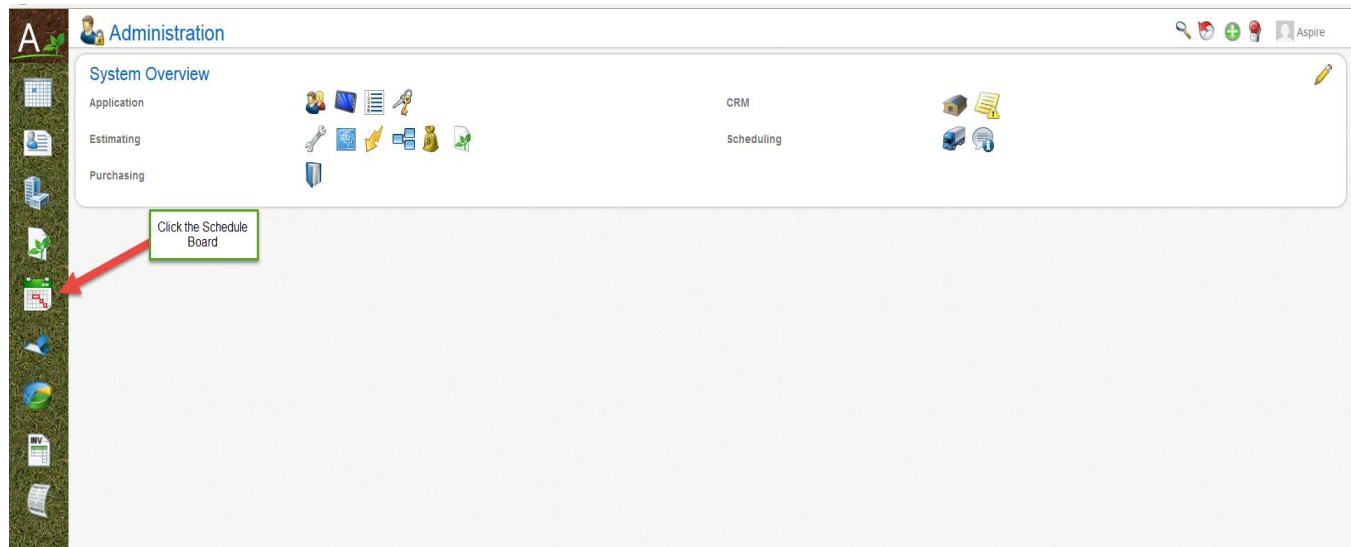
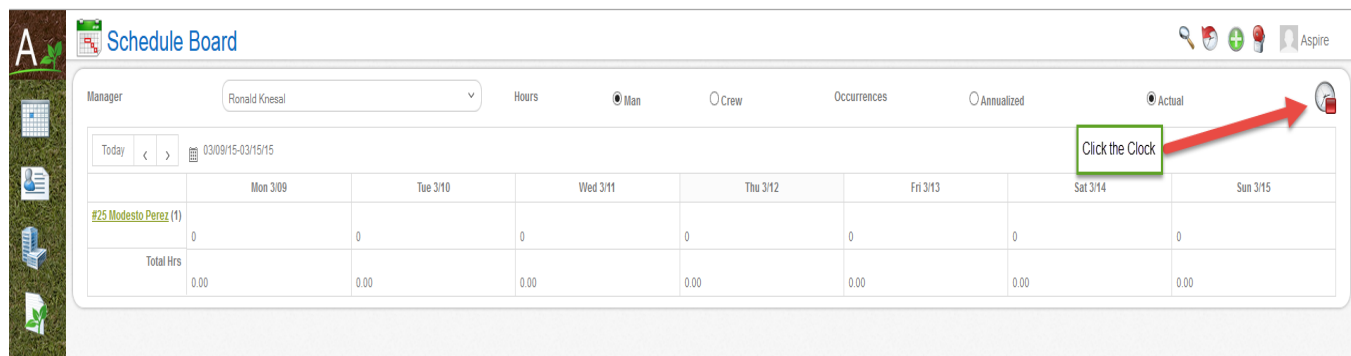


Payroll Export from Aspire Process

To begin the process to export payroll - Go to the Main Screen & Click the Schedule Board



To get into the 'Weekly Time Review', click the Clock in the top right corner.



At the 'Week Of' box, chose the 1st Day of the pay period. That week's hours will then show on the screen. The Employee's name will show on the far left. Their total time for each day will show under that day. Total regular hours & total OT hours for the week will show on the far right column. **Before choosing a 'Pay Schedule'**, be sure to fix any 'Unaccepted' hours.

The screenshot shows the 'Weekly Time Review' interface. Annotations include:

- A red arrow pointing to the 'Week Of' dropdown (03/12/15) with the text 'Chose the 1st Day of the Pay Period'.
- A red arrow pointing to the 'Pay Schedule' dropdown with the text 'Chose the Pay Schedule to Export'.
- A red arrow pointing to the 'Unaccepted' row with the text 'Be sure to review any Unaccepted Time'.

	Status	Sunday 03/08	Monday 03/09	Tuesday 03/10	Wednesday 03/11	Thursday 03/12	Friday 03/13	Saturday 03/14	Total	OT
Employee Name	Pending	0.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00
Employee Name	Unaccepted	0.00	0.00	9.33	9.00	0.00	0.00	0.00	18.33	0.00
Employee Name	Pending	0.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00
Employee Name	Pending	0.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00

All 'Unaccepted' hours must be fixed to show as pending. Do this by clicking the hours in any 'Unaccepted' row. This will take you to the 'Time Entry' screen. Review the total clocked in hours to be sure all the hours have been assigned to a work ticket. If there is an amount at 'Diff' on the bottom right of the screen, then there are hours that need to be assigned to a work Ticket.

Once all the 'Unaccepted' hours have been fixed, then all hours should be showing as pending. You can now pick a Pay Schedule or Multiple Pay Schedules. Click the Green Check Mark to the left of Status. This will put a check beside every employee name. To uncheck an employee, just click the check mark in the box beside their name, this will remove the check and leave the box blank. Click the 'Gear' Icon on the bottom right. The 'Approve', 'Unapprove' and 'Export' box will appear. Click Approve.

The screenshot shows the 'Weekly Time Review' interface with all hours now 'Pending'. Annotations include:

- A red arrow pointing to the 'Pay Schedule' dropdown with the text 'Pick a Pay Schedule, or multiple Pay Schedules'.
- A red arrow pointing to the 'Status' column with the text 'All Status should be Pending'.
- A red arrow pointing to the 'Status' column with the text 'Click the Green Check Mark. This will put a check mark beside every Employee Name'.
- A red arrow pointing to the 'Approve' button with the text 'To Approve all Pending hours, Click Approve'.

	Status	Sunday 03/08	Monday 03/09	Tuesday 03/10	Wednesday 03/11	Thursday 03/12	Friday 03/13	Saturday 03/14	Total	OT
Employee Name	Pending	0.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00
Employee Name	Pending	0.00	8.25	8.50	7.50	0.00	0.00	0.00	24.25	0.00
Total		0.00	650.89	381.23	205.41	0.00	0.00	0.00	1237.53	0.00

After all hours have been approved, go back to the Weekly Time Review. Be the Correct 1st Day is selected at 'Week of', be sure the correct Pay Schedule(s) have been selected. All employees should have the Status 'Approved'. Then click the gear at the bottom right and chose 'Export'. When the Confirm box appears, click the Green check mark.

Sunday 03/01	Monday 03/02	Tuesday 03/03	Wednesday 03/04	Thursday 03/05	Friday 03/06	Saturday 03/07	
0.00	0.00	0.00	8.00	8.00	8.00	0.00	
0.00	8.00	8.00	8.00	8.00	8.00	8.00	
0.00	0.00	8.00	8.00	8.00	8.00	8.00	
0.00	8.00				0.00		
0.00	8.00				8.00	0.00	
0.00	8.00	8.00	8.00	8.00	8.00	0.00	
0.00	8.00	8.00	8.00	8.00	8.00	0.00	
0.00	8.00	8.00	8.00	8.00	8.00	0.00	
0.00	8.00	8.00	8.00	8.00	8.00	0.00	
0.00	780.00	880.25	891.75	877.00	825.50	194.50	

Confirm

Would you like to include previously Exported items?

Click the Green Check Mark

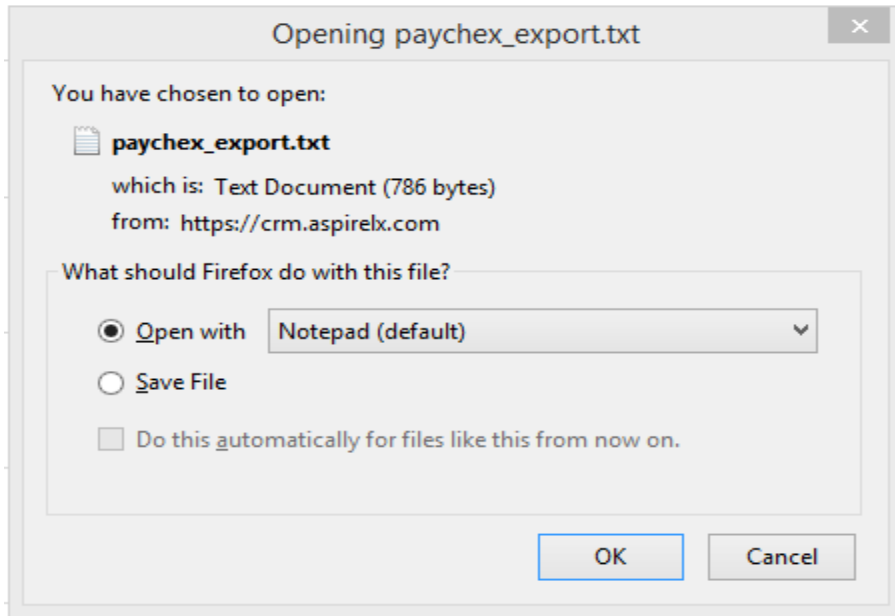
After clicking the Green Check Mark, this will appear.

8.00

Your download has completed. Please check your downloads folder

8.00

This should appear next, but if it doesn't, check your download folder.



After you click OK, your import will look like this. This example below is an export file that shows employee time to 2 states and NO divisions.

	E just stands for Earning	Employees Pay Rate	Hours Worked at each Location	State Worked	Employee #
1357	AL	ER113.50	23.50	AL	
1357	GA	ER113.50	0.50	GA	
1003	AL	ER116.00	40.00	AL	
1003	AL	E0116.00	8.00	AL	
1005	AL	ER110.50	32.00	AL	
1005	GA	ER110.50	8.00	GA	
1037	AL	ER111.00	39.50	AL	
1037	GA	ER111.00	0.50	GA	
1198	GA	ER113.00	39.50	GA	
1198	AL	ER113.00	0.50	AL	

The R1 in this example is the PayCode for regular pay. This code could be one or two letters or numbers. It is whatever paycode is assigned by paychex. O1 is Overtime in this example.

The export file below is the same export file but WITH Divisions

	Division	E just stands for Earning	Employees Pay Rate	Hours Worked at each Location	State Worked	Employee #
1357	80AL	ER113.50	23.50	AL		
1357	10GA	ER113.50	0.50	GA		
1003	80AL	ER116.00	11.50	AL		
1003	70AL	ER116.00	28.00	AL		
1003	10AL	ER116.00	0.50	AL		
1003	70AL	E0116.00	5.82	AL		
1003	80AL	E0116.00	2.18	AL		
1005	80AL	ER110.50	31.50	AL		
1005	10AL	ER110.50	0.50	AL		
1005	80GA	ER110.50	8.00	GA		
1037	80AL	ER111.00	39.50	AL		
1037	10GA	ER111.00	0.50	GA		
1198	80GA	ER113.00	39.50	GA		
1198	10AL	ER113.00	0.50	AL		

Each hourly line item is what will show on the employee's paystub. For e.g. Employee #1003 without Divisions will have 2 lines on his paystub and Employee #1003 with Divisions will have 5 lines on his paystub.

For the 1st Payroll export from Aspire, this file needs to be emailed to Aspire Paychex Representative and to your current Paychex representative (if you have already been using Paychex). They will review the file to be sure the information in the file is accurate and can be imported into their system without any errors. They will help you import the 1st payroll into their system. After the 1st payroll, your representative should train you on how to import the Aspire export file into Paychex.

When reviewing the export file be sure all columns have the information need, if any column has any missing information, this is what needs to be fixed:

1st Column – If an employee # is missing. The employees are listed on the export in the same order they are listed on the 'Weekly Time Review'. Find the Employee # that is listed before the missing employee#, look up that employees name in your paychex information. Then find that name on the 'Weekly Time Review', the employee listed right after that employee is the one missing an employee # in their Employee HR Admin Tab. Go to Contacts, Employee list, find that employee and add their employee #.

2nd Column – This is the column with the Division Code and the State Code. If the Division Code is missing and it is required, then go the Administration Screen, Click the Manage Lists Icon, Chose Division from the drop down. Be sure all divisions have an Item Code. If the State Code is missing, then a Property doesn't have a State chosen on their Address Tab. To find which Properties are missing states in their address tab, Go to the Property Icon, then go to the Gear at the top and filter by 'Property State/Province Name' and put the 'Value' as the states you do business in. Then Click the Gear on the bottom right to apply your filters. This should show a list of Properties missing States. Go into each Property and add the correct state.

3rd Column – This is the column with E (which will always be there). The next one or two letter(s) or number(s) will be the pay code, and the last numbers will be the employees rate of pay. If the pay code is missing on only a few employees, then once you find which employees are missing the pay codes (by following the instructions as listed in 1st Column on how to find which employee is missing the information), then it is because that employee doesn't have a 'Pay Schedule' chosen on their Employee HR Admin Tab. If their rate of pay is missing, then that employee doesn't have a 'Pay Rate' on their Employee HR Admin Tab.

If all employees are missing a 'Pay Code', then go the Administration Screen, Click the Manage Lists Icon, Chose Pay Schedule from the drop down. Be sure all the correct information is filled in for each Schedule Name.

The screenshot shows the 'Lists' management interface in Aspire. It features a table with the following columns: List Name, Schedule Name, Daily Hours Before OT, Weekly Hours Before OT, Minimum Start Time, Default Paycode, Default OT Paycode, and Active. Two rows are visible: 'Weekly 40' and 'Field Manager Salary'. Red arrows highlight the 'Schedule Name', 'Daily Hours Before OT', 'Weekly Hours Before OT', 'Default Paycode', 'Default OT Paycode', and 'Active' columns.

List Name	Schedule Name	Daily Hours Before OT	Weekly Hours Before OT	Minimum Start Time	Default Paycode	Default OT Paycode	Active
	Weekly 40	24	40	00:00:00	Regular	OT Calc	<input checked="" type="checkbox"/>
	Field Manager Salary	24	168	00:00:00	Regular	Regular	<input checked="" type="checkbox"/>

Once all the missing information has been correct, export the file again.

Additional issues that can occur:

If an employee is missing from the list: Be sure they have the correct Pay Schedule chosen on the Employee HR Admin Tab.

If an employee is showing and shouldn't be: If before the export, a Pay Schedule is chosen on the Weekly Time Review screen and an employee is still showing that shouldn't be there, because they should be in a different Pay Schedule. Go to their Employee HR Admin Tab to be sure the Pay Schedule that has been selected is correct. If it is, then there is probably a 2nd contact with the same name that was inactivated. To find this out, Go to the Contacts Icon, Employee list, the Gear at the top, and create a filter that will show Active and Inactive contacts. If two employees with the same name show, then the Inactive employee was probably chosen on a time sheet and hours applied. Go into the Inactive employee and type (Inactive) beside their name, so that name will not be used again for time. When exporting that file again, unclick that employee's name before exporting.

If more than one state shows on the export: Be sure paychex is aware that you have employees working in more than one state.

When exporting, there are paycode errors: Be sure to train employees that are entering their time to not check the Pay Code drop down box unless it's required. Most employees pay codes will be set up through Pay Chex. The only exception would be if they are to be paid something other than their standard hourly or overtime pay. For e.g. a 'Snow Premium'.