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Deltek Costpoint®

Version 7.1.1 Interface

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EXPORT TIMESHEETS TO PAYCHEX

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MANAGE PAYCHEX MAPPING

Use this screen to maintain the Paychex Client ID and to enter the corresponding mapping information between Costpoint Account/Pay Type and Paychex Pay Component.

For each Client ID, you can enter one or more records of account/pay type mapping. The combination of Map Type, Account/Pay Type must be unique per Client ID.

You must define the Pay Type and Account mappings on this screen before running the Export Timesheets to Paychex process.

Location

- People
- Labor
- Paychex Interface

Client ID

Enter the eight-character client ID assigned by Paychex.

Map Type

From the drop-down list, select either **Account** or **Pay Type**.

Account/Pay Type

Enter, or click 🔍 to select, the Account or Pay Type.

Paychex Pay Component

Enter a description for the pay component. This is the active pay component that will be sent to Paychex for the corresponding account or pay type of Costpoint.

Bonus Pay Type

Select this check box to indicate that the pay type is a bonus pay type.

EXPORT TIMESHEETS TO PAYCHEX

If you are a Paychex payroll system user, you can use this screen to export Costpoint timesheet information into Paychex through Paychex Flex.

Define the parameters for exporting timesheets to Paychex on this screen. After you enter your export settings, use this screen to export Costpoint timesheet data using CSV file format. This screen also generates an Edit and Error Report for the export process.

Before running the Export Timesheets to Paychex process you will need to:

- Decide whether or not to use the **Costpoint Employee ID** in the export file. If you do not want to use the Costpoint Employee ID, you must enter a value in the **Payroll Service ID** field on the Manage Employee Information screen. Otherwise, the export process will use the first 10 characters of the Costpoint Employee ID if the **Payroll Service ID** field is blank.
- Define the **Pay Type** and **Account** mappings on the Manage Paychex Mapping screen.

This is a separately licensed product for the current release of Deltek Costpoint.

Related Information

EXPORT FILE SPECIFICATIONS

Location

- People
- Labor
- Paychex Interface

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using Query.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. You can change any of the associated selection defaults as necessary.

Parameter ID

Enter, or click [Query] to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to produce reports and run processes more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

Description

Enter, or click [Query] to select, a parameter description of up to 30 alphanumeric characters.

Selection Ranges

Use the fields in this group box to define the range of timesheets that will be included in the export process.

Timesheet Cycle

Options

This field always displays **One**, but you can include all timesheet cycles in the **Start** field.

Start

Enter, or click 🔍 to select, the timesheet cycle code. If you like to include all timesheet cycles, enter **ALL**.

Timesheet Dates

Options

This field always displays **Range**.

Start

Enter, or click 📅 to select, the starting timesheet date to be included in the transfer. You must update these dates every pay period. Use the MMDDYYYY format.

End

Enter, or click 📅 to select, the ending timesheet date to be included in the transfer. You must update these dates every pay period. Use the MMDDYYYY format.

Options

Client ID

Enter, or click 🔍 to select, the Paychex Client ID of the timesheet data that will be exported.

Set Payroll Computed/Posted Flag

Select this check box to mark processed timesheets as being computed and posted in Costpoint Payroll.

Create Separate Check for Bonus Timesheets

Select this check box to use the check number **2** for bonus timesheet lines. If you do not select this check box, then a single check will include both regular and bonus earnings.

Include Correcting Timesheets

Select this check box to include correcting timesheets.

Send Timesheet W/H State as Override State

Select this check box to send override state using the withholding state on the timesheet line.

Generate

File Name

Enter an output file name in this field.

If you enter an existing file name, the application displays an error when the export process begins. In this way, previously exported files will not be overwritten.

File Location

Enter the location of the file you are exporting. There are two ways to do this:

- In the **File Location** field, enter, or click to select, the alternate file location where you want to store the export file. Alternate file locations are set up on the Manage Alternate File Locations screen.

  or

- Leave the **File Location** field blank. When you execute this application, the export file is saved to the Costpoint database. Use the Export Files application to retrieve it and save it to a location on the network.

EXPORT FILE SPECIFICATIONS

The Export Timesheets to Paychex process exports timesheet information in a CSV file format with the following specifications:

Column	Field Name	Max Field Length	Description	Value
1	**Client ID**	8	Alphanumeric Must match the Client ID of the client that the user is logged into while performing the import.	Client ID
2	**Worker ID**	10	Alphanumeric Used as identifiable info for pay entry	Worker ID
3	**Org**	60	Based on 10 level maximum, 6 characters per level Pipe delimited For example, 246856|2543|26487|2485 (can have up to 60 digits only based on number of organization units)	Empty
4	**Job Number**	25	Valid Values: all active job numbers set up on the client	Empty
5	**Pay Component**	20	Must be the custom name of an active pay component as it is set up on the client. Case sensitive.	Pay Component
6	**Rate**	4	Range = 0.0001 <= 9999.9999 Overrides any loaded rate or rate # for the earning, if one exists. An earning can include only one of the following: Rate, Rate#, or Amount.	Empty
7	**Rate #**	1	Denotes which loaded pay rate # to use for the earning. Valid Values - 1, 2, 3, 4, 5, 6	Empty

			Overrides any default rate # or rate for the earning, if one exists. 6 = 0.00 Track Memo Hours	
8	**Hours**	7	Range = -999.99 through 999.99 An Earning can include either Hours or Units, not both.	Hours
9	**Units**	8	Range = -999,999 through 999,999	Empty
10	**Lane Date**	10	mm/dd/yyyy Only valid for earnings type pay components.	Empty
11	**Amount**	17	Range = -9999999999.99 through 9999999999.99	Amount If NULL, then this should be empty. If the **Hours** column is not NULL or not zero, then this should be empty.
12	**Check**	2	Valid Values: 1-99	Check
13	**Override State**	2	Valid 2 Digit State Code This must be set up on the worker.	Override State If NULL, then this should be empty.
14	**Override Local**	15	Local Regulation Abbreviation Names set up for the worker. Exclusions apply to some PA and OR locals.	Empty
15	**Override Local Jurisdiction**	2	Valid 2 Digit State Code This is required when there is a value for the Override Local	Empty
16	**Labor Override**	25	Override value for Labor Assignment for the earning	Empty