Exporting Payroll file with New Kronos WFR User Interface:

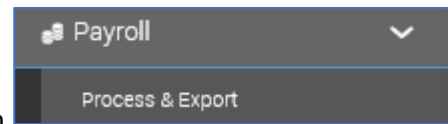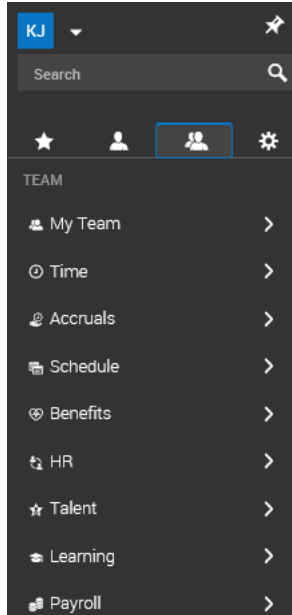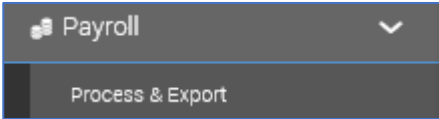1. After logging into Kronos WFR and approving your timesheets, select ☰ in left corner of the home screen
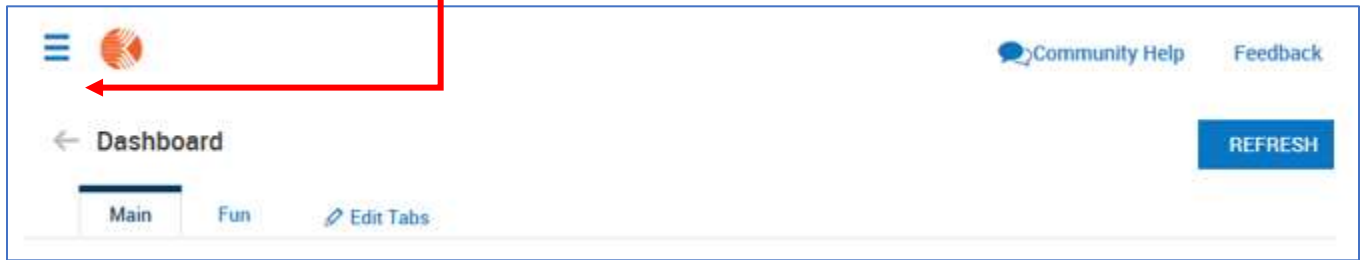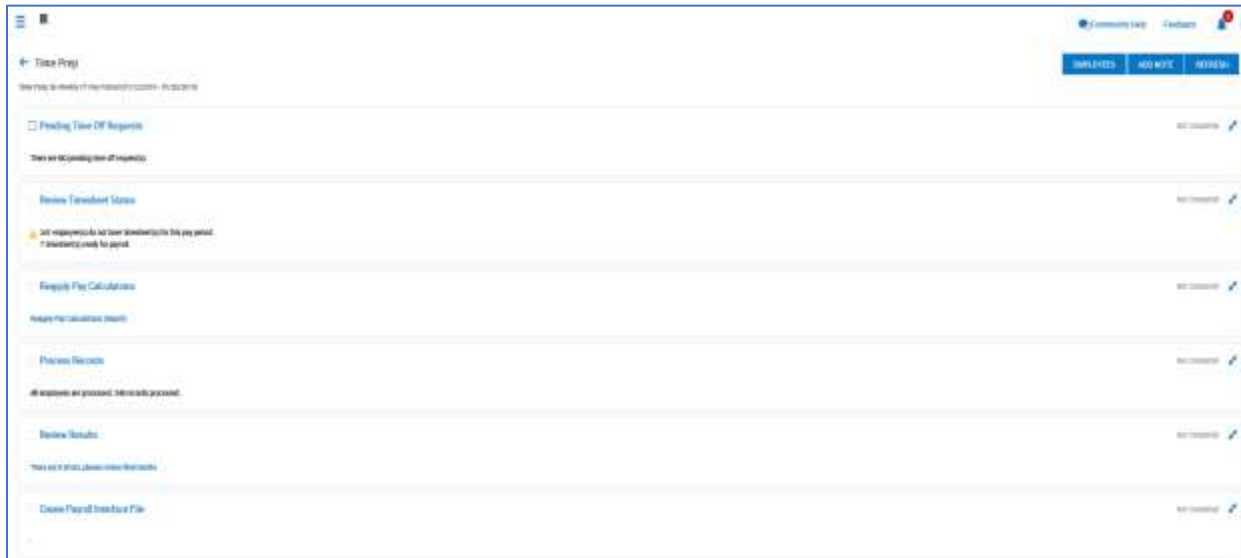

   to show the Kronos Menu:

2. Click on the Team tab and select Payroll and click on Process & Export.

3. Click on icon next to the payroll that you are exporting to select the Previous payroll in Kronos as shown:

4. Follow the Time Prep steps below to export your payroll file:

Click on each step of the checklist that applies to your department and approve or reject timesheets to continue to the next step. **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.**
The steps are:

1. ☐ **Review Timesheet Status**

2. ☐ **Reapply Pay Calculations**

3. ☐ **Process Records** (use if any employees need to be reprocessed due to modified timesheets.)

4. ☐ **Process Records**

5. ☐ **Review Results** (if there are errors, then click on errors and fix. Once errors are fixed, you will need to run the Process Records step again.)

6. 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:
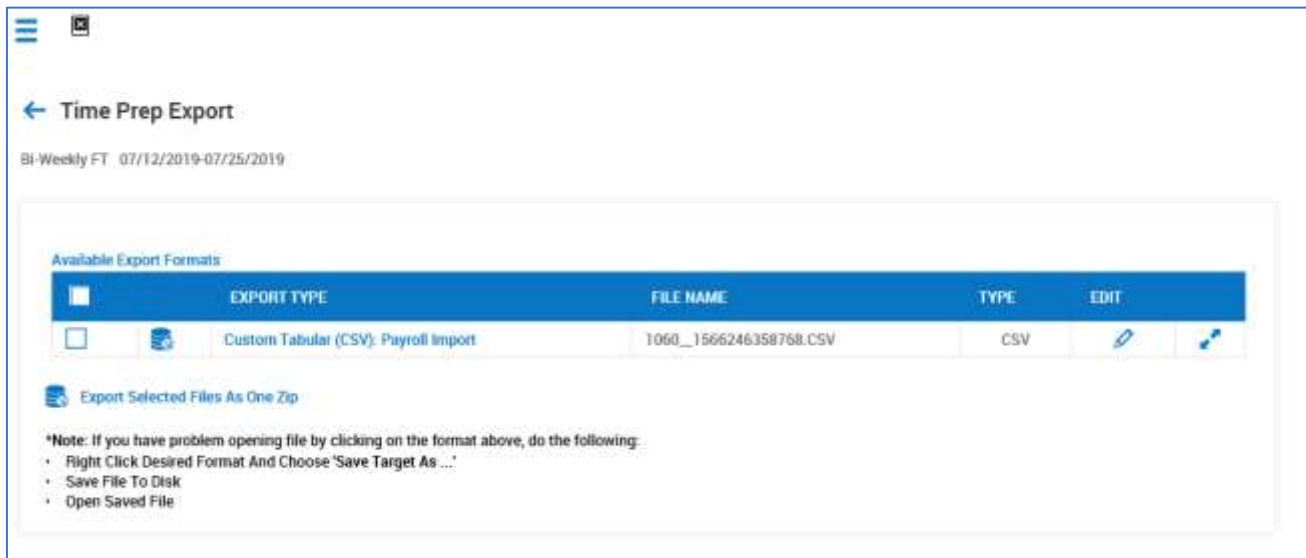
Click on the Export Icon by the Custom Tabular (CSV) as shown below:

☐	🗄	Custom Tabular (CSV): Payroll Import	1060__1566246358768.CSV	CSV	✏	⤢

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

Do you want to open or save **1060__1566248761917.CSV** from **secure3.entertimeonline.com**? [Open] [Save ▼] [Cancel] ✕
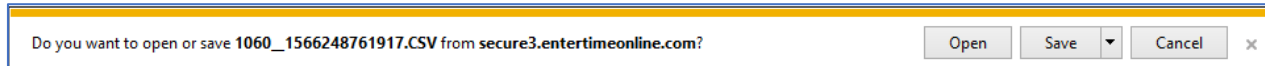
7. After opening the Excel spreadsheet, select **Save** and **change the default name of the file using the criteria** below:

- The file name will be the same as done before: 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.

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