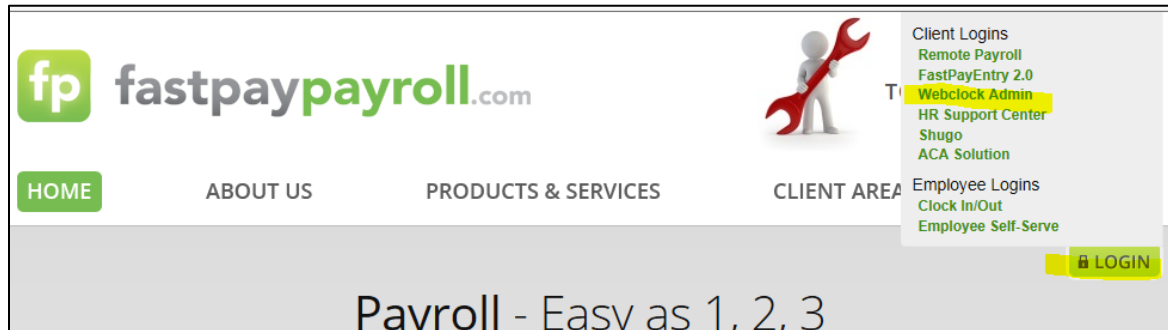


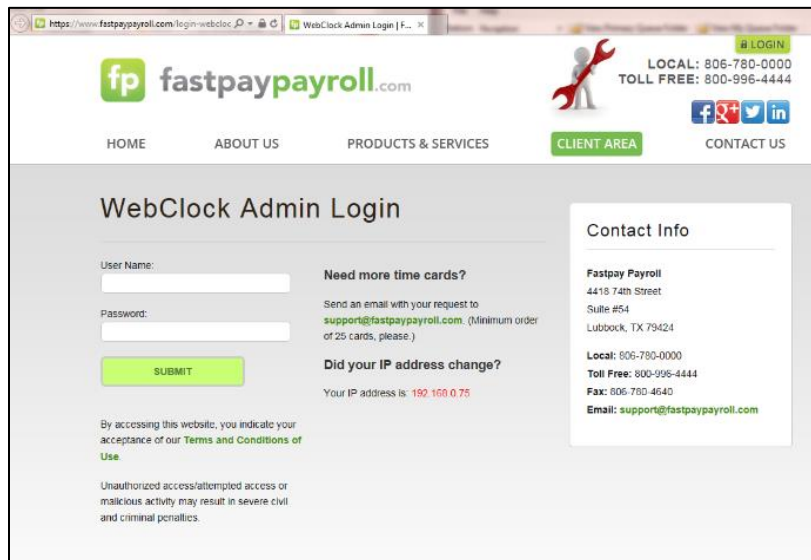
WebClock To M3 Processing

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

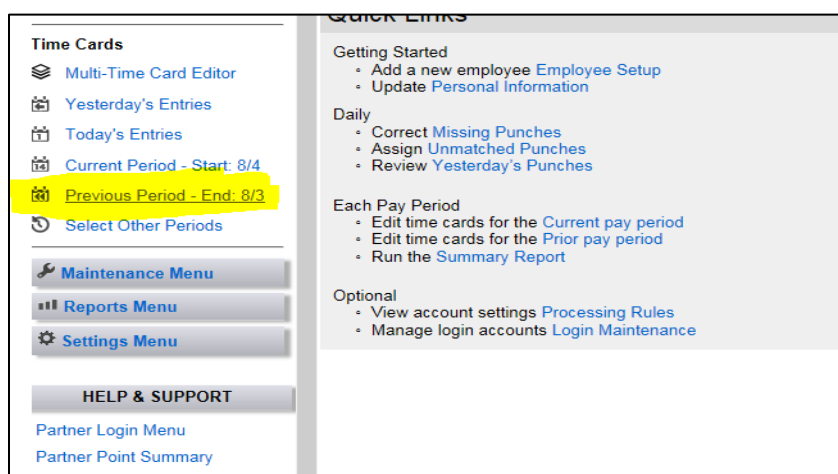
1. Go to fastpaypayroll.com, Click Login, Webclock Admin



2. Sign in to Webclock Admin

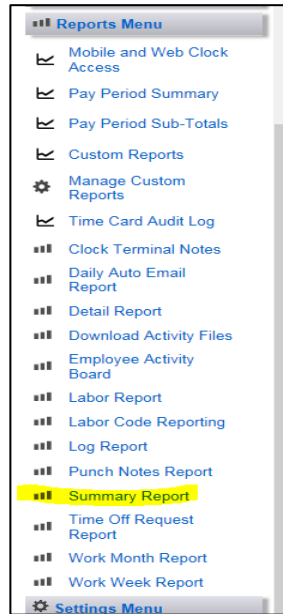
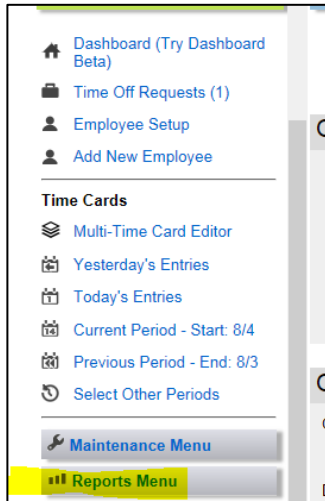


3. Click on **Previous Period**. All missed punches that need to be reviewed/edited will be highlighted in pink. to review any missing punches highlighted in pink.



██████ Miranda	0	0
██████ June	0	0
██████ Labon	1	0
██████ Stephen	0	0
██████ Cheryl	0	0
██████, Alexis A	0	0
██████, Guadalupe	0	0
██████, Veronica	0	0
██████, Todd	0	0
██████, Paula J	0	0
██████, Gerald	1	0
██████ Cynthia A	0	0
██████ Delores	0	0
██████ Linda	0	0
██████ Chelsea R	0	0

- To correct, click each employee and edit as needed.
- Once all punches have been corrected go back to main menu then click on **Reports Menu → Summary Report**

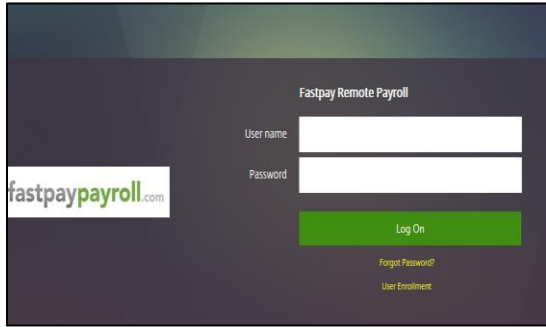


- Pay Period - select the Pay Period for this payroll, Report Options select Show Row Number and click Submit. This report will show you your total hours and check count. (Check count will not include salary employees who do not use the webclock). Print this page.

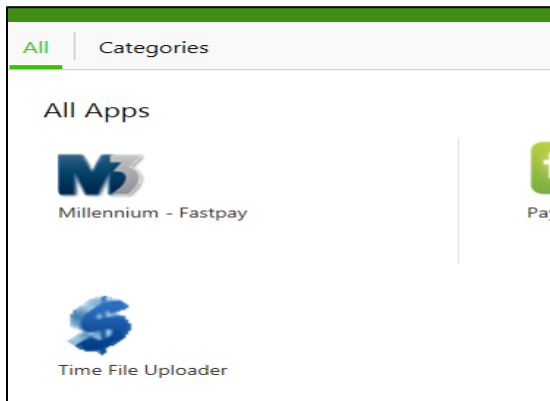
A screenshot of the 'Summary Reports' form. The 'Pay Period' is set to '7/21/16 thru 8/3/16 (prior)'. Under 'Report Options', 'Show Row Number' is checked. Other options include 'Show Dollar Amounts', 'Show Week Breakdown', 'Show Approval Signature Line', 'Show Employee Code', 'Show Count of Edits', and 'Do not include unpaid categories'. The 'Include which employees?' section has 'All active employees' selected. The 'Sort By' dropdown is set to 'Name (Last, First)'. A 'Submit' button is at the bottom.

Emp. Name	Category	Total Hrs	Overtime
Whitfield, Jackie	Regular	48.15	2.54
Wills, Carra N	Regular	68.85	
Young, Citron	Regular	72.12	
	Overtime	8.93	
Roberts, Roger	Regular	80.00	
	Overtime	36.03	
Jarques, Maria	Regular	40.00	
	Overtime	2.62	
	Vacation	40.00	
Arada, Jacqueline	Regular	77.69	
	Overtime	10.13	
Al, Misty	Regular	69.92	
	Overtime	0.03	
Category		Total Hrs	
	Regular	722.41	
	Overtime	84.63	
	Vacation	83.00	
	Total	890.04	

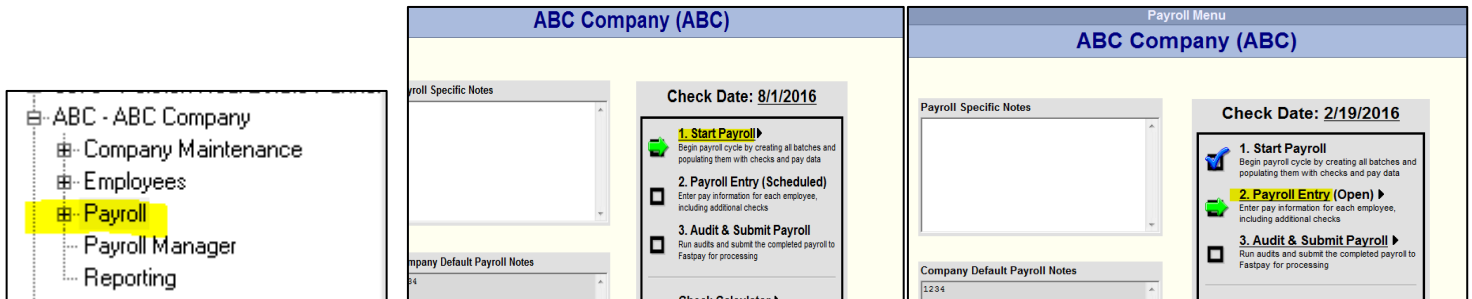
7. Go back to Fastpaypayroll.com and login to M3 → Click on Login, select Remote Payroll and sign in.



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

Payroll Entry Batches
ABC Company (ABC)

Check Date: 2/19/2016 Refresh

Batches		Commands	
Description			
Batch B Bi-Weekly - Open	Control	Batch Totals	Delete Restart
Add New Batch Create a new, empty, batch			
Timeclock Imports			
Description	Status	Commands	
SwipeClock Interface	Active	Import	

Check Date: 2/19/2016 Refresh

Batches		Commands	
Description			
Add New Batch Create a new, empty, batch			

Check Date: 2/19/2016 Refresh

Batches		Commands	
Description			
Batch B Bi-Weekly - Open	Control	Batch Totals	Delete Restart
Batch T SwipeClock Interface - Open	Control	Batch Totals	Delete Restart
Add New Batch Create a new, empty, batch			
Timeclock Imports			
Description	Status	Commands	
Batch T SwipeClock Interface Timeclock Import completed successfully.	Done	Reimport	Delete Details

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

Payroll Entry Batches
ABC Company (ABC)

Check Date: 2/19/2016 Refresh

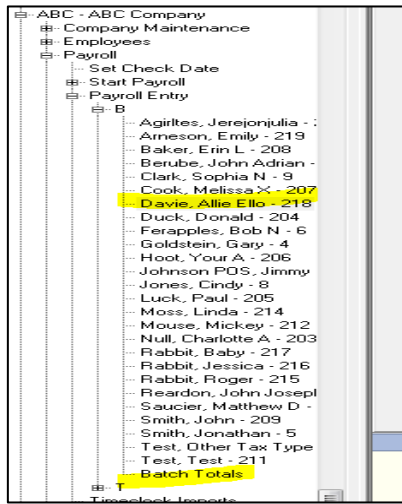
Batches		Commands	
Description			
Batch B Bi-Weekly - Open	Control	Batch Totals	Delete Restart
Batch T SwipeClock Interface - Open	Control	Batch Totals	Delete Restart
Add New Batch Create a new, empty, batch			
Timeclock Imports			
Description	Status	Commands	
Batch T SwipeClock Interface Timeclock Import completed successfully.	Done	Reimport	Delete Details

Batch Totals
ABC Company (ABC)

	Description	Actual		Control		Difference	
		Hours	Amount	Hours	Amount	Hours	Amount
E01	Regular		0.00		0.00		
EAuto	Auto Allowance		635.00		0.00		-635.00
TFITW	Federal Income Tax		86.42		0.00		-86.42
EHol	Holiday		0.00		0.00		
EOT	Overtime		0.00		0.00		
EPT	Personal Time		0.00		0.00		
EReg	Regular	57.50	2,000.00		0.00	-57.50	-2,000.00
ESick	Sick		0.00		0.00		
EVac	Vacation		0.00		0.00		
Totals		57.50	2,721.42			-57.50	-2,721.42
Total Paycheck Count: 5							

Preprocess Register - This Batch ▶
Preprocess Register - All Batches ▶
Leave Batch Open and Continue ▶
Go to Audit & Submit Payroll ▶

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.

Batch Totals						
ABC Company (ABC)						
		Actual		Control		Difference
		Hours	Amount	Hours	Amount	Hours Amount
E01	Regular			0.00	0.00	
EAuto	Auto Allowance	635.00	0.00	0.00	0.00	-635.00
TFITW	Federal Income Tax	86.42	0.00	0.00	0.00	-86.42
EHol	Holiday			0.00	0.00	
EOT	Overtime			0.00	0.00	
EPT	Personal Time			0.00	0.00	
EReg	Regular	57.50	2,000.00	0.00	0.00	-57.50 -2,000.00
ESick	Sick			0.00	0.00	
EVac	Vacation			0.00	0.00	
Totals		57.50	2,721.42			-57.50 -2,721.42
Total Paycheck Count: 5						

[Preprocess Register - This Batch](#)
[Preprocess Register - All Batches](#)
[Leave Batch Open and Continue](#)
[Go to Audit & Submit Payroll](#)

Preprocess Register															
The Company												Check Date: 02/19/2016		Page: 4	
Company (ABC)												Period: 02/14/2016 to 02/20/2016			
												Batch: B			
Position: 300 Total															
Employees	1	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Checks	Vouchers
Female	0	ERM	ER Medical			6000.00	FTW	Federal Income Tax	6000.00	375.83	1	Flat Deduction	200.00	0	0
Male	1	Reg	Regular			6000.00	MA	Massachusetts SIT	6000.00	291.18	2	Misc.	200.00	Net	4473.99
Chks & Vehrs	2	MED	Medicare			6000.00	SS	OASDI	6000.00	372.00			169.05	Dir Dep	4273.99
Female	0													Chk Amt	200.00
Male	2	Total Earnings		0.00		6000.00	Total Taxes		1126.01			Total Deductions	400.00		
Report Total															
Employees	4	Code	Earning	Hours	Rate	Amount	Code	Tax	Taxable	Amount	Code	Deduction	Amount	Checks	Vouchers
Female	1	401KM	401K Match			19.69	FTW	Federal Income Tax	9799.96	1125.30	05	HSA	0.00	0.00	1
Male	3	Auto	Auto Allowance			635.00	IL	Illinois SITW	0.00	0.00	1	Flat Deduction	300.00	Net	6970.99
Chks & Vehrs	5	ERM	ER Medical			6079.96	MA	Massachusetts SIT	6464.96	301.83	2	Misc.	272.00	Dir Dep	4273.99
Female	1	Reg	Regular	57.50		9335.00	MED	Medicare	9960.00	144.55	401K	401K Plan	169.05	Chk Amt	2697.00
Male	4						NY	New York SITW	1450.00	62.21	Child	Child Support	5.00		
		PA	Pennsylvania SITV				SS	OASDI	4785.00	0.00					
									9969.01	618.06					
		Total Earnings		57.50		9970.00	Total Taxes		2251.97			Total Deductions	747.04		

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

Batch Totals						
ABC Company (ABC)						
		Actual		Control		Difference
		Hours	Amount	Hours	Amount	Hours Amount
E01	Regular			0.00	0.00	
EAuto	Auto Allowance	635.00	0.00	0.00	0.00	-635.00
TFITW	Federal Income Tax	86.42	0.00	0.00	0.00	-86.42
EHol	Holiday			0.00	0.00	
EOT	Overtime			0.00	0.00	
EPT	Personal Time			0.00	0.00	
EReg	Regular	57.50	2,000.00	0.00	0.00	-57.50 -2,000.00
ESick	Sick			0.00	0.00	
EVac	Vacation			0.00	0.00	
Totals		57.50	2,721.42			-57.50 -2,721.42
Total Paycheck Count: 5						

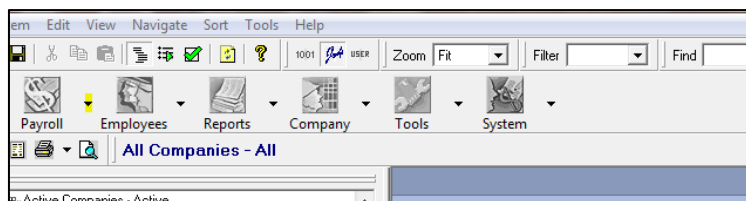
[Preprocess Register - This Batch](#)
[Preprocess Register - All Batches](#)
[Leave Batch Open and Continue](#)
[Go to Audit & Submit Payroll](#)

ABC Company (ABC)																																																
Check Date: 2/19/2016																																																
Open Batches:		Payroll Preprocess Audit Results																																														
	Batch B Bi-Weekly - Open	Batch Failed Audits																																														
	Batch T SwipeClock Interface - Open	Close Now																																														
NOTICE: Open batches exist. All batches must be closed before submitting.																																																
Back to Payroll Menu																																																
Payroll Specific Notes																																																
Batch Description	Details	Action																																														
B ACA Missing Insurance	<table border="1"> <thead> <tr> <th>EE ID</th> <th>EE Name</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reardon, John</td> <td>Missing Insurance</td> </tr> <tr> <td>1</td> <td>Reardon, John</td> <td>Missing Insurance</td> </tr> <tr> <td>3</td> <td>Berube, John</td> <td>Missing Insurance</td> </tr> </tbody> </table>	EE ID	EE Name	Reason	1	Reardon, John	Missing Insurance	1	Reardon, John	Missing Insurance	3	Berube, John	Missing Insurance	Approve																																		
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1	Reardon, John	Missing Insurance																																														
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B Active Employees Not Paid	<table border="1"> <thead> <tr> <th>EE ID</th> <th>EE Name</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reardon, John</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>2</td> <td>Saucier, Matthew</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>5</td> <td>Smith, Jonathan</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>0</td> <td>Ferapplies, Bob</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>7</td> <td>Johnson, PDS, Jimmy</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>8</td> <td>Jones, Cindy</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>9</td> <td>Clark, Sophia</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>204</td> <td>Duck, Donald</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>205</td> <td>Luck, Paul</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>207</td> <td>Cook, Melissa</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>209</td> <td>Smith, John</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>210</td> <td>Test, Other Tax Type</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>211</td> <td>Test, Test</td> <td>Active Employee Not Paid</td> </tr> <tr> <td>212</td> <td>Moss, Mickey</td> <td>Active Employee Not Paid</td> </tr> </tbody> </table>	EE ID	EE Name	Reason	1	Reardon, John	Active Employee Not Paid	2	Saucier, Matthew	Active Employee Not Paid	5	Smith, Jonathan	Active Employee Not Paid	0	Ferapplies, Bob	Active Employee Not Paid	7	Johnson, PDS, Jimmy	Active Employee Not Paid	8	Jones, Cindy	Active Employee Not Paid	9	Clark, Sophia	Active Employee Not Paid	204	Duck, Donald	Active Employee Not Paid	205	Luck, Paul	Active Employee Not Paid	207	Cook, Melissa	Active Employee Not Paid	209	Smith, John	Active Employee Not Paid	210	Test, Other Tax Type	Active Employee Not Paid	211	Test, Test	Active Employee Not Paid	212	Moss, Mickey	Active Employee Not Paid	Approve	
EE ID	EE Name	Reason																																														
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210	Test, Other Tax Type	Active Employee Not Paid																																														
211	Test, Test	Active Employee Not Paid																																														
212	Moss, Mickey	Active Employee Not Paid																																														

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.

Batch	Description	Details			Action
B	ACA Missing Insurance	EE Id	EE Name	Reason	Approve
		1	Reardon, John	Missing Insurance	
		3	Berube, John	Missing Insurance	
B	Active Employees Not Paid	EE Id	EE Name	Reason	Approve
		2	Saucier, Matthew	Active Employee Not Paid	
		5	Smith, Jonathan	Active Employee Not Paid	
		6	Ferrell, Bob	Active Employee Not Paid	
		7	Johnson, PDS, Jimmy	Active Employee Not Paid	
		8	Jones, Cindy	Active Employee Not Paid	
		9	Clark, Sophia	Active Employee Not Paid	
		204	Duck, Donald	Active Employee Not Paid	
		205	Luck, Paul	Active Employee Not Paid	
		207	Cook, Melissa	Active Employee Not Paid	

Rate Code	Rate	Salary	Accrual	Hours
REG	15.00	225.00		15.00
OT	22.50	337.50		15.00
HOL	0.00	0.00		0.00
SIC	0.00	0.00		0.00
VAC	0.00	0.00		0.00
AUT	0.00	150.00		0.00



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.

Batch	Description	Details			Action
B	ACA Missing Insurance	EE Id	EE Name	Reason	Un-Approve
		1	Reardon, John	Missing Insurance	
		3	Berube, John	Missing Insurance	
B	Active Employees Not Paid	EE Id	EE Name	Reason	Un-Approve
		2	Saucier, Matthew	Active Employee Not Paid	
		5	Smith, Jonathan	Active Employee Not Paid	
		6	Ferrell, Bob	Active Employee Not Paid	
		7	Johnson, PDS, Jimmy	Active Employee Not Paid	
		8	Jones, Cindy	Active Employee Not Paid	
		9	Clark, Sophia	Active Employee Not Paid	
		204	Duck, Donald	Active Employee Not Paid	
		205	Luck, Paul	Active Employee Not Paid	
		207	Cook, Melissa	Active Employee Not Paid	

Check Date: 1/22/2016

Batches ready for submission:

Batch	Description	Payroll Prep
Batch B	Bi-Weekly - Closed	All A

[Re-Open Payroll](#)
 Re-opens the payroll.

Submit Payroll Now

[Back to Payroll Menu](#)

Payroll Specific Notes

QUARTERLIES

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