Accounting
Exporting Time from HH2

AC (7.303)
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Purpose:

To outline the process of exporting weekly time from HH2 to Sage to process Field Payroll.

Procedure:

1) All hours for every employee must be reviewed and approved before time can be exported.
    A) For additional information on that process, see the SOP for submitting and Approving time in HH2.

2) To export time out of HH2:
    A) Go to the RP module and click Labor Export.
    B) The export screen will appear and will show:
        i) Date Range
        ii) Number of employees with timesheets within the date range.
        iii) Total number of hours to be exported.
            (1) There will be a breakdown of hours by type:
                (a) Regular, OT, VAC, HOL, etc.
            (2) Double check the number of hours shown on the export screen to the number of hours accounted for on the Excel spreadsheet to make sure it matches.
    C) If any changes are needed:
        i) Go to the RP module and click time approved.
        ii) Click the reclaim button.
            (1) Make the necessary changes.
            (2) Click the approve button.
            (3) Follow the same steps from above.
    D) Click the orange "export transaction" tab.
        i) A download tab will be created.
        ii) Click the download link.

    E) Go to downloads.
        iii) Cut the file from downloads to the N drive.
            (1) Click the HH2 remote payroll exports folder.
            (2) Click the folder for the current year.
            (3) Paste the file.
            (4) Time has now been exported.
    F) Go to the RP module.
        i) Click time approval
        ii) Click the lock button to prevent anyone from making changes to that pay period.