



EmployeeConnect
Work. Flow. Smarter.

Configuring EmployeeConnect timesheets for integrated payroll platforms

Introduction:

Please follow the below instructions to ensure EmployeeConnect timesheets are correctly configured to match your integrated payroll platform's settings.

Note:

Unless EmployeeConnect timesheets are configured to mirror your payroll platform's settings, timesheet data will fail to sync via integration. Please check your payroll platform's integration specifications document [here](#).

Due to technical limitations not all integrated payroll platforms have the ability to sync timesheet data with EmployeeConnect.

Step 1 - Confirm your integrated payroll platform supports timesheet data syncing with EmployeeConnect; click [here](#).

- Navigate to the **Timesheet** section of the relevant payroll specification document for your integrated payroll platform.
- The **push column** in the **Existing Employees** table will be **green** if your payroll platform supports timesheet data syncing with EmployeeConnect.

| | | | | |
|----------------------|--------------------------|--|-----|--|
| Timesheets | | | N/A | |
| Job Cost Code | Tracking Category | | N/A | Timesheet sync between EC and Xero dependent Xero configuration. Job Cost Code must be configured on EC timesheets to mirror Xero configuration. |
| PayRate | Earnings Rate | | N/A | |
| Allowances | Earnings Rate | | | |

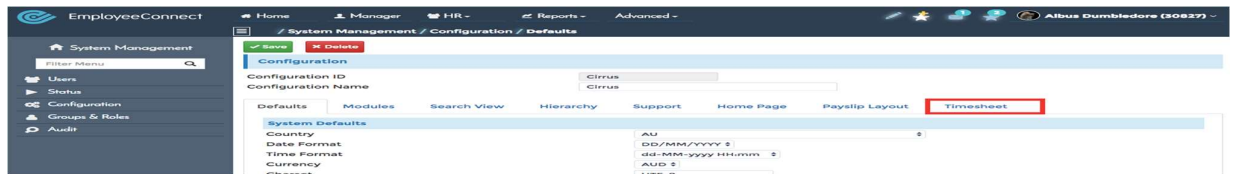
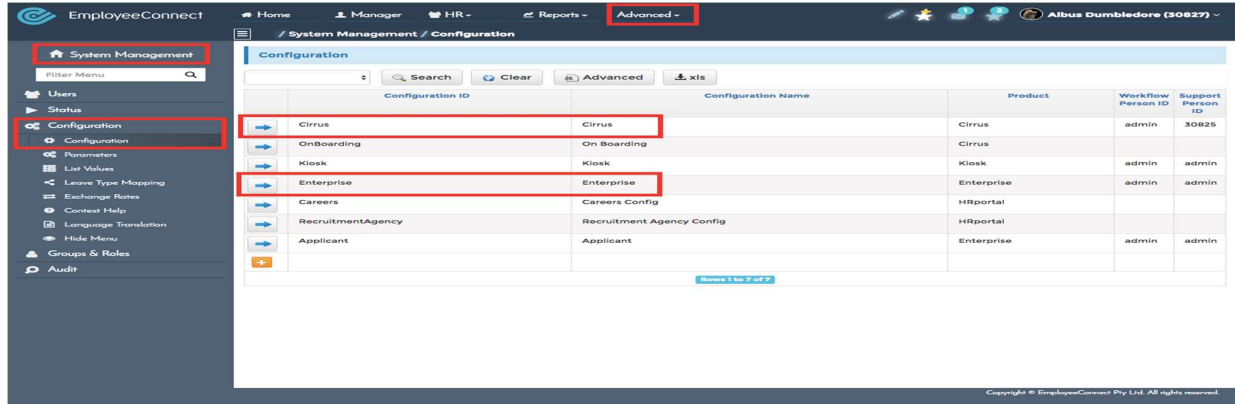
Step 2 - Note your integrated payroll platform’s timesheet syncing limitations with EmployeeConnect; click [here](#).

- Navigate to the **Timesheet** section of the relevant payroll specification document for your integrated payroll platform.
- The **limitations column** in the **Existing Employees** table will stipulate your integrated platform’s timesheet syncing limitations with EmployeeConnect.
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|---------------|-------------------|--|-----|--|
| Timesheets | | | N/A | |
| Job Cost Code | Tracking Category | | N/A | Timesheet sync between EC and Xero dependent Xero configuration. Job Cost Code must be configured on EC timesheets to mirror Xero configuration. |
| PayRate | Earnings Rate | | | |
| Allowances | Earnings Rate | | | |

Step 3 - Navigate to **timesheet settings** in EmployeeConnect.

- The login you use to configure timesheets will need to have **Sysadmin** privileges
- Navigate to Advanced > System Management > Configuration > Configuration
- Depending on which version of EmployeeConnect you are using, select either **Cirrus** or **Enterprise**
- Select the **Timesheet** tab



Step 4 - Configure EmployeeConnect **timesheets** (as outlined in your integrated payroll platform's integration specifications) to mirror your integrated payroll platform's settings.

- If the equivalent fields for **Pay Rate**, **Allowances**, or **Job Cost Code** (refer to your integrated payroll platform's integration specifications) are used and configured by your payroll platform, define an appropriate column header to be displayed on EmployeeConnect timesheets.
- Select the **Save** button.

The screenshot displays the EmployeeConnect configuration interface for the Timesheet module. The configuration is for a system named 'Cirrus'. The 'Standard Columns' section is highlighted with red boxes, showing the following settings:

| Field Name | Column Header (Leave) |
|---------------|-----------------------|
| Pay Rate | Pay Rate |
| Kms Travelled | Column Header (Leave) |
| Allowance | Allowance |
| Job Cost Code | Job Cost Code |

Note:

The integration specifications for your integrated payroll platform advises if there are equivalent fields in your payroll platform for Pay Rate, Allowances or Job Cost Code. However, even if the syncing limitations state there is an equivalent field in your payroll platform, if these field(s) are not used or configured in your payroll platform, there is no need to do so in EmployeeConnect. As stated in the integration specifications, timesheets in EmployeeConnect must be configured to **mirror** your payroll platform.