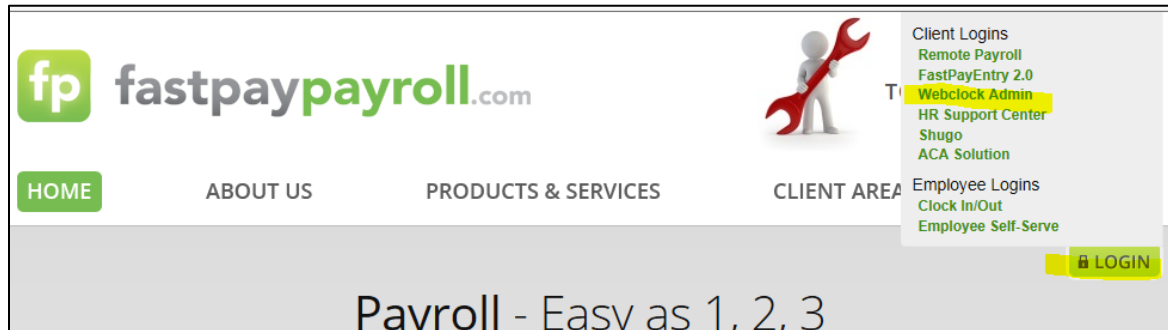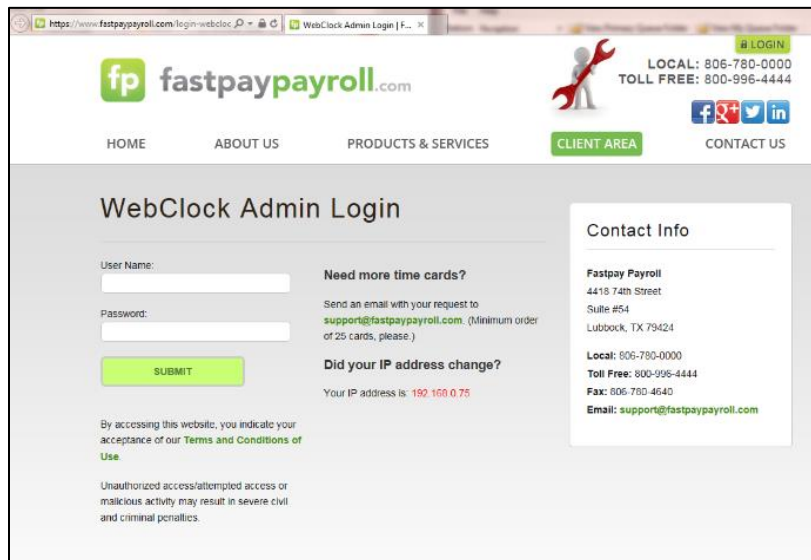**WebClock To M3 Processing**

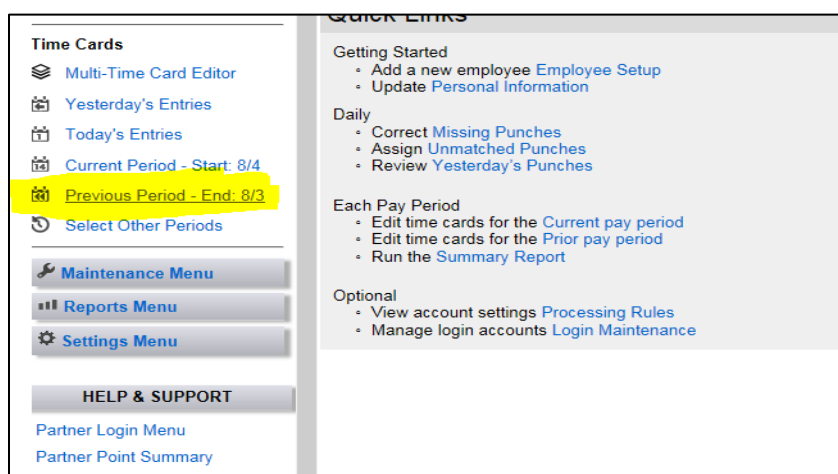*Follow the instructions below to import your time from WebClock to M3.*

1. Go to fastpaypayroll.com, Click Login, Webclock Admin
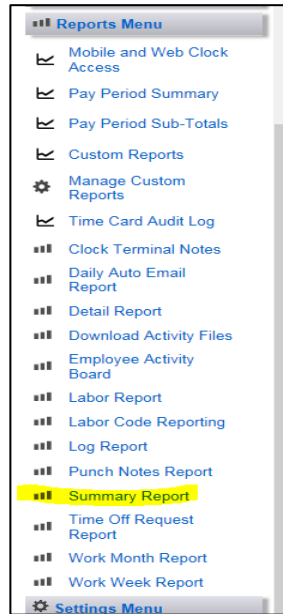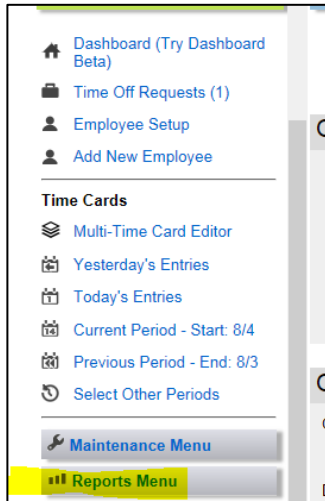

2. Sign in to Webclock Admin

3. Click on <mark>Previous Period</mark>. All missed punches that need to be reviewed/edited will be highlighted in pink. to review any missing punches highlighted in pink.

4. To correct, click each employee and edit as needed.

5. Once all punches have been corrected go back to main menu then click on <mark>Reports Menu → Summary Report</mark>
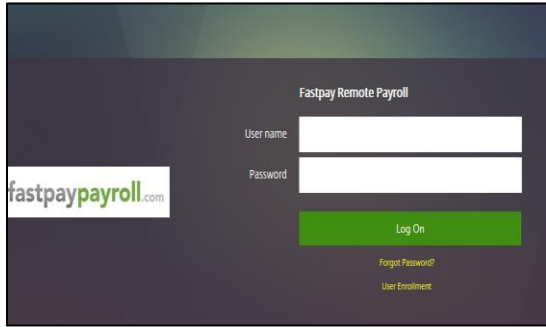

6. Pay Period - select the Pay Period for this payroll, Report Options select Show Row Number and click Submit. This report will show you your total hours and check count. (Check count will not include salary employees who do not use the webclock). Print this page.
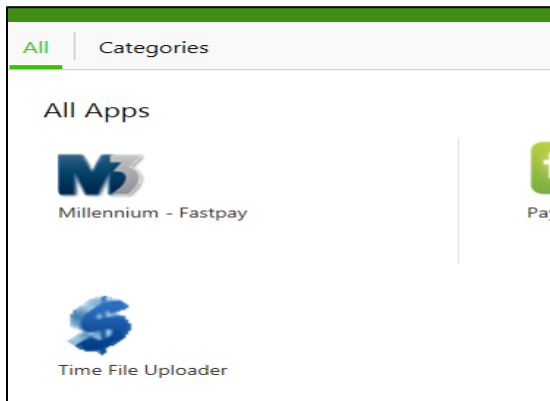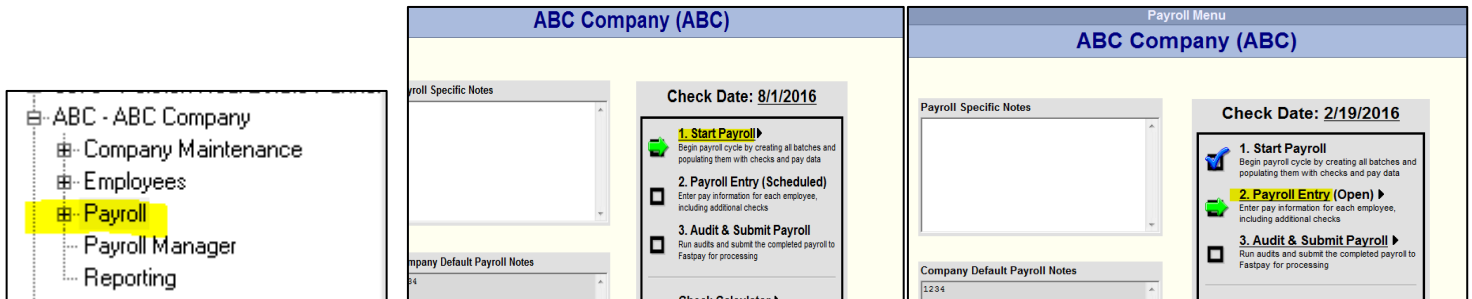
7. Go back to Fastpaypayroll.com and login to M3 → Click on Login, select Remote Payroll and sign in.

8. Click on Millennium One time and wait for it to open

9. On your tree click Payroll, verify your check date. Click "Start Payroll" once you get a blue check mark select "Payroll Entry (Open)"

10. Click on Import (ONE time) then click Refresh button until you have a blue check mark

11. Click on Batch Totals, compare these totals to your Summary Report from web clock

12. If you need to change someone's time click on their name on the tree, then go back to Batch Totals
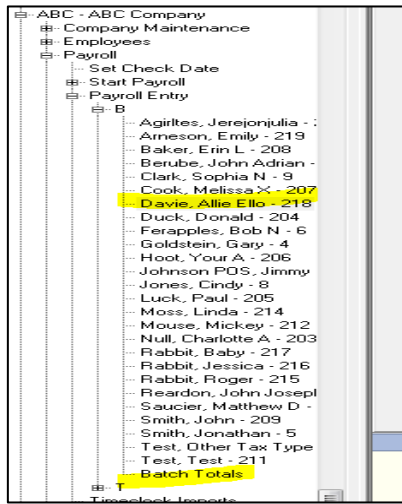
13. Once everything balances click on Preprocess Register – This Batch. This report will show you a summary of your payroll, totals, check count and voucher count.

14. Click on Go to Audit & Submit Payroll, this screen will show you anything you need to review and approve if they are correct.

15. If you need to review someone click on their name to view their check, to return to Audit Screen click right drop-down arrow next to Payroll button and select Submit.

14. Approve all of your Audits, (if you do not understand one of the audits please call before approving) click Close Now, Submit Payroll. DO NOT close batch until you are ready to submit your payroll.

15. You are done with payroll..... Great Job!