

Exporting Payroll File:

Select from top menu **Manage Payroll > Manage Payrolls > Process & Export >**

The screenshot shows the KRONOS system interface for Vanderburgh County. The top navigation bar includes the KRONOS logo, the county name, the time (9:28am Central), a feedback button, the user name (KAREN JOEST-NEWMAN), and a notification bell. Below this is a secondary menu with options: START, My Account, My Employees, Manage Time, **Manage Payroll**, My Reports, Our Company, and Company Settings. A search icon is on the right. A dropdown menu is open under 'Manage Payrolls', showing 'Process & Export' as the selected option. Other options in the dropdown are 'View All Pay Periods', 'View All Pay Periods By Employee', and 'View By Employee'. A 'Close X' button is visible on the right side of the dropdown.

- Select the Payroll (example: 11/14/15 to 11/27/15 Biweekly FT) by clicking on the green  Money Icon/ Pay Period Function for that payroll.

The screenshot shows the KRONOS system interface for Vanderburgh County at 9:31am Central. The top navigation bar is the same as in the previous screenshot. The secondary menu is also the same. Below this, the breadcrumb trail reads: Home > Manage Payroll > Manage Payrolls > **Process & Export**. Action buttons at the top right include 'VIEW GRAPH', 'MASS PROCESS SELECTED PAY PERIODS', 'CREATE PAYROLL INTERFACE FILE', and 'DELETE SELECTED PAY PERIODS'. Below the breadcrumbs, there are controls for 'Rows On Page' (set to 15, showing 2 rows), a 'Refresh Data' button, and a 'Pay Period Dates' section with 'Calendar Range' and 'Last Month To Date' options (showing 11/01/2015 - 12/03/2015). A table is displayed with the following columns: # EMPLOYEES, PAY PERIOD PROFILE, START DATE, END DATE, LOCKED, IS CURRENT, and LAST RAN. The table contains one row of data: 0 employees, Bi-Weekly FT profile, start date 11/14/2015, end date 11/27/2015, locked status 'Open', and last ran on 12/02/2015 03:43p. A green money icon is visible next to the end date.

- and the following Time Prep steps will appear:

The screenshot shows a web application interface for payroll management. At the top, there is a navigation bar with a 'START' button and menu items: 'My Account', 'My Employees', 'Manage Time', 'Manage Payroll' (which is highlighted), 'My Reports', and 'Company Settings'. Below the navigation bar, there is a breadcrumb trail: 'Home > Manage Payroll > Manage Payrolls > Process & Export > Time Prep'. On the right side of the breadcrumb trail, there are three buttons: 'EMPLOYEES', 'ADD NOTE', and 'REFRESH'. The main content area is titled 'Time Prep: Monthly Pay Period (11/01/2015 - 11/30/2015)'. It contains a checklist with six items, each with a checkbox and a 'Not Completed' status with a refresh icon:

- PENDING TIME OFF REQUESTS** - Not Completed. Below it, the text reads: 'There are **NO** pending time off request(s).'
- REVIEW TIMESHEET STATUS** - Not Completed. Below it, a warning icon and text read: '1 employee(s) do not have timesheet(s) for this pay period.'
- REAPPLY PAY CALCULATIONS** - Not Completed. A red message reads: '***This step can be skipped; please proceed to Process Records.***'
- PROCESS RECORDS** - Not Completed. Below it, the text reads: 'All employees are processed. 1 records processed.'
- REVIEW RESULTS** - Not Completed. Below it, the text reads: 'There are 0 errors, please review final results.'
- CREATE PAYROLL INTERFACE FILE** - Not Completed.

The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray showing the time as 11:58 AM on 11/23/2015.

- Click on each step of the checklist that applies to your department and approve or reject timesheets to continue to the next step; steps are **(do not check the boxes when going through the process)**:

- Click on **Review Timesheet Status** (to review any timesheets)

REVIEW TIMESHEET STATUS

PROCESS RECORDS

- Click on **Process Records** (If there are no errors, it will be displayed under Review Results.)
This message will show below if there are timesheets that have not been processed:

 1 employees need to be reprocessed due to modified timesheets.
161 employees need to be processed.

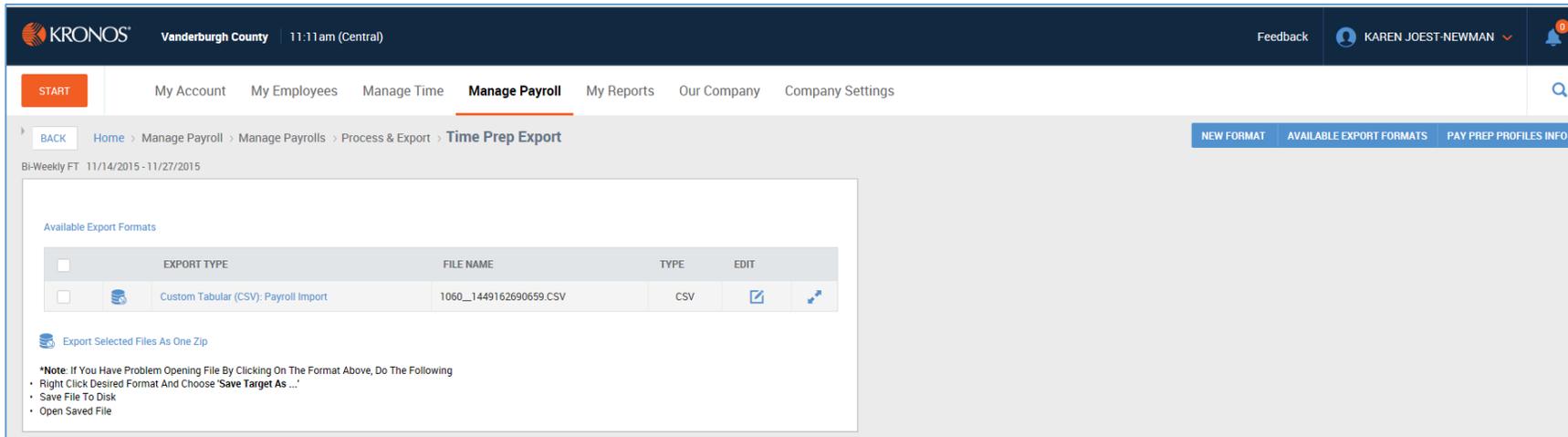
REVIEW RESULTS

There are 0 errors, please review final results.

- If there are errors, then click on **There are "X" Errors in Review Results** to fix.
- Once errors are fixed, you will need to **Process Records** again. Then make sure that there are no errors in your **Review Results**.

CREATE PAYROLL INTERFACE FILE

- After all is reviewed and approved and there are no errors, click on **Create Payroll Interface File** and the following screen will appear to export to MUNIS:



KRONOS Vanderburgh County 11:11am (Central) Feedback KAREN JOEST-NEWMAN

START My Account My Employees Manage Time **Manage Payroll** My Reports Our Company Company Settings

BACK Home > Manage Payroll > Manage Payrolls > Process & Export > Time Prep Export NEW FORMAT AVAILABLE EXPORT FORMATS PAY PREP PROFILES INFO

Bi-Weekly FT 11/14/2015 - 11/27/2015

Available Export Formats

<input type="checkbox"/>	EXPORT TYPE	FILE NAME	TYPE	EDIT
<input type="checkbox"/>	 Custom Tabular (CSV): Payroll Import	1060__1449162690659.CSV	CSV	 

 Export Selected Files As One Zip

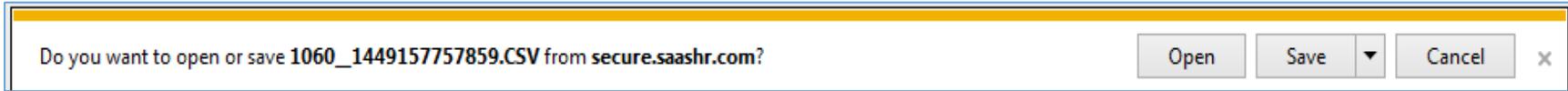
***Note: If You Have Problem Opening File By Clicking On The Format Above, Do The Following**

- Right Click Desired Format And Choose 'Save Target As ...'
- Save File To Disk
- Open Saved File

- Click on the Export Icon  by the Custom Tabular (CSV) as shown below:



and **Open** the file **(CSV) Payroll Export** in Excel as shown below:



- After opening the Excel spreadsheet, select **Save** and **change the default name of the file using the criteria below**:
 - The file name will be the same as done before without the dot: [Example 10201003bw](#); where 1020 is your department number and 1003 is the date (October 03); bw is for a biweekly payroll and w is for a weekly payroll.
 - and save Excel CSV file to your department's folder: [\\civicnet\departments\aud\data\kronos\from_ntadme\kronos\](#) (insert your department name - Example: [County Auditor](#)). This will be the same folder used previously for MUNIS Time Entry or Kronos TKC.

Once saved to the Kronos folder, you can exit Excel and not save the file when prompted.

After export is completed, then run Pay Voucher Report to sign and send to payroll.

Do not:

Do not check the boxes when going through the time prep process.

Do not Lock Pay Period after file is exported to MUNIS. **This step will be processed by payroll along with Run Accruals.**

LOCK PAY PERIOD

 Pay period is **unlocked**. Please lock to prevent further modification.

RUN ACCRUALS



Do not use the Edit feature (). **Any changes to the Excel file may affect the interface build to MUNIS.**