



## Apex - TimeWorks & TimeWorksPlus

Both TimeWorksPlus and TimeWorks can be integrated with Apex Payroll. The integration was written and is managed by Apex Payroll. Please contact Apex Support to start the process for using the integration.

### FAQs

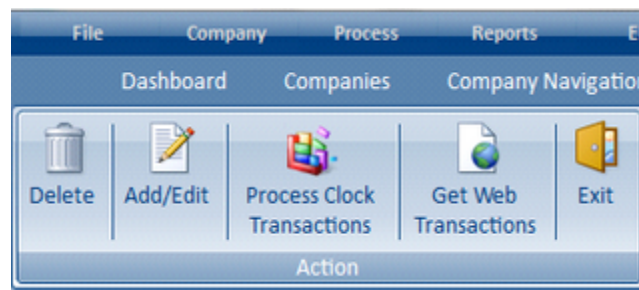
- **Does SwipeClock charge to use the integration?** There are no additional fees from SwipeClock for using the integration.
- **Will the integration work with my TimeWorks and TimeWorksPlus clients?** Yes. Apex Payroll has written the integration to work with both the SwipeClock TimeWorks and TimeWorksPlus systems.
- **Who do I contact if I need help setting up the integration for my client in payroll?** Please contact Apex Support to assist with payroll related setups.
- **What employee information will populate in SwipeClock?** As provided by Apex Payroll, the following Apex Employee Setup fields will populate in the SwipeClock Employee Setup page: Employee ID, Alias ID, Last Name, First Name, Middle Name, Hire Date, Separation Date, Location, Department, Job Title, Phone and Email.
- **Can I still use the Download Activity File to export the timekeeping data from SwipeClock?** Yes. The DAF will also need to be used to export timekeeping data for your SwipeClock clients that have custom settings. (i.e. Custom pay categories)
- **Can I still use the Bulk Employee Import feature in SwipeClock after the employees have been populated from Apex Payroll?** This option is only available in TimeWorksPlus. The Bulk Employee Import feature will use the Employee Code as the identifier for adding additional information to an employee in the TimeWorksPlus system.
- **Can I prevent my clients from making changes to employee information in SwipeClock?** This option is only available in TimeWorksPlus. You can set the "ExternalRecordsSetOptions" Processing Rule to disable a client's ability to edit the Employee Setup page.
- (Note: Employee data only transfers one way, from Apex to SwipeClock.)
- **Who do I contact if I cannot get the hours into Apex for running payroll?** Please contact Apex Payroll for issues related to the integration.

# SwipeClock Integration Configuration

The SwipeClock integration is available for Employer OnDemand and Employer on the GO. For more information on signing up to activate the feature please review the SwipeClock agreement available in the Apex Community. The integration allows the automatic import of transaction and the updating of employee information from Employer OnDemand to SwipeClock

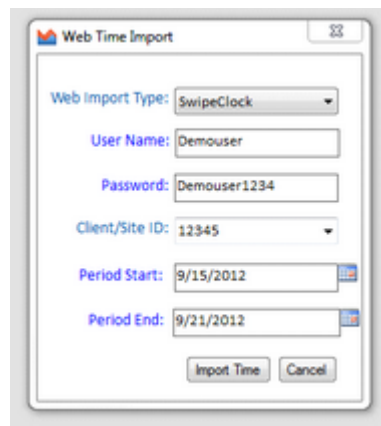
## Automatic Import Transactions from Swipeclock

Clients using SwipeClock to track can automatically import their transactions in a detailed format directly into Employer OnDemand's transactions. This new interface with the SwipeClock system can be found in Payroll Transactions. There is a new button in the Action menu called "Get Web Transactions."



*In order to have a clean import, please make sure the following items are completed before initiating the upload:*

- All Employee IDs in Employer OnDemand match the Employee Codes in SwipeClock
- All transaction errors and/or exceptions have been corrected in SwipeClock
- Clicking the Get Web Transactions button will activate a window that allows the input of information necessary when connecting to SwipeClock

A screenshot of a 'Web Time Import' dialog box. The dialog has a title bar with a red 'X' icon. It contains several input fields: 'Web Import Type' (dropdown menu set to 'SwipeClock'), 'User Name' (text box with 'Demouser'), 'Password' (text box with 'Demouser1234'), 'Client/Site ID' (dropdown menu set to '12345'), 'Period Start' (date picker set to '9/15/2012'), and 'Period End' (date picker set to '9/21/2012'). At the bottom are 'Import Time' and 'Cancel' buttons.

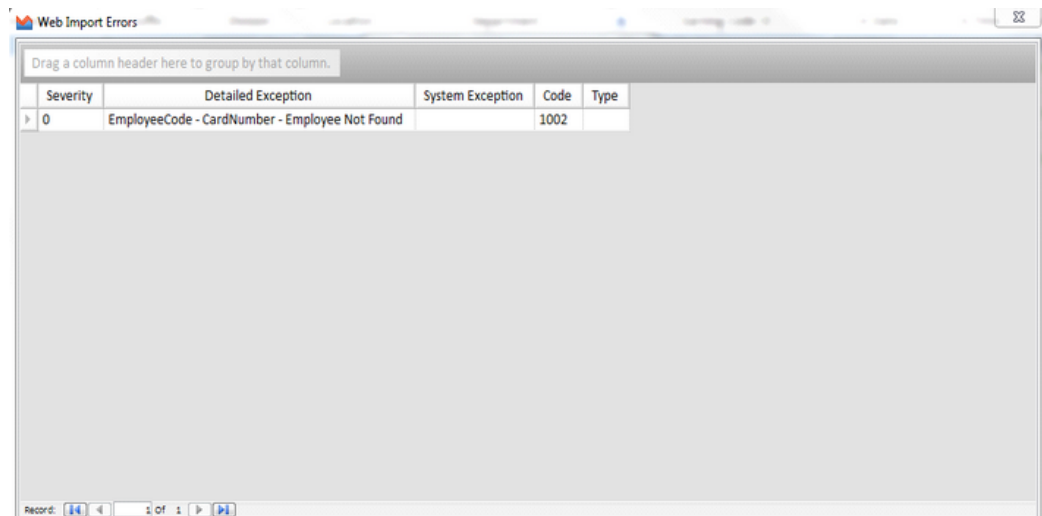
The User Name and Password need to be the same used in the SwipeClock system. If SwipeClock is set up as one of the integrations for the user in Security under Single Sign On Options, the User Name and Password will default from the Security setup. These values can be modified before importing if necessary.

The Client/Site ID is the SwipeClock ID for the company that needs to be imported. This ID can be defaulted in if the company is set up under Global > Time Clock Inventory. To set up a SwipeClock client here, pull in the company name and division/location/department setup (if applicable). Enter the Client/Site ID as the Site ID and make sure to select a type of SwipeClock. If multiple SwipeClock clients are included in a single Employer OnDemand company, all Client/Site IDs will be selectable in the drop down on the Web Time Import window. This ID can also be manually overridden if the ID is not stored in the Time Clock Inventory.

Department	Serial Number	Type	Username	Password
	34380	Swipeclock	Username	Password
00000001 - Main	123456789	Tranz 380	Username	Password

The Period Start and Period End dates will default to the currently open pay period. These dates can be modified if desired.

Once all of the import information is completed, clicking the "Import Time" button will connect with the SwipeClock system and download the detailed transactions automatically into Employer OnDemand. If any errors are encountered in the upload, an error log will be displayed with detailed information about the error.



Automatic Update of Employee Information from Employer OnDemand to Swipeclock

When certain employee information is updated in Employer OnDemand, it will flow to Swipeclock. Please note this is one-way from Employer OnDemand to Swipeclock. If you update information at Swipeclock only, it will not flow to Employer OnDemand.

The following fields will flow from Employer OnDemand to Swipeclock:

○ **General Tab**

Employer OnDemand

Employee ID

Alias ID

Last Name

First Name

Middle Name

Hire Date

Separation Date

Location

Department

Swipeclock

Employee Code

Clock Number Replace

Last Name

First Name

Middle Name

Start Date

End Date

Location

Department

○ **Pay Info Tab**

Employer OnDemand

Job Title

Swipeclock

TitleEmployee Code

○ **Contact Tab**

Employer OnDemand

Phone Number

E-mail

Swipeclock

Phone

Email