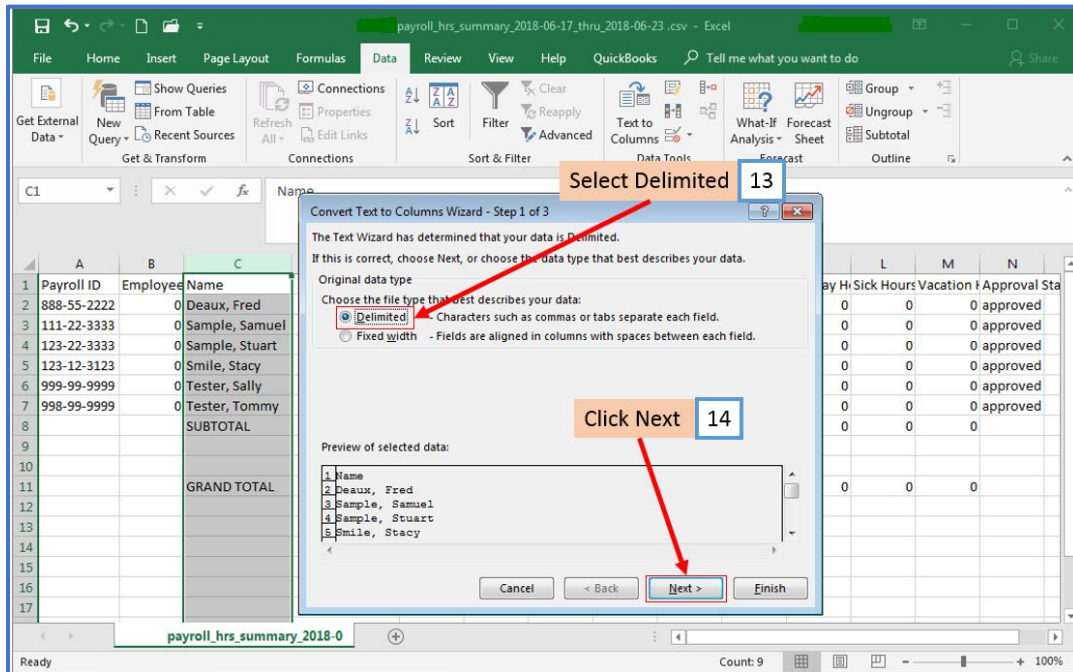
11. Select the column with the full name

12. Click Text to Columns



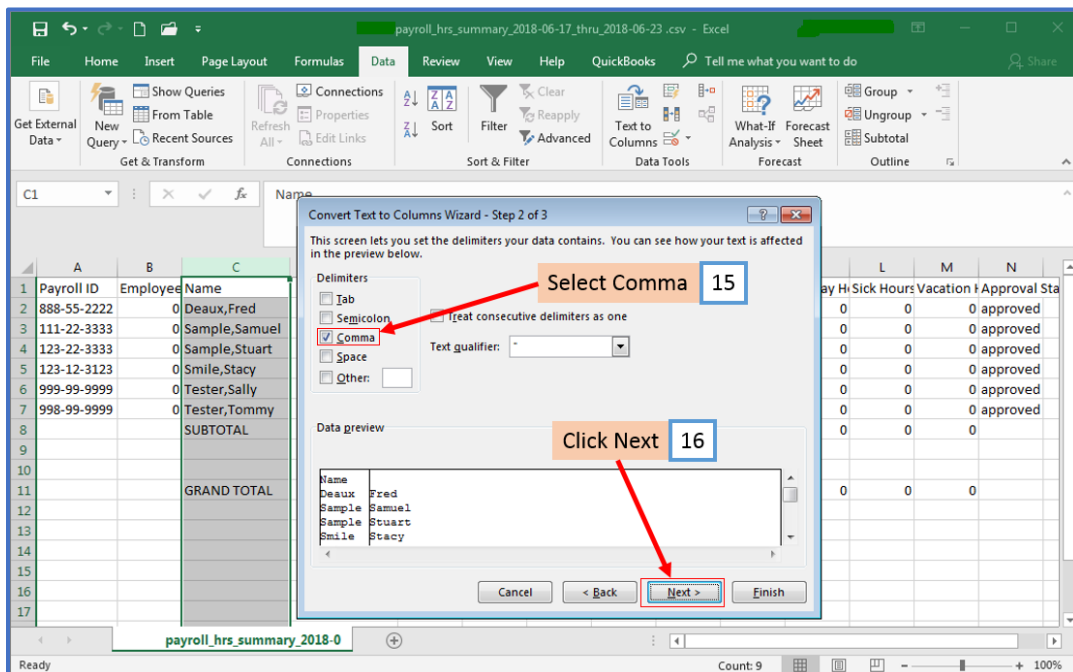
13. Select Delimited

14. Click Next



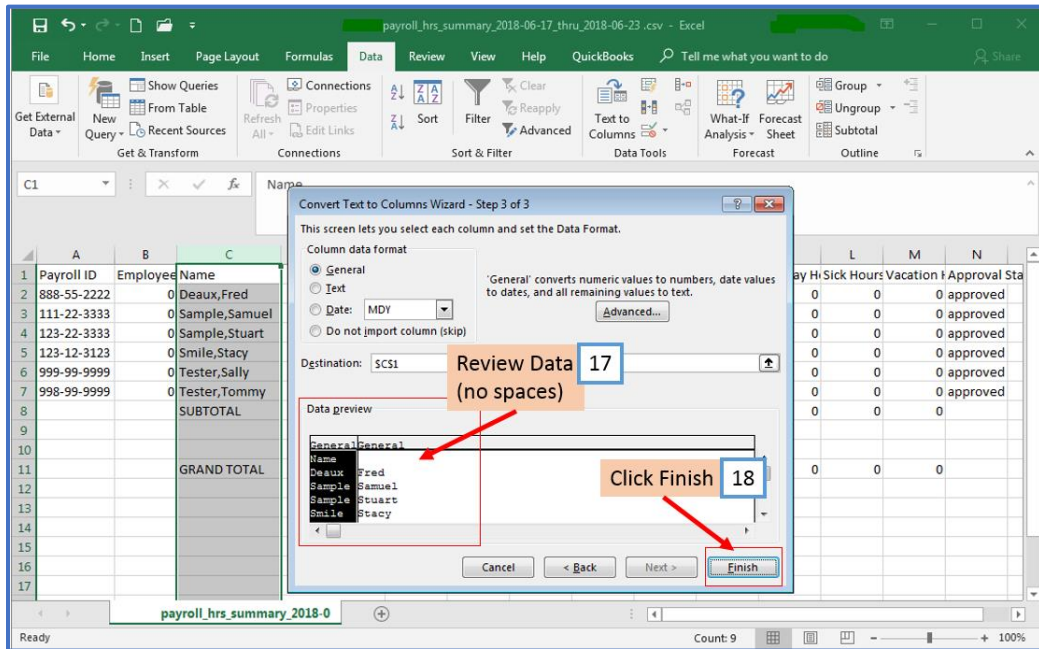
15. Select Comma

16. Click Next



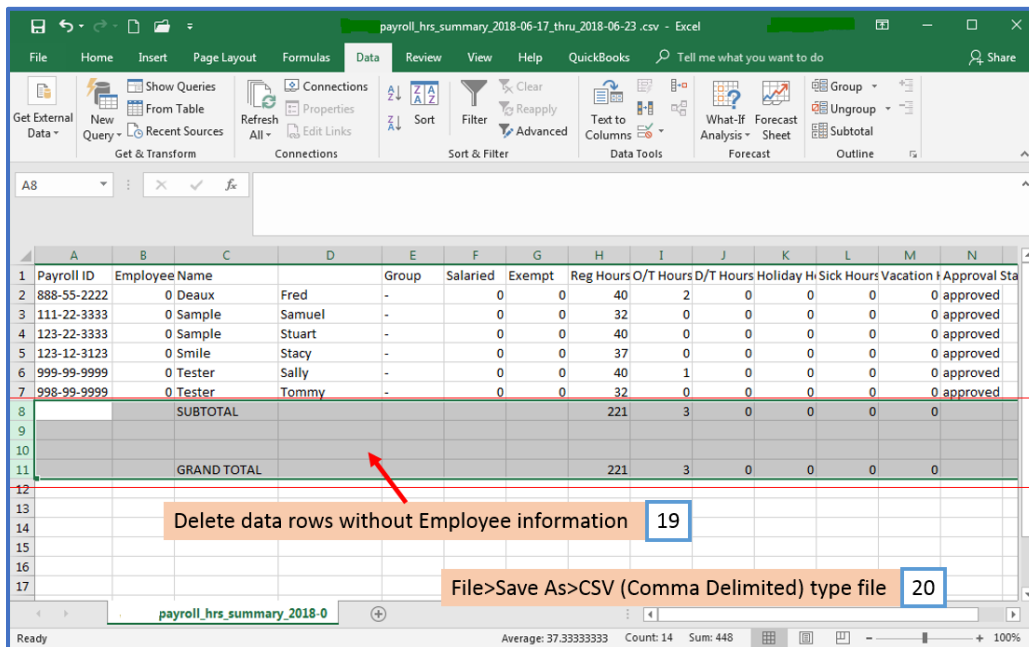
17. Review Data (remove any spaces in name)

18. Click Finish



19. Other than the top Header row, delete any rows that do not include employee information

20. Save the CSV file (File>Save As> use the CSV (Comma Delimited) file type

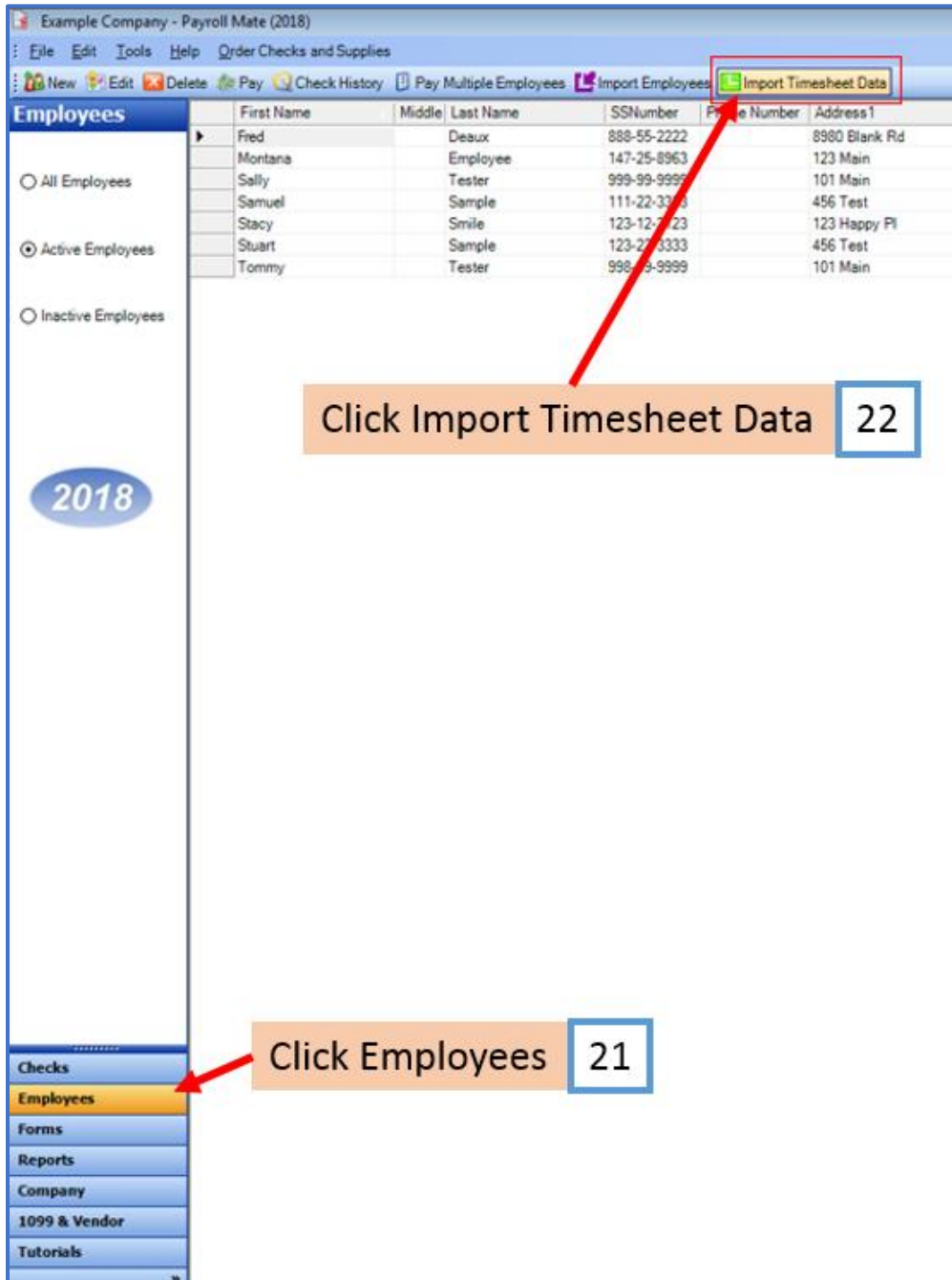




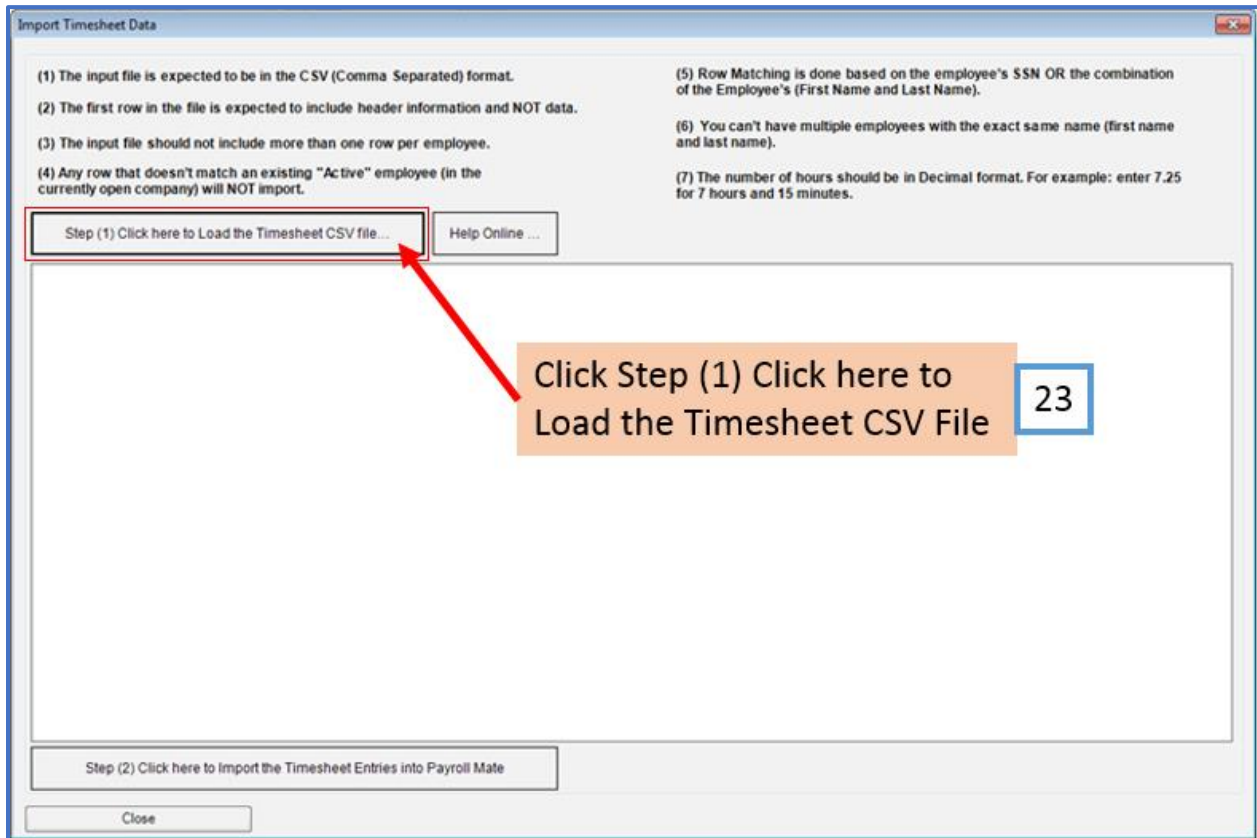
Make sure you have the correct Company open inside Payroll Mate

21. Click Employees from Shortcuts

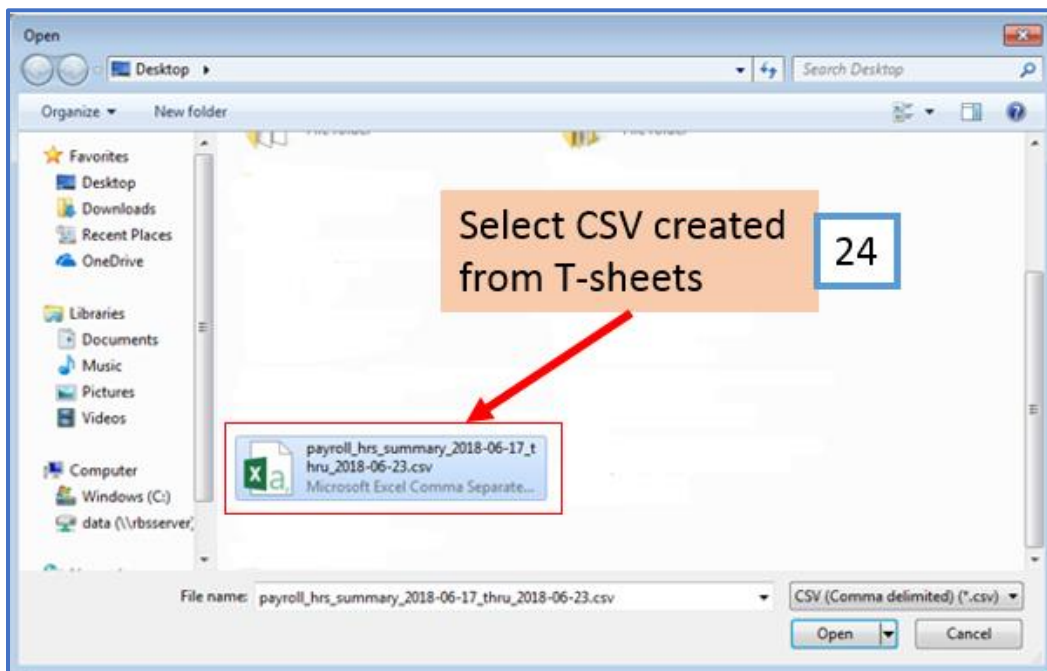
22. Click Import Timesheet Data



23. Click Step (1) Click here to Load the Timesheet CSV file

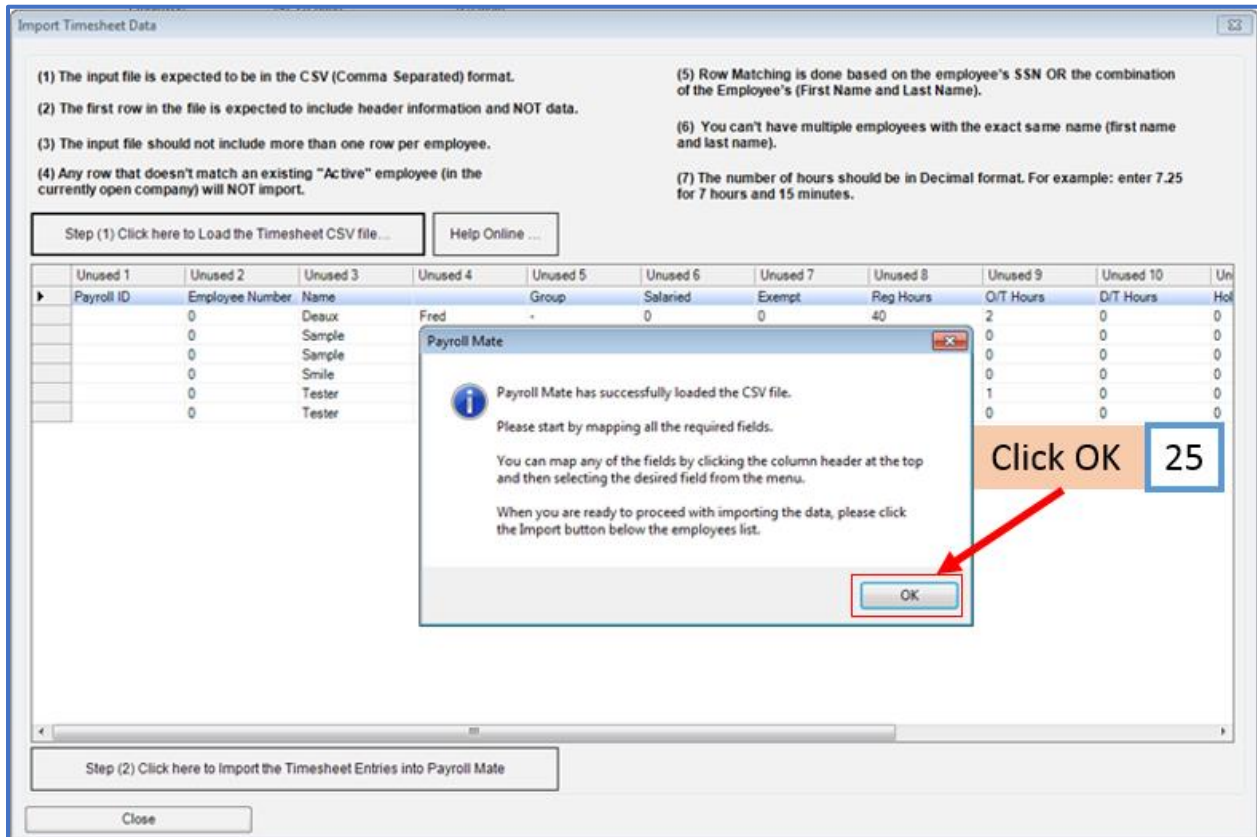


24. Double-click to Select the Timesheet CSV file



Note: The first row of the CSV is expected to include header information and NOT data. The header should contain names corresponding to the fields (columns) in the file and should contain the same number of fields (columns) as the records in the rest of the CSV file.

25. Click OK



## 26. Map each column

When mapping your columns, click the word "Unused" for each column and select the correct column data description

Import Timesheet Data

(1) The input file is expected to be in the CSV (Comma Separated) format.  
(2) The first row in the file is expected to include header information and NOT data.  
(3) The input file should not include more than one row per employee.  
(4) Any row that doesn't match an existing "Active" employee (in the currently open company) will NOT import.  
(5) Row Matching is done based on the employee's SSN OR the combination of the Employee's (First Name and Last Name).  
(6) You can't have multiple employees with the exact same name (first name and last name).  
(7) The number of hours should be in Decimal format. For example: enter 7.25 for 7 hours and 15 minutes.

Step (1) Click here to Load the Timesheet CSV file... Help Online ...

Unused 1	Unused 2	Last Name	Unused 4	Unused 5	Unused 6	Unused 7	Unused 8	Unused 9	Unused 10	Un
Payroll ID	Employee Number	Name	SSN(###-##-#### or #####)	Reg Hours	O/T Hours	D/T Hours	Hol			
0	Deaux	Fred		40	2	0	0			
0	Sample	Samuel		32	0	0	0			
0	Sample	Stuart		40	0	0	0			
0	Smile	Stacy		37	0	0	0			
0	Teaser	Sally		40	1	0	0			
0	Teaser	Tommy		32	0	0	0			

Map the Columns 26

Step (2) Click here to Import the Timesheet Entries into Payroll Mate

Close

## 27. Click Step (2) to Import the Timesheet Entries

(1) The input file is expected to be in the CSV (Comma Separated) format.

(2) The first row in the file is expected to include header information and NOT data.

(3) The input file should not include more than one row per employee.

(4) Any row that doesn't match an existing "Active" employee (in the currently open company) will NOT import.

(5) Row Matching is done based on the employee's SSN OR the combination of the Employee's (First Name and Last Name).

(6) You can't have multiple employees with the exact same name (first name and last name).

(7) The number of hours should be in Decimal format. For example: enter 7.25 for 7 hours and 15 minutes.

Step (1) Click here to Load the Timesheet CSV file...    Help Online ...

Unused 1	Unused 2	Last Name	First Name	Unused 5	Unused 6	Unused 7	Regular Hourly Pa	Overtime Hourly P	Unused 10	Un
▶	Payroll ID	Employee Number	Name	Group	Salaried	Exempt	Reg Hours	O/T Hours	D/T Hours	Hol
	0	Deaux	Fred	-	0	0	40.00	2.00	0	0
	0	Sample	Samuel	-	0	0	32.00	0.00	0	0
	0	Sample	Stuart	-	0	0	40.00	0.00	0	0
	0	Smile	Stacy	-	0	0	37.00	0.00	0	0
	0	Tester	Sally	-	0	0	40.00	1.00	0	0
	0	Tester	Tommy	-	0	0	32.00	0.00	0	0

Click Step (2) Click here to Import the Timesheet Entries into Payroll Mate 27

Step (2) Click here to Import the Timesheet Entries into Payroll Mate

Close

28. If there are no errors in your CSV file, you will be taken to the first check to create

**Note: Verify Begin Date, End Date, Pay Date and Check #**

Note: Edits to payroll check can be made here as needed (including edits to rates, hours, tax, deductions, etc.) **Pay special attention to employee(s) with non-hourly income (salary, bonus, per piece, etc.)**

**First Employee check 28**

(1) The input file is expected to be in the CSV (Comma Separated) format.  
(2) The first row in the file should be the employee's information.  
(3) The input file should be in the following format:  
(4) Any row that doesn't currently open company.  
(5) Row Matching is done based on the employee's SSN OR the combination of the Employee's (First Name and Last Name).

Check Details  
General Information  
Employee: Desak, Fred  
Begin Date: June 25, 2018  
Check #: 36  
Pay Date: June 25, 2018  
End Date: June 25, 2018  
Pay Frequency: Weekly (52 Pay Periods)  
Recalculate

Income Details  
Income: Rate, Type, Quantity, Amount, YTD.  
Regular Hourly Pay 20.0000 Per Hour 40.00 800.00 3900.00  
Vacation Pay Hourly 20.0000 Per Hour 0.0000 0.00 0.00  
Sick Pay Hourly 20.0000 Per Hour 0.0000 0.00 0.00  
Overtime Hourly Pay 30.0000 Per Hour 2.00 60.00 60.00

Vacation / Sick Hours  
Vac. hours earned 4.62 18.48  
Vac. hours used 0.00 0.00  
Sick hours earned 4.62 18.48  
Sick hours used 0.00 0.00

Tax Details  
Tax: Amount, YTD.  
Federal Income Tax 95.46 415.30  
Social Security (Employee) 53.32 245.52  
Medicare (Employee) 12.47 57.42  
State Income Tax 42.57 194.63  
Local Income Tax 0.00 0.00  
State Disability Insurance (Employee) 0.00 0.00  
Chicago City Tax 0.86 3.96  
Cook County Tax 62.35 287.10  
2nd Cook Co Tax 2.15 8.15  
Social Security (Employer) 53.32 245.52  
Medicare (Employer) 12.47 57.42

Deduction Details  
Deduction: Amount, YTD.  
401K (Employee) 34.40 158.40  
Health Insurance 25.00 125.00  
Percent of Net Pay 26.57 101.21  
401K (Employer) 17.20 79.20

Other Optional Details  
Check Summary  
Amount, YTD, Total Incomes, Total Taxes, Total Deductions, Net Pay.  
Hours Worked 0.00 .00 This Check: 860.00 Total Taxes: 269.18 Total Deductions: 85.97 Net Pay: 504.85  
Weeks Worked 0.00 .00 YTD: 3960.00 1212.08 411.18 2336.74

MEMO:  
Create Check & Go to Next Employee Skip Employee Quit Creating Checks Employee 1 of 6

Note: Click Create Check and Go to Next Employee to create this paycheck

Note: Click Skip Employee to skip this employee and not create a paycheck

Note: Click Quit Creating Checks to cancel creating checks

### Things to consider

1. Any employee imported with a Valid SSN/Incorrect Name – Payroll Mate will create the check based on SSN of employee already inside Payroll Mate
2. Any employee imported with an Invalid SSN/Correct Name – Payroll Mate will create the check based on employee name already inside Payroll Mate
3. Duplicate employee listed in CSV – 2 paychecks will be created by Payroll Mate