# Sync Timecards

TaiRox Sync Timecards provides a practical mechanism for using the timecard functionality in Sage 300 Payroll. (Sage 300 Payroll maintains information in both timecard and employee tables but provides no mechanism to keep them in sync.)

In many situations, the data (rate of pay, distribution code) in timecards needs to be synchronized with changes made to an employee's master record. This is especially true of recurring timecards and when using Sage HRMS for Sage 300, when employee records are updated remotely.

Sync Timecards provides a "one-click" way to update timecards, with the ability to select ranges of employees, timecards, periods and deductions, as well as timecard types and categories of deduction. You can also select particular timecard entry fields.

The program helps you avoid time-consuming and mistake-prone duplicate data entry – crucial for maintaining large payroll sites.

**Important Note:** Sync Timecards <u>assumes</u> that the employee table is correct and that the timecards are to be updated from this information.

You should do all editing at the employee level, as edits to the timecard data can be overwritten.

Sync Timecards is written using Sage 300 business objects and has the Sage 300 look-and-feel, with finders and selection mechanisms.

The program supports both US and Canadian Payroll products.

### Sync Timecards features:

- Updates timecards with new information such as rates of pay or distribution codes from the employee master records.
- Works with US Payroll or Canadian Payroll employees, depending upon the payroll selection. If both US and Canadian Payroll products are active for a company, Sync Timecards provides a drop-down payroll selection box.
- Lets you select timecards by range of employees, timecard IDs, period end dates, timecard type, timecard category, and earnings/deductions code.
- Lets you specify which information is updated: employee rate/amt/pct, distribution code, workers comp group, workers' compensation group, work classification code, shift differential schedule, and/or overtime schedule.
- Retains settings from the last time information was updated and keeps a detailed log of all changes.

These features help minimize mistakes and aid in the recovery of data if they occur.

# Using Sync Timecards

The Sync Timecards icon appears under **TaiRox Productivity Tools > Payroll Tools** on the Sage 300 desktop and can be copied to other menu locations.

S Sage 300 - Productivity Tools Demo			Administrator	-		×	
Home							
TaiRox CRM     TaiRox Productivity Tools     Accounts Payable Tools     Accounts Receivable Tools	*	Payroll To Licensed to: Dealer: CC:	ools (Sync Timecards) tairox software inc, tairox software inc tairox software inc tairox software inc	c			
General Ledger Tools Inventory Control Tools Multi-Company Tools Order Entry Tools Payroll Tools		Sync Timecards	Mail Merge				
Purchase Order Tools Sage For Help, press F1	-	R	•	Session D	ate: 1/10/20	020	ă /

• Click the Sync Timecards icon in the Payroll Tools folder to open the Sync Timecards form, shown below.

Information       Log         Canadian Payroll           Time Card Range           From Employee           From Timecard           Time Card Range           From Timecard           Time Card Range           From Period End Date           Image           From Barnings/Deduction           Category           Image           Update Timecard Information         Image:           Image:           Image:           Image:           Update Timecard Information         Image:           Image:           Image:           Image:           Image:        <	ile <u>H</u> elp				
Canadian Payroll       •         Time Card Range       •         From Employee       •         From Timecard       •         Time Card Range       All         From Period End Date       / /	Information Log				
Time Card Range       Image	Canadian Payroll	-			
From Employee       Q       To Employee       ZZZZZZZZZZZ Q         From Timecard       To Timecard       ZZZZZZ         Time Card Range       Al       ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	Time Card Range				
From Timecard       To Timecard       ZZZZZ         Time Card Range       All       To Period End Date       01/10/2020         From Period End Date       //       To Period End Date       01/10/2020         Category       All       To Earnings/Deduction       ZZZZZZ         From Earnings/Deduction       To Earnings/Deduction       ZZZZZZ       ZZZZZZ         Update Timecard Information       Shift Differential Schedule       ZZZZZZ       Z         Workers Comp. Group       Overtime Schedule       Vertime Schedule       Vertime Schedule         Workers Compensation Code       Work Classification Code       Vertime Schedule       Vertime Schedule	From Employee		]Q	To Employee	<u>ZZZZZZZZZZZ</u> Q
Time Card Range       All           From Period End Date       ///       To Period End Date       01/10/2020	From Timecard			To Timecard	ZZZZZZ
From Period End Date       / /       Image: Category       All       Image: Category       All         Category       All       Image: Category       To Eamings/Deduction       Image: Category         From Eamings/Deduction       Image: Category       To Eamings/Deduction       Image: Category         Update Timecard Information       Image: Category       Image: Category       Image: Category         Update Timecard Information       Image: Category       Image: Category       Image: Category       Image: Category         Update Timecard Information       Image: Category       Image: Category	Time Card Range	Al	•		
Category Al   From Eamings/Deduction    Constraints/Deduction     Constraints/Deduction     Constraints/Deduction     Constraints/Deduction     Constraints/Deduction     Constraints/Deduction      Constraints/Deduction      Constraints/Deduction       Constraints/Deduction	From Period End Date	11	] #	To Period End Date	01/10/2020
From Earnings/Deduction ZZZZZZ Q Update Timecard Information Disployee Rate/Ant/Pct. Shift Differential Schedule Distribution code Overtime Schedule Workers Comp. Group Workers Compensation Code	Category	All	•		
Update Timecard Information	From Earnings/Deduction		]Q	To Earnings/Deduction	ZZZZZZ Q
Imployee Rate/Ant/Pct.     Shift Differential Schedule       Initibution code     Overtime Schedule       Workers Comp. Group     Worker Compensation Code       Work Classification Code     Vork Classification Code	Update Timecard Information	on			
Distribution code     Overtime Schedule     Workers Comp. Group     Workers' Compensation Code     Work Classification Code	Employee Rate/Amt/Po	st. 📃 Shift Dil	ferential Schedule		
Workers Comp. Group Workers' Compensation Code Work Classification Code	Distribution code Overtime Schedule				
Workers' Compensation Code Work Classification Code	Workers Comp. Group				
Work Classification Code	Workers' Compensation Code				
	Work Classification Cod	le			

#### Prior settings appear as the default settings for the next run

The settings that appear when you open Sync Timecards are the ones that were used for the last synchronization.

To reset settings to the default state, with ALL timecards selected for updates, choose **File > Reset Defaults** from the Sync Timecards menu.

SAMINC - Sync	Timecards		- □ ×
C <u>u</u> stomize			
<u>C</u> lose	-		
Reset Defaults	Q	To Employee	ZZZZZZZZZZZZ
Log Files		To Timecard	ZZZZZZ

## **Choose Canadian or US Payroll**

If you have activated Sage 300 Canadian and US Payroll systems, you must first select the payroll system where you are synchronizing timecards.

Information Log		
Canadian Payroll		
Canadian Payroll		
From Employee	To Employee	ZZZZZZZZZZZZ

#### Specify the range of timecards that need to be updated

Time Card Range From Employee	Q	To Employee	ZZZZZZZZZZZZ
From Timecard		To Timecard	ZZZZZZ
Time Card Range	All 👻		
From Period End Date	//	To Period End Date	01/10/2020
Category	Al 👻		
From Earnings/Deduction	Q	To Earnings/Deduction	ZZZZZZ

- Prior settings appear by default. The screen above shows that ALL timecards will be updated with changes from the employee records.
- Choose a range of employees and the range, type and category of timecards that you want to update.
  - Note dropdowns for the timecard range (type) and category.

•	All
	All
able	Accrual Eaming Advance
	Deduction
	Expense Reimburser Repefit

- Choose the range of period end dates for timecards that you want to update.
- Choose the range of earnings and deduction codes that you want to update.

#### Select the timecard information that should be updated with changes

Select the information from the employee records that you want copied to employee timecards.

Timecards are updated only if the information differs from the employee records.

Update Timecard Information	
Employee Rate/Amt/Pct.	Shift Differential Schedule
Distribution code	Overtime Schedule
Workers Comp. Group	
Workers' Compensation Code	
Work Classification Code	

#### Click the Process button to proceed with timecard updates

While Sync Timecards is running, the Log tab will display progress information.

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<u>F</u> ile <u>H</u> elp			
Information Log			
Sync Timecards started. US Payroll Performed by user: ADMIN Time Card Range From Employee [] To Employee [zzzzzzzzzzz] From Timecard [] To Timecard [zzzzzz] Time Card Range: All From Period End Date [] To Period End Date [1/10/2020] Category: All From Eamings/Deduction [] To Eamings/Deduction [zzzzzz]			E
Update Timecard Information Employee Rate/Ant/Pct.: Yes Distribution code: No Workers Compensation Code: No Work Classification Code: No Shift Differential Schedule: No Overtime Schedule: No			
Updating Employee 100050 Timecard 1 Updating Earnings/Deduction CHAR E/D/Tax Rate/Amt/Percent changed from 50.00000 to 20.00000.			-
Process Log		Close	

#### Click the Log button to check what was updated

Synch Timecards keeps a daily log of all changes made. Today's log is accessible by clicking the Log button.

Log files are kept for each Sage 300 company and can be found in the Sage 300 shared folder under the company directory. This directory will always be accessible to Sage 300 business objects and programs. For example, the log file may be in:

"C:\Sage300\COMPANY\SAMLTD\Sync Timecards"

#### Sample Log file

8/15/2020	3:10:58	ΡM	Sync Timecards started.
8/15/2020	3:10:58	ΡM	US Payroll
8/15/2020	3:10:58	ΡM	Performed by user: ADMIN
8/15/2020	3:10:58	ΡM	
8/15/2020	3:10:58	ΡM	Time Card Range
8/15/2020	3:10:58	ΡM	From Employee [] To Employee [zzzzzzzzzzz]
8/15/2020	3:10:58	ΡM	From Timecard [] To Timecard [zzzzzz]
8/15/2020	3:10:58	ΡM	Time Card Range: All
8/15/2020	3:10:58	ΡM	From Period End Date [] To Period End Date [1/10/2020]
8/15/2020	3:10:58	ΡM	Category: All
8/15/2020	3:10:58	ΡM	From Earnings/Deduction [] To Earnings/Deduction [zzzzzz]
8/15/2020	3:10:58	ΡM	
8/15/2020	3:10:58	ΡM	Update Timecard Information
8/15/2020	3:10:58	ΡM	Employee Rate/Amt/Pct.: Yes
8/15/2020	3:10:58	ΡM	Distribution code: No
8/15/2020	3:10:58	ΡM	Workers Comp. Group: No
8/15/2020	3:10:58	ΡM	Workers' Compensation Code: No
8/15/2020	3:10:58	ΡM	Work Classification Code: No
8/15/2020	3:10:58	ΡM	Shift Differential Schedule: No
8/15/2020	3:10:58	ΡM	Overtime Schedule: No
8/15/2020	3:10:58	ΡM	
8/15/2020	3:10:59	ΡM	Updating Employee 100050 Timecard 1
8/15/2020	3:10:59	ΡM	Updating Earnings/Deduction CHAR
8/15/2020	3:10:59	ΡM	E/D/Tax Rate/Amt/Percent changed from 50.00000 to 20.00000
8/15/2020	3:10:59	ΡM	Updating Employee 100050 Timecard 000001
8/15/2020	3:10:59	ΡM	Updating Earnings/Deduction HOURLY
8/15/2020	3:10:59	ΡM	E/D/Tax Rate/Amt/Percent changed from 15.00000 to 12.00000

8/15/2020	3:10:59	PM	Updating Earnings/Deduction HOURLY
8/15/2020	3:10:59	ΡM	E/D/Tax Rate/Amt/Percent changed from 15.00000 to 12.00000.
8/15/2020	3:10:59	ΡM	Updating Earnings/Deduction HOURLY
8/15/2020	3:10:59	ΡM	E/D/Tax Rate/Amt/Percent changed from 15.00000 to 12.00000.
8/15/2020	3:10:59	РМ	Updating Earnings/Deduction HOURLY
8/15/2020	3:10:59	ΡM	E/D/Tax Rate/Amt/Percent changed from 15.00000 to 12.00000.
8/15/2020	3:10:59	ΡM	
8/15/2020	3:10:59	ΡM	3 Timecard(s) processed.
8/15/2020	3:10:59	ΡM	2 Timecard(s) updated.
8/15/2020	3:10:59	ΡM	
8/15/2020	3:10:59	ΡM	14 Earning(s)/Deduction(s) processed.
8/15/2020	3:10:59	ΡM	5 Earning(s)/Deduction(s) updated.
8/15/2020	3:10:59	ΡM	
8/15/2020	3:10:59	ΡM	Sync Timecards complete.

The Log lists:

- The user, and the range of timecards specified for the selection.
- The information that was chosen for the update.
- Changes made to each employee timecard.
- Total items processed and total updated.

Note that the log files are located in the folder where the program was installed and can be viewed or edited using any program capable of reading a text file (Microsoft Word for example).