

## Payroll Export to Heartland PlusOne



Heartland PlusOne Payroll Export

Export Start Date 4/ 1/2015 Export End Date 4/ 1/2015

Export Exit

The following document illustrates how to configure CRE/RPE to generate payroll data in a .txt file for export.

When choosing to go with an integrated payroll solution such as Heartland PlusOne you will no longer have to manually enter all of your payroll data into a third party software. Just simply export your data from Cash Register Express's Payroll screen and then import directly into Heartland PlusOne

**\*\*NOTE:** Before using this document to configure CRE to export payroll information for Heartland Plus One, you must have your **Company Identifier, Earning Codes, and Department Code** provided by Heartland.

This document will cover how to setup the Overtime calculation, how to setup payroll codes for individual employees or job codes, and how to export the payroll information.

The following is included with this export:

Overtime Wages Earned

Commissions

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### **Important Notes:**

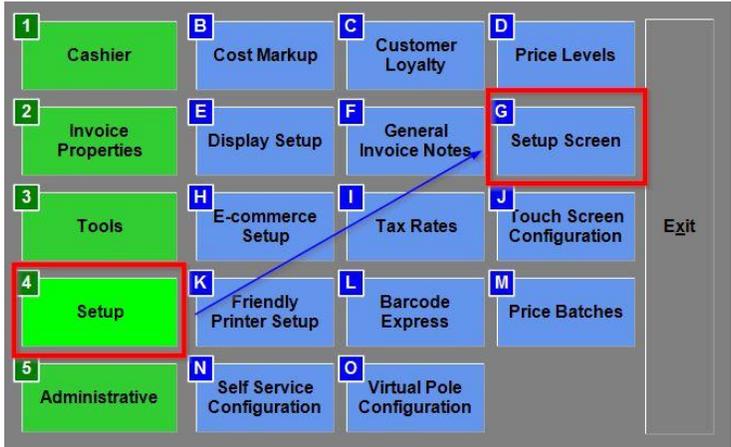
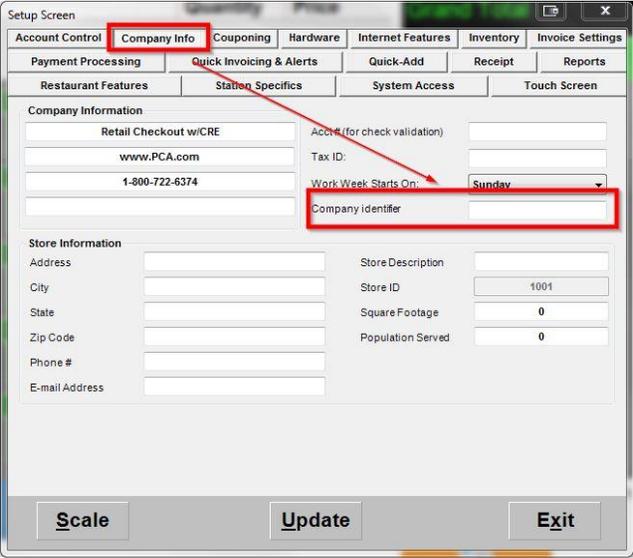
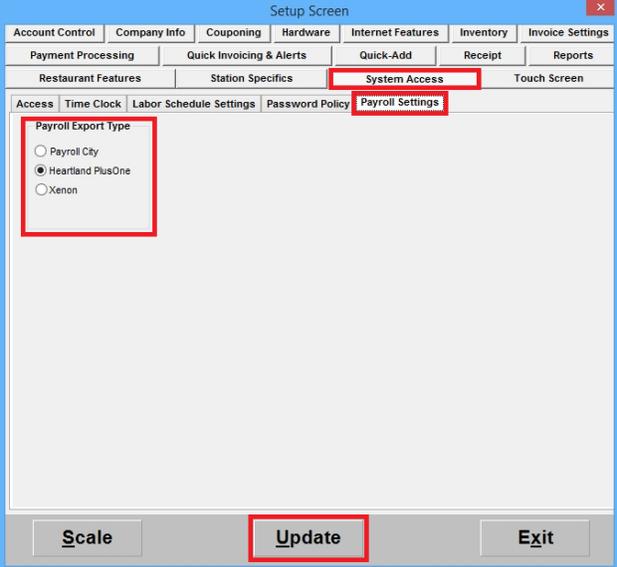
As of CRE version **12.8023 and newer**, you must select the **payroll export type** from the **payroll settings** tab under **System Access** in the **Setup Screen**. Previous versions of CRE require you to select the payroll export type from **System Access** in the **Setup Screen**

## Revision History

Document Version	Date	Author	Description of Changes
1.3	November 17, 2017	MP	Added steps for choosing the <b>Payroll Export type</b> from the payroll settings tab in the configuring <a href="#">Weekly overtime</a> and <a href="#">Daily overtime</a> Sections.

## Configuring settings with weekly overtime calculation

If you want to calculate overtime on a **weekly** basis follow the steps below, if you want calculate overtime on a **daily** basis click [here](#) to be brought to the appropriate section.

 <p>1 Cashier</p> <p>2 Invoice Properties</p> <p>3 Tools</p> <p>4 Setup</p> <p>5 Administrative</p> <p>B Cost Markup</p> <p>C Customer Loyalty</p> <p>D Price Levels</p> <p>E Display Setup</p> <p>F General Invoice Notes</p> <p>G Setup Screen</p> <p>H E-commerce Setup</p> <p>I Tax Rates</p> <p>J Touch Screen Configuration</p> <p>K Friendly Printer Setup</p> <p>L Barcode Express</p> <p>M Price Batches</p> <p>N Self Service Configuration</p> <p>O Virtual Pole Configuration</p> <p>Exit</p>	<ol style="list-style-type: none"><li>1. At the Options/Manager screen go to <b>Setup &gt; Setup Screen</b>.</li></ol>
 <p>Setup Screen</p> <p>Account Control Company Info Couponing Hardware Internet Features Inventory Invoice Settings</p> <p>Payment Processing Quick Invoicing &amp; Alerts Quick-Add Receipt Reports</p> <p>Restaurant Features Station Specifics System Access Touch Screen</p> <p>Company Information</p> <p>Retail Checkout w/CRE Account (for check validation)</p> <p>www.PCA.com Tax ID:</p> <p>1-800-722-6374 Work Week Starts On: Sunday</p> <p>Company Identifier</p> <p>Store Information</p> <p>Address Store Description</p> <p>City Store ID 1001</p> <p>State Square Footage 0</p> <p>Zip Code Population Served 0</p> <p>Phone #</p> <p>E-mail Address</p> <p>Scale Update Exit</p>	<ol style="list-style-type: none"><li>2. Under the <b>Company Info</b> tab enter the <b>Company Identifier</b> (issued by Heartland).</li></ol>
 <p>Setup Screen</p> <p>Account Control Company Info Couponing Hardware Internet Features Inventory Invoice Settings</p> <p>Payment Processing Quick Invoicing &amp; Alerts Quick-Add Receipt Reports</p> <p>Restaurant Features Station Specifics System Access Touch Screen</p> <p>Access Time Clock Labor Schedule Settings Password Policy Payroll Settings</p> <p>Payroll Export Type</p> <p><input type="radio"/> Payroll City</p> <p><input checked="" type="radio"/> Heartland PlusOne</p> <p><input type="radio"/> Xenon</p> <p>Scale Update Exit</p>	<ol style="list-style-type: none"><li>3. Select <b>System Access</b></li><li>4. Select <b>Payroll Settings</b></li><li>5. Under the <b>Payroll Export Type</b> section, select <b>Heartland PlusOne</b></li><li>6. Select <b>Update</b></li></ol>

Setup Screen

Account Control Company Info Couponing Hardware Internet Features Inventory Invoice Settings

Payment Processing Quick Invoicing & Alerts Quick-Add Receipt Reports

Restaurant Features Station Specifics System Access Touch Screen

Access: **Time Clock** Labor Schedule Settings Password Policy

EOD Allowance -- Time Clock

Deny EOD if staff clocked in

Mass clock out staff clocked in

Ignore time clock

Shift Assignment

Don't track shifts

Track shifts by Cashier

Track shifts by Station

EOD Allowance -- On Hold Transactions

Deny EOD with on hold transactions

Allow EOD with on hold transactions

Overtime Calculation Method

Weekly

Daily

EOD -- Require Money Count

Yes, require money count

Yes, require blind money count

Use sum of all shifts

Assume correct value

Reason codes for breaks

Reason Code	Paid?
*	<input type="checkbox"/>

Scale Update Exit

- Under the **Time Clock** tab, for **OverTime Calculation Method**, select the **Weekly** radio button, then click on **Update** to save your changes.

1 Cashier

2 Invoice Properties

3 Tools

4 Setup

5 **Administrative**

A Inventory Maintenance

B Department Maintenance

C Styles Matrix

D

E Customer Maintenance

**F Employee Maintenance**

G Vendor Maintenance

H Purchase Orders

I Back Orders

J Time Clock Management

K Credit Card Settlement

L Reporting

M Customer Item Prices

N Global Price Changes

O Mix 'N Match Pricing

Exit

- Go to **Administrative > Employee Maintenance**.

Employee Maintenance

Options General Information For: Employee Keyboard

Department Card Swipe ID

Employee ID 100102 Customer

Password Hourly Wage \$0.00

Display Name Employee  Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee  Require Clock-In Before Login

Permissions Personal Info **Job Codes & Wages** Store Associations Payroll Info

Job Code	Hourly Wage	Overtime Wage

Add Change Hourly Wage

Remove Change Overtime Wage

Overtime starts after this many hours: 40

Search by Employee ID 100102

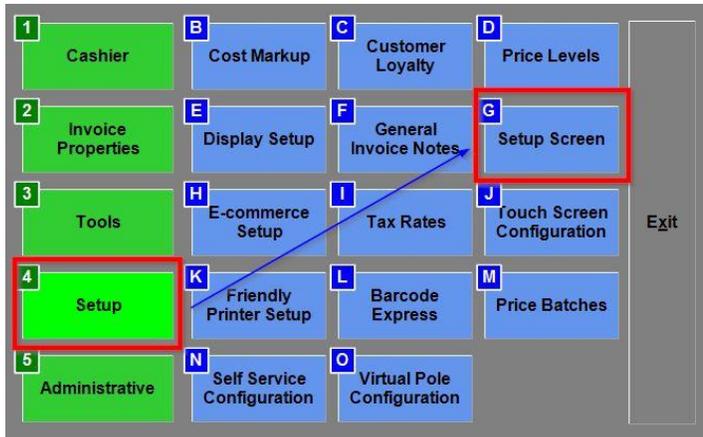
Previous Next Add Employee **Save Changes** Job Code Setup Time Clock Management Duplicate Delete Exit

- Click on the **Job Codes & Wages** tab. Under **Overtime start after this many hours**, enter **40** (or however many hours constitutes your work week). Click on **Save Changes**, then **Exit**.

Now that you've setup on for a weekly basis click [here](#) to continue to the next step. Pages 5 & 6 show how to setup the overtime calculation for a **daily** basis and can be skipped.

## Configuring settings with Daily overtime calculation

If you want to calculate overtime on a **daily** basis follow the steps below.



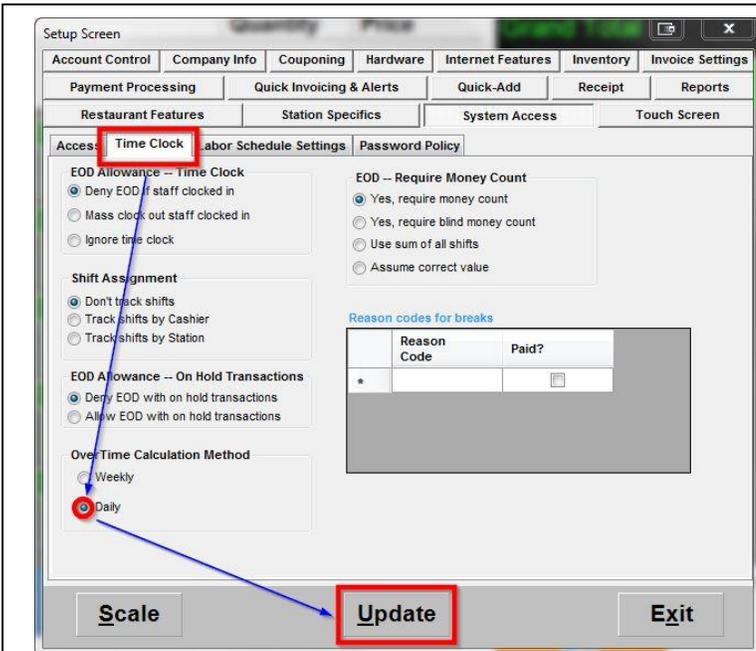
1. At the Options/Manager screen go to **Setup > Setup Screen**.

The screenshot shows the 'Setup Screen' window with the 'Company Info' tab selected. The 'Company Identifier' field is highlighted with a red box. The 'Work Week Starts On' dropdown is set to 'Sunday'.

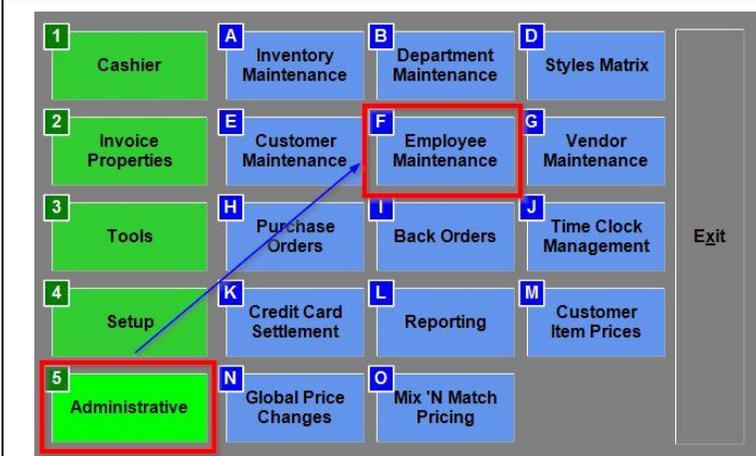
2. Under the **Company Info** tab enter the **Company Identifier** (issued by Heartland).

The screenshot shows the 'Setup Screen' window with the 'System Access' tab selected. The 'Payroll Settings' sub-tab is selected, and the 'Heartland PlusOne' radio button is selected.

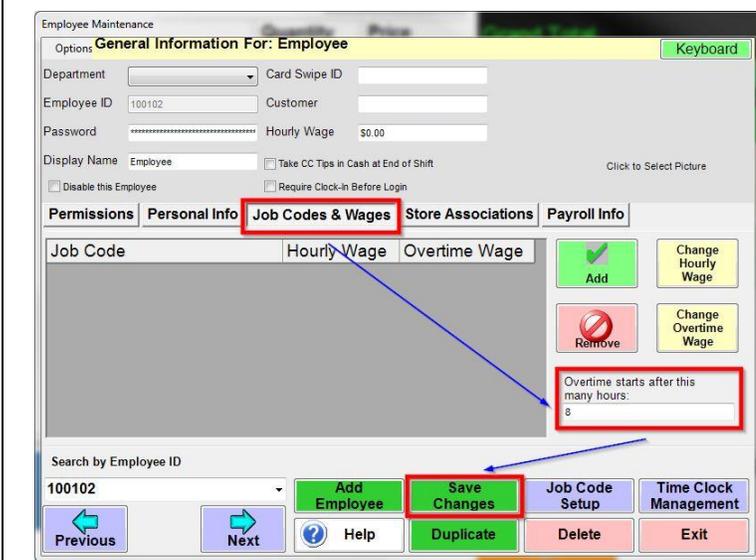
3. Under the **System Access** tab, for **Payroll Export Type** select the **Heartland PlusOne** radio button.



- Under the **Time Clock** tab, for **OverTime Calculation Method**, select the **Daily** radio button, then click on **Update** to save your changes.

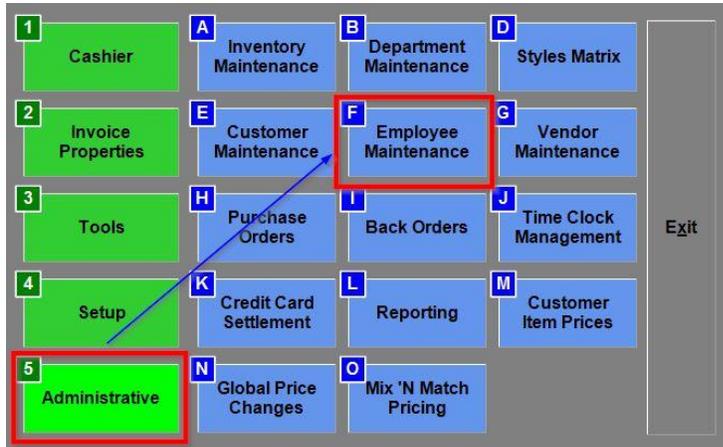


- Go to **Administrative > Employee Maintenance**.



- Click on the **Job Codes & Wages** tab. Under **Overtime start after this many hours**, enter **8** (or however many hours constitutes your work day). Click on **Save Changes**, then **Exit**.

## Configuring payroll codes in Employee Maintenance and Job Code Setup



1. At the Options/Manager screen go to **Setup > Setup Screen**.

A screenshot of the 'Employee Maintenance' form. The 'General Information For: Employee' section is visible. The 'Search by Employee ID' dropdown menu is open, and '100102' is selected and circled in red. Below the dropdown are buttons for 'Add Employee', 'Save Changes', 'Job Code Setup', 'Time Clock Management', 'Previous', 'Next', 'Help', 'Duplicate', 'Delete', and 'Exit'.

2. Select the Employee from the **Search by Employee ID** drop down.

A screenshot of the 'Employee Maintenance' form, specifically the 'Payroll Info' tab. The 'Payroll Employee Number' is set to 'A002' and the 'Payroll Employee Division' is set to '1A'. Both fields are highlighted with red boxes. A blue arrow points from the 'Payroll Info' tab to the 'Payroll Employee Number' field. Another blue arrow points from the 'Payroll Employee Number' field to the 'Save Changes' button. The 'Save Changes' button is also highlighted with a red box. The 'Search by Employee ID' dropdown shows '100102'.

3. Under the **Payroll Info** tab, enter the **Payroll Employee Number** and the **Payroll Employee Division** (issued by Heartland).

Click on **Save Changes** to save your settings.

Employee Maintenance

Options **General Information For: Employee** Keyboard

Department  Card Swipe ID

Employee ID  Customer

Password  Hourly Wage

Display Name   Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee  Require Clock-In Before Login

**Permissions** **Personal Info** **Job Codes & Wages** **Store Associations** **Payroll Info**

Exclude from payroll

Payroll Employee Number

Payroll Employee Division

Search by Employee ID

100102

Previous Next Help Add Employee Save Changes Job Code Setup Time Clock Management Duplicate Delete Exit

4. Click on **Job Code Setup**.

Job Code Setup Keyboard

Job Code Name

Default Wage

Default Overtime Wage

Access to POS

Record Cash Tips  Include Department Totals

Cash Bank  Itemize CC Transactions

Require Cash Drawer Selection  Assignable by admin only

Require Cash Count Screen on Clockout

Enable with Delivery Tracking

**Shift Report**

# of Copies

Permissions Payroll Settings

Previous  Next

Add Update Delete Exit

5. Click on **Add**.

Job Code Setup Keyboard

Job Code Name

Default Wage

Default Overtime Wage

Access to POS

Record Cash Tips  Include Department Totals

Cash Bank  Itemize CC Transactions

Require Cash Drawer Selection  Assignable by admin only

Require Cash Count Screen on Clockout

Enable with Delivery Tracking

**Shift Report**

# of Copies

Permissions Payroll Settings

Previous  Next

Save Update Cancel Exit

6. Under **Job Code Name**, enter a name for this Job Code, e.g. "Cashier".

Put a check in the box for **Access to POS** (if applicable to this Job Code).

Click on **Save** to accept the changes.

Job Code Setup

Job Code Name: Cashier

Default Wage: \$0.00

Default Overtime Wage: \$0.00

Access to POS

Record Cash Tips

Cash Bank

Require Cash Drawer Selection

Require Cash Count Screen on Clockout

Enable with Delivery Tracking

Include Department Totals

Itemize CC Transactions

Assignable by admin only

**Shift Report**

# of Copies: 0

Buttons: Previous, Cashier, Next, Add, Update, Delete, Exit, Keyboard, Permissions, Payroll Settings

7. Click on **Payroll Settings**.

Job Code Payroll Setting

Earning code for Regular Time: xx

Earning code for Overtime: xx

Earning Code for Tips: xx

Earning code for Commissions: xx

Department Code: xxxxxxxxxxxx

Buttons: Exit, Save and Exit

8. Enter all the requested information (issued by Heartland).

Afterwards, click on **Save and Exit** to save your changes.

Job Code Setup

Job Code Name: Cashier

Default Wage: \$0.00

Default Overtime Wage: \$0.00

Access to POS

Record Cash Tips

Cash Bank

Require Cash Drawer Selection

Require Cash Count Screen on Clockout

Enable with Delivery Tracking

Include Department Totals

Itemize CC Transactions

Assignable by admin only

**Shift Report**

# of Copies: 0

Buttons: Previous, Cashier, Next, Add, Update, Delete, Exit, Keyboard, Permissions, Payroll Settings

9. Click on **Update**, then **Exit**.

Employee Maintenance

Options **General Information For: Employee** Keyboard

Department  Card Swipe ID

Employee ID  100102 Customer

Password  Hourly Wage  \$0.00

Display Name  Employee  Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee  Require Clock-In Before Login

**Permissions** **Personal Info** **Job Codes & Wages** **Store Associations** **Payroll Info**

Job Code	Hourly Wage	Overtime Wage

Add

Remove

Overtime starts after this many hours:  
40

Search by Employee ID  
100102

10. Click on the **Job Codes & Wages** tab, then click on **Add**.

**Please Select the Job Code To Add For This Employee**

Cashier

11. Select the Job Code you created earlier you want to assign to this employee, e.g. "Cashier", then click on **Select**.

**Enter hourly wage**

\$0.00

7	8	9
4	5	6
1	2	3
.	0	+/-

12. Using the number pad, enter the hourly wage for this Job Code, then click **OK**.

Enter hourly overtime wage

\$0.00

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

**OK**

13. Using the number pad, enter the hourly overtime wage for this Job Code, then click **OK**.

Employee Maintenance

Options **General Information For: Employee** Keyboard

Department  Card Swipe ID

Employee ID 100102 Customer

Password  Hourly Wage \$0.00

Display Name Employee  Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee  Require Clock-In Before Login

Permissions Personal Info **Job Codes & Wages** Store Associations Payroll Info

Job Code	Hourly Wage	Overtime Wage
1001Cashier	\$0.00	\$0.00

Add Change Hourly Wage

Remove Change Overtime Wage

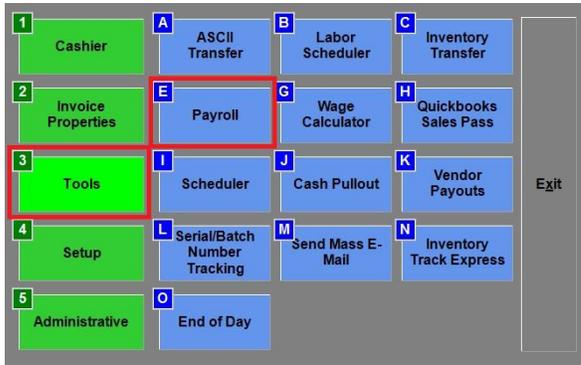
Overtime starts after this many hours: 40

Search by Employee ID 100102

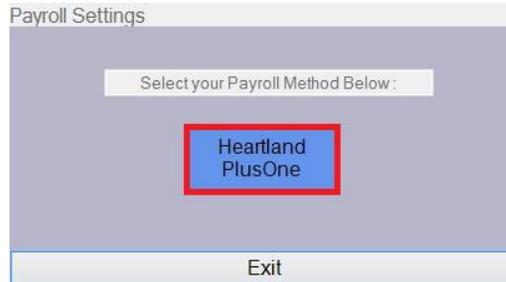
Previous Next Add Employee **Save Changes** Job Code Setup Time Clock Management Duplicate Delete **Exit** Help

14. Click on **Save Changes**, click on **Exit**.

## Performing a Payroll Export



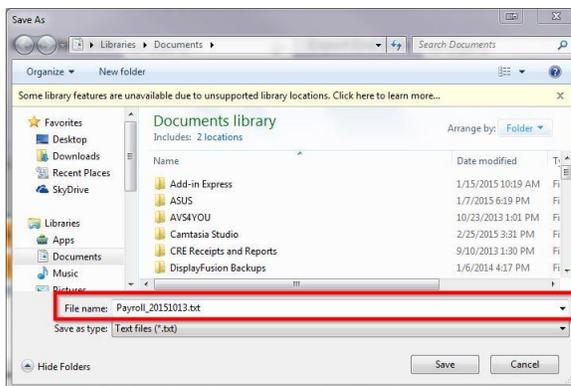
1. At the Options/Manager screen go to **Tools > Payroll**



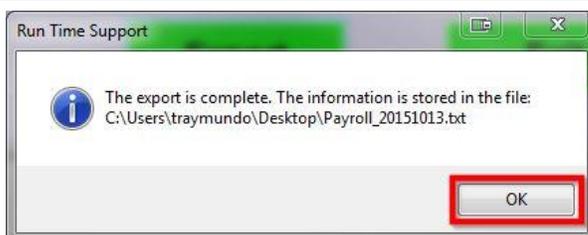
2. Click on **Heartland Plus One**



3. Enter the **Export Start Date** by using the drop down calendar or typing in the date manually with your keyboard.
4. Enter the **Export End Date** by using the drop down calendar or typing in the date manually with your keyboard.
5. Click on **Export**.



6. Name and your payroll file and click **save**.



7. Click on **OK** to close the message once the export has completed.