

TimePeace©



To Import the TimePeace weekly or fortnightly time sheets directly into ACE Payroll

There is a little set up to do first.

The Employee login in TimePeace must be the same as the employee ID in Ace Payroll.

If Nancy Smith has been entered into TimePeace in the login field as NS and is in Ace Payroll as Nancy, then TimePeace must be changed.

TimePeace employee login will accept up to 5 characters.

Do NOT make any changes during a pay week otherwise Nancy will report as Nancy *and* NS

At the end of the pay period, we suggest you print the TimePeace Summary Report in the normal way, to visually check for any time discrepancies, and, if necessary, edit to correct.

The procedure then is:

- Go to Reports
- Attendance Reports
- Select the week ending date
- Ace reports

A popup window opens asking for a weekly report or seven days

- Select your option
- Push Go on this popup

The file has now been created.

The file is not visible, it has no visual significance as it is in a comma delimited format for importing into Ace Payroll.

The file is located in the folder C:\TimePeace and is called IMPORT.TXT

To Import into Ace Payroll.

From the main menu of Ace payroll select *Utilities*. After checking that the pay week dates are the same.

Choose *Import Data*

And here there is a one time setup

- Confirm that you are using generic importing by changing the red cross to a green tick
- In the yellow box click on the blue lettering and scroll to C:\Timepeace
- Accept by pushing the green Go

This returns you to the Data Import Screen.

- Select Go again and the data from TimePeace has been imported.

If you scroll to an employee in ACE Payroll, you will see the hours entered in the appropriate field.

All that needs to be done now in ACE Payroll is to complete the fields, sick leave etc.

and finish off the weekly procedure as normal.