



Run Payroll Integration

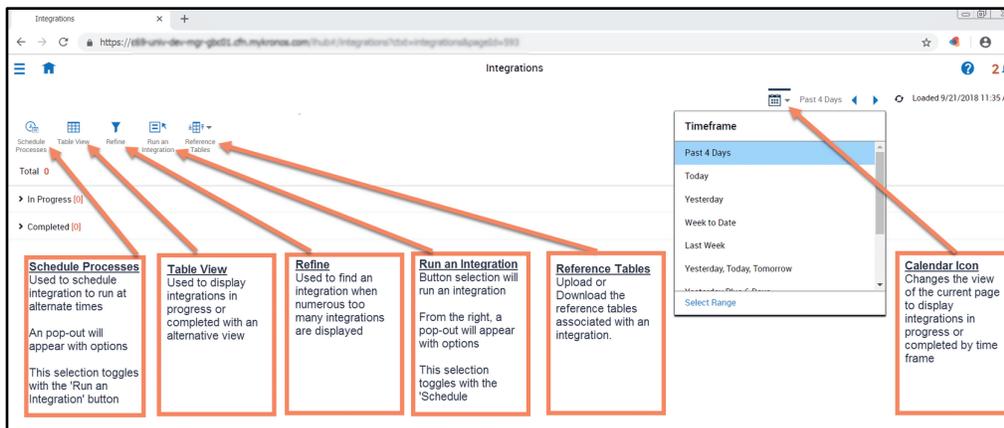
This job aid explains how you can run the payroll export.

About Integrations

- This integration exports payroll data to a flat file.
- Universal integration packs exchange data by way of flat files, either to export data to the file or import data from the file. Other systems access the data in these flat files to complete the import or export integration.
- The default settings allow rapid configuration and runs of the integration process, while the exposure of the data maps and cross-reference tables in the extensions allows overrides and customizations of the default data mappings or values.

To run the payroll export:

1. Access the **Main menu > Maintenance > Integrations**.



2. From the menu icons, select **Run an Integration**.
3. Select **Payroll Export** from the list of integrations and advance to the next screen by using **Select** at the bottom of the pop-out panel
4. (Optional) Enter a unique **Integration Run Name** to make it easier to identify the run of the integration. Alternatively, use the default name which ends with a date and time stamp.
5. Set parameters.
6. Change the time period. Click **Select Timeframe** or the arrows. Example: Select the same time period as the most recent punch import.
7. (Optional) Change the name of the **Output File**. Example: Enter Payroll.csv.
8. (Optional) Select a **Pay Period**. It can be a symbolic value or a range of dates and can be different from the **Time Frame**.
9. If prompted, edit parameters. Example: Include or exclude employees or paycodes.
10. Select the **Hyperfind**.

11. If available, select **Select Locations**. Navigate to and select the location in the business structure.
12. Click **Save As**. Navigate to and select the folder. Enter a file name. Click **Save**.
13. Select **Selected Locations** > the location that you just saved.
14. Select **Run Integration**.
15. Wait for the confirmation that the integration completed or failed. Close the panel.
16. Click **Refresh**.
17. Once the integration completes, the integration tile will either have a green check box  for a successful integration or a red diamond with an exclamation point inside  if the integration failed.
18. To see details, select the integration. Select **Run Summary**.