

Universal Time Clock™

QuickBooks Plug-in User Guide



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Chapter 1: Getting Started

Congratulations on the purchase of your Universal Time Clock™ from Icon Time Systems! Your purchase includes a free software plug-in for QuickBooks® that makes importing employee payroll hours easier than ever.

This User Guide will instruct you on setting up the QuickBooks Plug-in for importing of employee hours, properly exporting employees from QuickBooks® into your Universal Time Clock™, and importing employees from the employee time clock into QuickBooks®.

For instructions on setting your employee time clock preferences please refer to the Universal Employee Time Clock User Guide. You can access this User Guide from the QuickBooks Plug-in menu in your QuickBooks® File menu.

Support and Troubleshooting

For your convenience, troubleshooting tips and how-to's can be found on page 14 of this User Guide. In addition, our technical support site lists more troubleshooting tips and how-to's to assist you with the QuickBooks Plug-in and your employee time clock. You can reach this site at www.support.icontime.com.

Upon product registration you receive a complimentary 30-day trial of our Gold Technical Support Plan which includes unlimited telephone support, troubleshooting and remote assistance. For those subscribers of our technical support plans, your dedicated support team can be reached Monday through Friday from 7:30am to 4:30pm (pacific coast time) at (800) 847-2232 option 1.

System Requirements

- Windows Based PC
- Operating Systems – Windows 2000, XP, Vista or Win7 (32 or 64 bit)
- QuickBooks® PRO or QuickBooks® Premier (2006 and above) – *must be installed and setup*
- RTC-1000 2.0, SB-100 PRO 2.0 Universal Time Clock
or
- RTC-1000, SB-100 PRO Universal Time Clock with Customize Pack Upgrade
- An established connection to the computer running QuickBooks®
(Direct connection, network, VPN, or Internet)

Installing the QuickBooks Plug-in

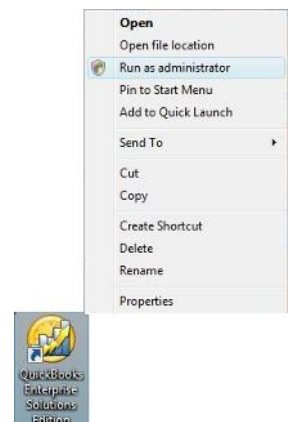
Installing the QuickBooks Plug-in is simple and can be completed in just a few steps.

NOTE: If the QuickBooks® program is open on your computer, you must close it before beginning installation.

1. Download the QuickBooks Plug-in file to your Windows desktop from the link on our website:
www.icontime.com/QuickBooks_plug-in
2. Double-click on the QuickBooks® Import.exe file to begin the installation.
3. Follow the installation wizard to complete the installation.
4. Log into your QuickBooks® program using your QuickBooks® Administrator account.

VISTA AND WIN7 USERS: If your computer is running Windows Vista or Windows 7 Operating Systems you must run QuickBooks® as an Administrator during the application certificate process. Follow the instructions below for running QuickBooks® as an Administrator.

- i. Using your mouse pointer, Right-click on the QuickBooks® icon that you typically use to open the QuickBooks® application.
- ii. Select Run as administrator from the menu, shown to the right.



- iii. You must then log in to QuickBooks® as the Admin.
5. An Application Certificate screen should appear as shown in **Figure 1**. Choose both of the following options:
- Select 'Yes, whenever the company file is open'
 - Select the 'Allow this application to access personal data...' checkbox

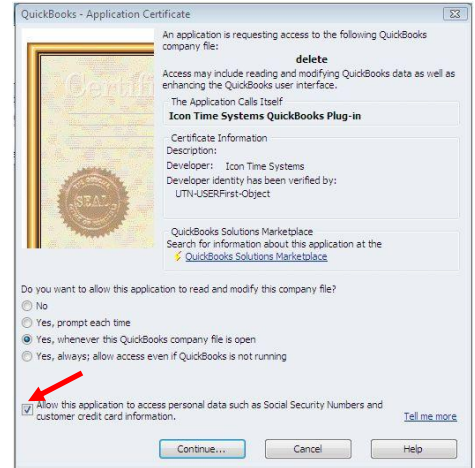


Figure 1 | Application Certificate Screen

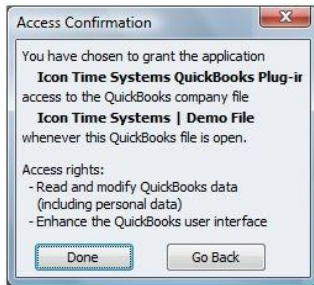


Figure 2 | Access Confirmation Window

6. When the Access Confirmation window appears, **Figure 2**, select Done to allow the time clock to access the QuickBooks® database.

VISTA AND WIN7 USERS:

- Before using the QuickBooks Plug-in you must close the QuickBooks® program down
- Open QuickBooks® again by double-clicking on the QuickBooks® shortcut, *do not* run as Administrator.
- Log in to QuickBooks® using the Admin account.

QuickBooks Plug-in Menu Options

The QuickBooks Plug-in has now been installed. By selecting the File drop-down menu from QuickBooks® you can now access the Icon Time Systems QuickBooks Plug-in menu; see below for a description of the menu options.

- a. **Go To My Time Clock** - Takes you directly to the Universal Time Clock™ Home page through your default Web browser.
- b. **Import Time** - Allows you to transfer employee hours from the Universal Time Clock™ into QuickBooks®.
- c. **Time Clock Preferences** - Takes you directly to the employee time clock Preference Settings.
- d. **Synchronize Employees** - Allows you to synchronize your QuickBooks® employee data with the employee data in the time clock including: adding employees from QuickBooks® into the time clock, importing time clock employees into QuickBooks® and data synchronization.

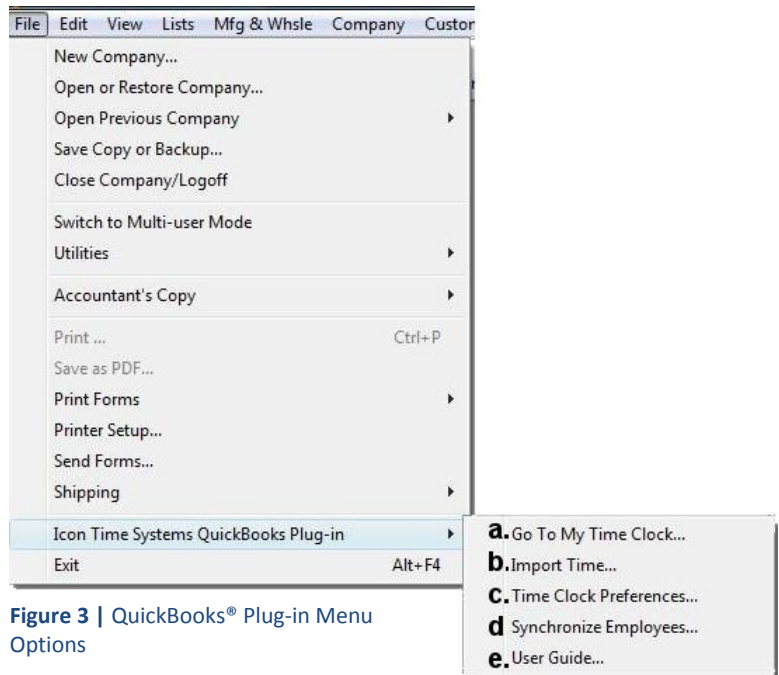


Figure 3 | QuickBooks® Plug-in Menu Options

- e. **User Guide** - This option allows you to quickly access this User Guide for your convenience.

Connecting Your Universal Time Clock™ to QuickBooks®

To begin using the Universal Time Clock™ QuickBooks Plug-in, you must first link the time clock to QuickBooks®.

1. From the QuickBooks® menu select File and the Icon Time Systems QuickBooks Plug-in menu, **Figure 3**.
2. Select Go To My Time Clock.
3. Enter in the time clock's IP address, to connect to the time clock.
4. Enter the **Username** and **Password** used to access your time clock, **Figure 4**.
5. Select the **Login** button to continue.



Figure 4 | Log In to Time Clock

NOTE: We recommend that you set a Static IP Address on your Universal Time Clock™.

If the dynamic IP address used to connect to the time clock changes, you will have to enter in a new IP Address to connect again.

For instructions on programming a Static IP Address into the time clock, go to [page 15](#) in the Troubleshooting section of this User Manual.

6. The Application Certificate window may appear again.
 - Select the option 'Yes, whenever the company file is open'
 - Click Continue
7. Click **Done** in the Access Confirmation window, **Figure 5**. This will log you into your Universal Time Clock's™ Home page.



Figure 5 | Access Confirmation

Chapter 2: Linking Employees and Employee Synchronization

In order to import employee hours into QuickBooks®, the employees in QuickBooks® must be synchronized with the employees in the time clock. Synchronization is done through the Time Clock Employee Synchronization screen and the Advanced Employee Maintenance screen.

Accessing the Time Clock Employee Synchronization Screen

All synchronization/linking of employees must be done through the Time Clock Employee Synchronization screen. Access this screen by following the instructions below.

1. From QuickBooks®, go to the Icon Time Systems QuickBooks Plug-in menu and select the Synchronize Employees option, as shown in **Figure 6**.
2. In the Log In to Time Clock screen, enter the correct IP address, Username, and Password.
3. Select the Login button to log into your time clock.

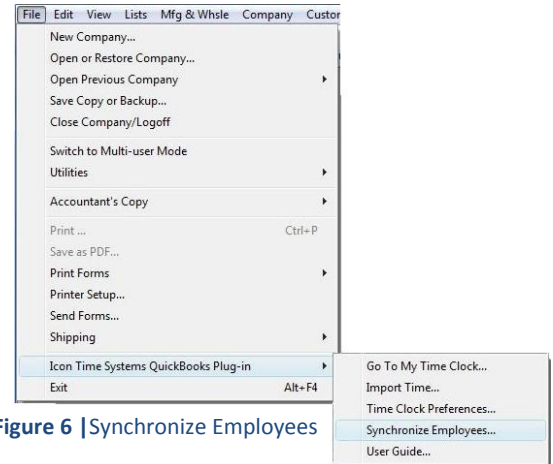


Figure 6 | Synchronize Employees

The Time Clock Synchronization screen will appear, see **Figure 7** below for a description of the menu options.

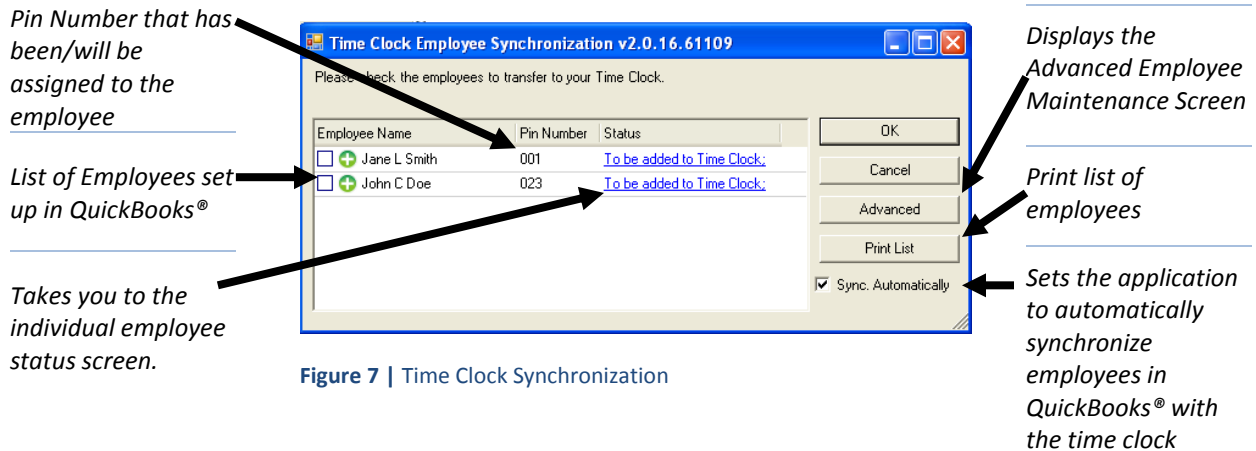


Figure 7 | Time Clock Synchronization

Synchronization Status Icon The Import Status of each employee can easily be identified by the icon to the left of the employee name on the employee synchronization screen as shown on the following page.

Synchronization Status Icon	Employee Name	Pin Number	Synchronization Status Column
✘	Nancy Brown		QB not setup to use Time Data t...
✘	George Wilson		Missing Paycodes: STD, OT2
⚠	John V Johnson	045	To be added to Time Clock; Mis...
+	Jane L Smith	001	To be added to Time Clock;
↔	Juana k Garcia	067	To be linked to the Time Clock;
✓	John C Doe	023	

Figure 8 | Import Status

- ✔ Employees marked with a green check have been successfully synchronized/linked between QuickBooks® and the time clock.
- ↔ Employees marked with the green arrows icon indicate that the employee name was found in both the time clock and in QuickBooks® and the two records will be linked.
- ⊕ Employees marked with the green plus will be added to the time clock.
- ⚠ Employees marked with the yellow warning icon will be added to the time clock, however the employee has not been set up in the method that we recommend. Typically this is caused by an overtime 1 or 2 payroll item not being assigned or not set up correctly.
- ✖ Employees marked with the red x cannot be synchronized with the time clock due to an error.

Synchronization Status Column The blue status column next to the Employee PIN number tells you the status of each employee and whether there are any issues with that particular employee being linked with the employee time clock.

Checkbox The checkbox next to each employee name allows you to mark an employee to be added or synchronized with the employee time clock. If an employee is not checked off then they will *not* be synchronized or added.

Additional Menu Options Additional menu options can be found by using your mouse pointer and Right clicking in the Time Clock Employee Synchronization window, as shown in **Figure 9**.

- **Sync Status** This option will display the employee status.
- **Select All** Choosing this option will mark all employees to be synchronized with the time clock.
- **Select None** Selecting this option will un-mark all employees from being synchronized with the time clock.
- **Refresh** This option downloads any new information from the time clock and QuickBooks® and repopulates the list.

Employee Name	Pin Number	Status
<input type="checkbox"/> ⊕ Jane L Smith	001	To be added to Time Clock;
<input type="checkbox"/> ⊕ John C Doe	023	To be added to Time Clock;

Sync Status

Select All

Select None

Refresh

Figure 9 | Additional Menu Options

Advanced Employee Maintenance Screen

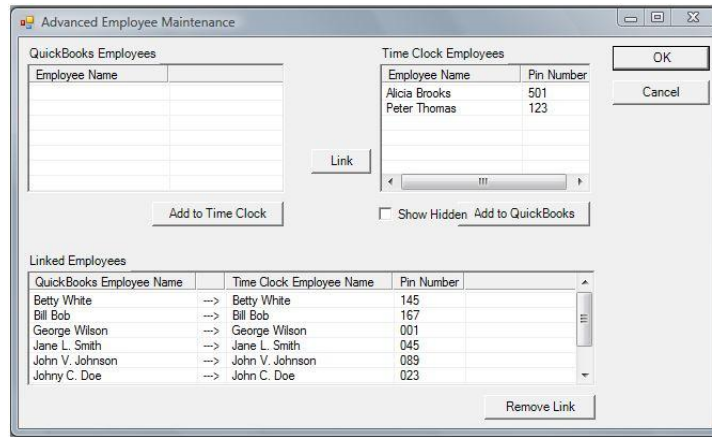
The Advanced Employee Maintenance screen allows you to view the employees; on the time clock, in QuickBooks®, and linked employees in both the time clock and QuickBooks®. Using the Advanced Employee Maintenance screen you can also link/unlink employees in the time clock from employees in QuickBooks®, add employees from QuickBooks® to the time clock, and add employees from the time clock to QuickBooks®.

Access this screen by clicking on the Advanced button from the Time Clock Employee Synchronization screen.

QuickBooks® Employees is a list of employees in QuickBooks® that have not been linked with the time clock

Linked Employees is a list of employees that have been linked between the time clock and QuickBooks®

Add to Time Clock allows you to select an employee and set them to be added to the time clock



Time Clock Employees is a list of employees and their ID numbers that are in the time clock but have not been linked with employees in QuickBooks®

Show Hidden allows you to view employees marked inactive in the time clock

Add to QuickBooks® allows you to select an employee and quickly add them to

Link allows you to select an employee in QuickBooks® and an employee in the time clock and link them

Remove Link allows you to remove the link between an employee in QuickBooks® and the time clock

Figure 10 | Advanced Employee Maintenance Screen

Synchronizing Your Employees



Now that you are familiar with the screens and their functionality, you are ready to synchronize your employees.

The Universal Time Clock™ QuickBooks Plug-in allows you to easily synchronize employees using three separate methods.

- **Exporting Existing Employees from QuickBooks® to Your Universal Time Clock™** – If you have preexisting employees in QuickBooks® and you would like to upload them to your time clock, please [see below on page 8](#) for instructions on exporting employees to the time clock. *This is typically used if you already have QuickBooks® and you just purchased a new employee time clock.*
- **Importing Existing Employees from the Time Clock into QuickBooks®** – If your employees are preexisting in your employee time clock and you would like to import them into QuickBooks®, please [go to page 10](#) for instructions on importing employees to QuickBooks®. *This is typically used if you already have the Universal Employee Time Clock and recently purchased QuickBooks®.*
- **Manually Linking Existing Employees in QuickBooks® to Existing Employees in your Universal Time Clock** – If your employees are preexisting in both the employee time clock and QuickBooks® and you would like to start importing employee hours, please [go to page 11](#) for instructions on linking employees.

Exporting Existing Employees from QuickBooks® into the Time Clock

For those companies using the QuickBooks Plug-in whose employees are already setup in QuickBooks®, employees can simply be exported (added) to the time clock.

1. Go to the Employee Synchronization screen as shown, **Figure 11**.
2. If not saved, enter your time clock Username, and Password.
3. Select the Login button to log into your time clock.
4. From the Employee Synchronization screen, review the employee synchronization status.
5. If any employee is marked with a  or , double-click on the blue link in the Synchronization Status Column and open the individual employee status

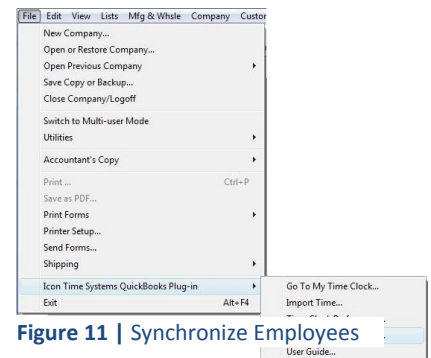



Figure 11 | Synchronize Employees

window to read why the error is occurring and how to fix it.

- From this window, **Figure 12**, you can read about what is causing the error for that particular employee.
- By clicking on ‘Open Employee Edit Screen...’ link, you will be taken directly to the Employee Edit screen in QuickBooks® to make the appropriate changes to allow for proper employee synchronization.
- If the employee(s) status is marked with a , this indicates that the employee cannot be added to or linked to the time clock. See below for a list of the most common causes:

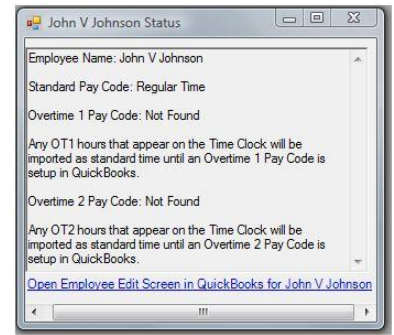


Figure 12 | Employee Status Window

- Regular time pay item has not been set for your employee.

How to fix it:

- Go to the Employee Edit screen and change tabs to the Payroll and Compensation Info tab, **Figure 13**
- Assign a standard time pay item to the employee under the Earnings field

Earnings	
Item Name	Hourly/Annual Rate
Regular Time	10.00
OT1	15.00
OT2	20.00

Figure 14 | Earnings

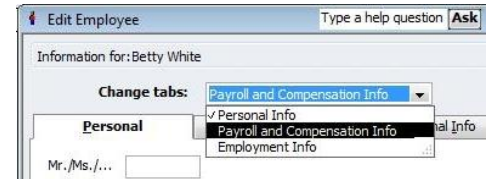


Figure 13 | Select Payroll and Compensation

- The Regular pay item is not setup properly in QuickBooks®,

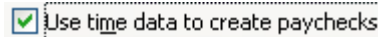
How to fix it:


- Go to [How to Set Up a Pay Item in QuickBooks®](#) article in the Appendix, [page 14](#), for instructions on properly setting up a payroll item.

- Employee is not setup to use time data to create paychecks

How to fix it:

- Go to the Employee Edit screen and change tabs to the Payroll and Compensation Info tab, **Figure 13** above.
- Select the Use time data to create paychecks option from the Payroll and Compensation Info tab.



- If the employee(s) status is marked with a , this indicates that the employee can be added to the time clock, but has not been set up in the recommended method. This may cause hours to be imported incorrectly. See below for a list of the most common causes:


- Overtime 1 (OT1) or Overtime 2 (OT2) pay item(s) has not been assigned; this means that all hours imported for the employee will be imported as standard hours.

How to fix it:

- Go to the Employee Edit screen, change tabs to the Payroll and Compensation Info tab, **Figure 15**
- Assign a OT1 time pay item to the employee under the Earnings field

Earnings	
Item Name	Hourly/Annual Rate
Regular Time	10.00
OT1	15.00
OT2	20.00

Figure 15 | Earnings

NOTE: If your company does not track overtime, you may choose not to set up any overtime pay items and all employee hours will be imported as standard hours. However, the  icon will continue to appear on the

Time Clock Employee Synchronization screen. In order to make the icon disappear, you will need to set up an overtime pay item.

- Overtime 1 (OT1) or Overtime 2 (OT2) pay item(s) is not setup properly in QuickBooks®,

How to fix it:

- Go to [How to Set Up a Pay Item in QuickBooks®](#) article in the Appendix, [page 14](#), for instructions on properly setting up a payroll item.

6. After correcting any errors that appear in the employee Status column, select the employees to add or link to the time clock.

- Go back to the Employee Synchronization screen.
- Select the employees you wish to add/synchronize with the time clock, **Figure 16**.
- Click the OK button to add/synchronize your employees.

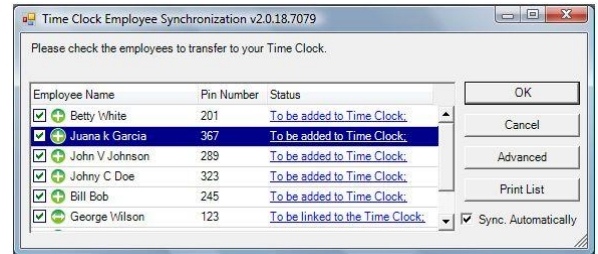


Figure 16 | Synchronize Employees

7. Once completed, an Update Complete message will appear, **Figure 17**; click the OK button.

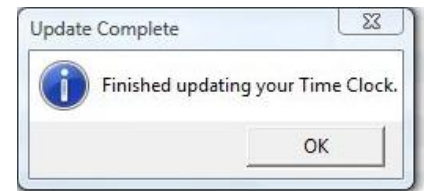


Figure 17 | Update Complete

8. Verify that the update was successful by logging into the time clock
 - From the QuickBooks Plug-in menu in QuickBooks®, select Go To My Time Clock.
 - When the Log in to Time Clock window appears, enter the correct IP Address, Username, and Password in the Log in to Time Clock window
 - Your web browser will open displaying the time clock homepage.
 - From the time clock navigation menu, select the Reports option and then select Roster Report.



Figure 18 | Roster Report

9. Verify that the employees have been added to the Time clock by viewing them in the Roster Report list, **Figure 18**.

Manually Exporting a QuickBooks® Employee to the Time Clock

Exporting an employee to your time clock can be done in a few simple steps;

1. Open the Advanced Employee Maintenance screen by clicking on the Advanced button from the Employee Synchronization window
2. Select the employee you wish to add to the time clock in the QuickBooks® Employee list
3. Click the Add to Time Clock button
4. This will transfer the employee to the Linked Employees section and assign the employee to the next available ID number on the clock

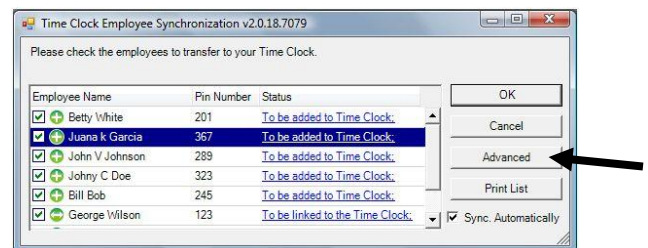


Figure 19 | Advanced Button

Importing Existing Employees from the Time Clock into QuickBooks®

1. Open the Advanced Employee Maintenance screen by clicking on the Advanced button from the Employee Synchronization window
2. Select the employee in the Time Clock Employees section of the Maintenance screen
3. Click the Add to QuickBooks® button

- In the Edit Employee window, add the required personal information for that employee.
- Go to the Employee Edit screen and change tabs to the Payroll and Compensation Info tab, **Figure 20**.
- Assign a standard time pay item to the employee under the Earnings field.

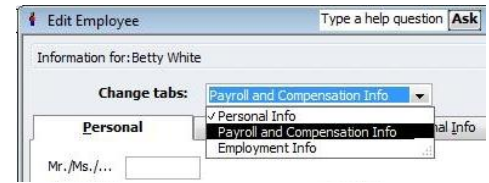


Figure 20 | Payroll and Compensation

Earnings	
Item Name	Hourly/Annual Rate
Regular Time	10.00
OT1	15.00
OT2	20.00

Figure 21 | Earnings

- Be sure that the *use time data to create paychecks* box is checked
 Use time data to create paychecks
- Click OK, you will see that the employee will now appear in the Linked employee list.

Linking an Existing Employee in QuickBooks® with an Existing Employee in the Time Clock

Manually linking your employees can be helpful in correcting mistakes made when setting up employees. Here's how to do it:

- Select the employee you wish to link in the QuickBooks® Employees section
- Next Select that same employee in the Time Clock Employees section
- Click the Link button.

Removing a Link between QuickBooks® and the Time Clock

- Select the employee in the Linked Employees section
- Click the Remove Link button.

Saving Your Changes

- Click OK in the Advanced Employee Maintenance screen to save your link changes.
- Selecting Cancel will undo any links created but does not undo employees added to QuickBooks® or the time clock.

Chapter 3: Importing Employee Hours from the Universal Time Clock™ to QuickBooks®

With the QuickBooks Plug-in, importing employee total hours can be done in a few simple steps.

1. Before importing employee time, we recommend that you review your employee time cards in your Universal Time Clock™.

NOTE: If employee hours need to be corrected after the hours have been imported into QuickBooks®, then you will have to manually edit the hours in QuickBooks®.

2. From QuickBooks® go to the Icon Time Systems QuickBooks Plug-in menu and select the Import Time option, as shown in **Figure 22**.
3. Enter the correct IP address, Username, and Password in the Log in to Time Clock window
4. Select the Login button to log into your time clock
5. The Select Time Frame window will appear. Select the pay period or custom date range for the hours that you wish to import into QuickBooks®

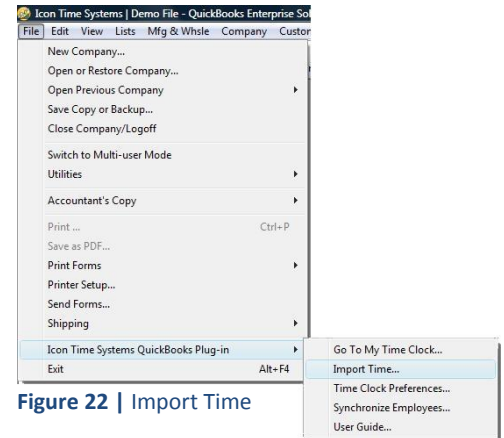


Figure 22 | Import Time



Figure 23 | Select Time Frame

6. The Select Employees window will appear; select the employees whose hours you wish to import, **Figure 24**.



Figure 24 | Select Employees

7. Click the Next button to continue
8. In the Confirmation window, **Figure 25**, review the information that will be imported and verify that this is the correct date range and set of employees for whom you wish to import hours.

NOTE: If incorrect data is imported, you must manually delete the data from the QuickBooks® time sheets before importing the data again.

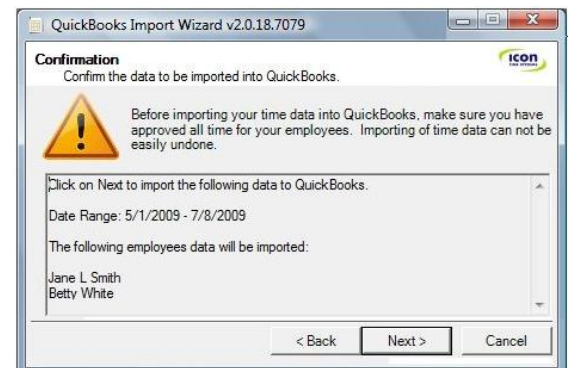


Figure 25 | Confirmation

- Click the Next button to continue
- The Import Finished window will display a summary of the import results.

If the import was successful, you will see a message that states 'QuickBooks® payroll import was successful!'

Example:

In **Figure 26**, one week of data was successfully imported for one employee – Dennis Johnson. The window also lists a summary of the regular and overtime hours imported into the QuickBooks® Timesheets for this employee.



Figure 26 | Hours Import Confirmation Window

- Click Finish

Verify the Hours Were Imported into QuickBooks® Correctly

The employee hours are automatically entered into the QuickBooks® Weekly Timesheet. To go to the employee Time Sheets, follow the instructions below:

- In QuickBooks®, select Employees menu.
- Then select Enter Time and then select Use Weekly Timesheet.
- In the Timesheet window, select the desired employee and the proper pay period.
- Verify that the hours were imported correctly.



Figure 27 | Use Weekly Time Sheet

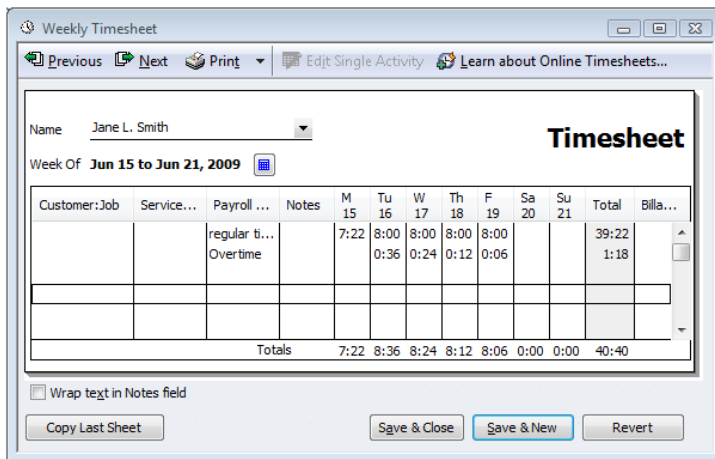


Figure 28 | Employee Timesheet

Troubleshooting and How-to's

Listed here are some of the most commonly asked questions and their solutions. More answers to commonly asked questions are listed on our website at www.icontime.com/support.

Registering your Universal Employee Time Clock guarantees you **free** 30-day telephone support, from the date of registration, to assist you with installation procedures. Assistance and support after the 30-day period is offered through annual support contracts.

If you need additional troubleshooting assistance, please call our technical support department at **1-800-847-2232 option 1**.

How to Create a Payroll Item in QuickBooks®

It is very important that payroll items in QuickBooks® are set up properly to assure that employee hours information is imported correctly.

The Universal Employee Time Clock can support up to 2 different payroll items; STD (Standard) and OT1 (time-and-a half overtime) hours. With the purchase of Rules Pack upgrade, you can also track OT2 (double-time overtime) hours.

In order to assure proper importing of employee hours into QuickBooks®, each employee needs to have a standard time and overtime 1, and if applicable overtime 2 pay item assigned to them in QuickBooks®.

Setting Up a Regular Time Pay Item

In order to set up a payroll item in QuickBooks®, follow the instructions below:

1. In the QuickBooks® Employee Center, double-click on the employee name to open the Edit Employee window. If necessary, add a new employee.
2. Select the Payroll and Compensation Info option from the Change tabs drop-down menu, **Figure 29**.
3. In the Earnings window, select <Add New> in the Item Name column.

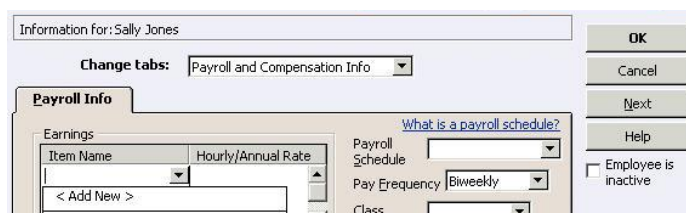


Figure 30 | Add New Payroll Item

4. In the Add new payroll item window, select the Wages as Hourly Wages and click the Next button, **Figure 31**.
5. Select Regular Pay in the Hourly Wage window and click the Next button, **Figure 32**.

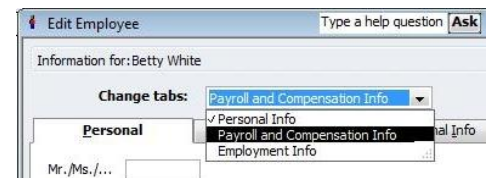


Figure 29 | Payroll and Compensation

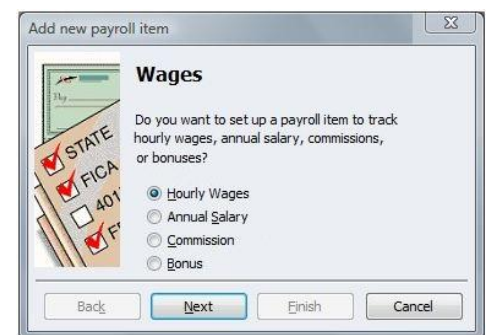


Figure 31 | Select Hourly Wages

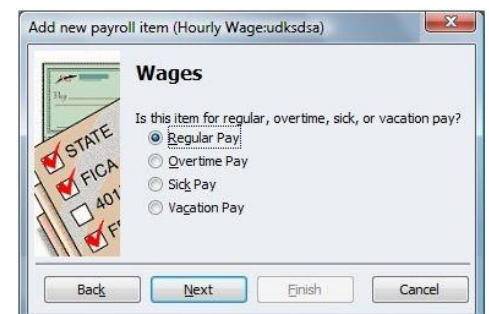


Figure 32 | Regular Pay

- In the next screen, enter a name for this payroll item.
In this example, the name “Regular” is used.

Click the Next button.

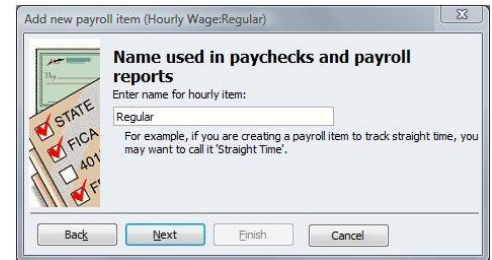


Figure 33 | Payroll Item Name

- Select the proper Expense Account for the payroll item and click the Finish button.



Figure 34 | Expense Account

Setting Up an Overtime Pay Item

- Follow instructions 1-4 in setting up a Standard Pay Item, on page 14.
- Select Overtime Pay in the Hourly Wage window and click the Next button, **Figure 35**.
- Select Overtime pay rate (OT1 or OT2 hours), select Overtime Pay in the Hourly Wage window and click the Next button.



Figure 36 | Name Payroll Item

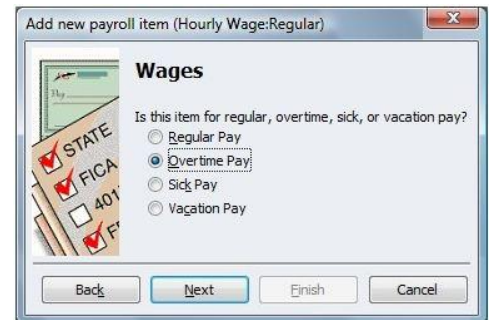


Figure 35 | Overtime Pay

- In the next screen, enter a name for this payroll item.
In this example, the name “Overtime 1” is used.
Click the Next button.

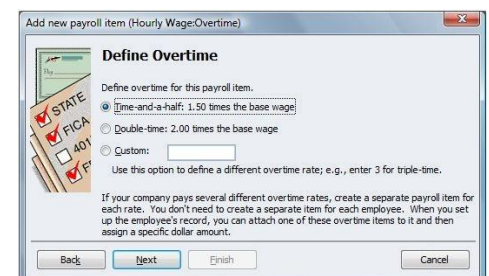


Figure 37 | Define Overtime Rate

- Select the appropriate overtime rate for this pay item, **Figure 37**.
- Select the proper Expense Account for the payroll item and click the Finish button.

How to Assign a Static IP Address in Your Time Clock

To prevent the IP Address from changing on the employee time clock, a static IP Address can be assigned to the employee time clock.

- First determine an available IP address to be assigned to the employee time clock.

NOTE: Your network supervisor can provide you with this information or help with these steps.

2. Press the Lock key on the keypad of the clock.
3. Enter the security code.
If you have not customized this code, the default is 00 00 00.
4. Press the Up Arrow key on the keypad until the View IP Address option appears.
5. Press the Enter key.
6. The current IP address of the clock will appear.
7. Press the Enter key again.
8. Enter the desired IP address including leading zeros.

Example:

An IP address of *192.168.2.28* would be entered in at *192.168.002.028*

9. Press the Enter key on the clock.
10. If the IP Address was set successfully, a message stating "IP Address set successfully" will appear on the time clock display.
11. If you also need to update the settings for the Subnet mask, Gateway, or DNS server follow the instructions below, otherwise jump to step 12.

NOTE: If the clock is on the same local subnet as your computer, you should not have to change the settings for Subnet mask, Gateway, or DNS server. *Your network supervisor will know how to set this up if needed.*

Setting the Subnet Mask, Gateway, and DNS:

- After programming the IP address described in Step 6 above, press the Enter key.
 - Enter the correct Subnet mask by typing in the appropriate numbers.
 - A message will appear on the time clock display "Subnet Address set successfully".
 - Repeat the procedure for the Gateway and DNS server addresses.
12. Press the Clear key on the clock to exit out of Supervisor mode.
 13. **IMPORTANT!** In order for your changes to populate, unplug the power source from the clock and then plug it back in to power cycle the time clock. Your time clock will then reboot.
 14. Once the time clock has rebooted, you can access your time clock using your web browser or the QB Plug-in menu by typing in the IP Address assigned to your time clock.

[How to Handle Multiple Departments per Employee in QuickBooks®](#)

The QuickBooks Plug-in only imports total hours information and does not import Department information. If you have employees that work in multiple departments and you would like to track the time spent in each department using QuickBooks®, you will have to manually edit the employee's Timesheets.

Here's how:

1. Import the total hours for your employee(s) into QuickBooks®, shown in **Figure 38** on the next page. The total hours will automatically be imported into the default payroll item set up for STD, OT1, and OT2 in the QuickBooks® Timesheet for that employee.

NOTE: The default payroll item is automatically set to the first payroll item in the list in the Payroll and Compensation tab for that employee. To change which item is set as default, simply change the order that the items are listed.

Example:

In this example, the hours have been assigned to Overtime1 and Regular payroll item

- From the Payroll Item list choose the appropriate payroll item (department) in which to reassign the hours.

Example:

In this example, the STD hours were assigned from the Regular to the Hourly_Production department.

- If you would like to split the hours between two pay items, simply add a line item for the second pay item and assign the appropriate total hours to that payroll item. Don't forget to subtract the total hours from the original payroll item.
- When your changes are complete, click Save & Close to save your changes in QuickBooks®.

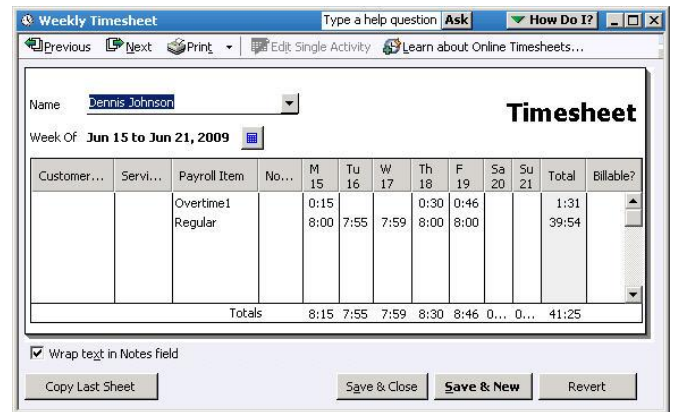


Figure 36 | Timesheet

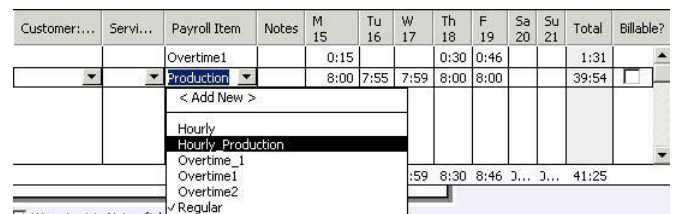


Figure 37 | Editing a Payroll Item