Configure and Import Time with Timerack

AVIONTÉ

## Overview

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timerack®

Timerack Integration

Introduction & Overview

Timerack delivers time and attendance automation to the staffing industry via a comprehensive suite of products and functionality that represents best of breed technology and is DOL compliant.

Timerack and Avionte partnered to create an integration that was built to increase efficiencies and decrease manual effort by automatically syncing assignment data between Avionte and Timerack and then offering a time import that supports Timerack's payfile.
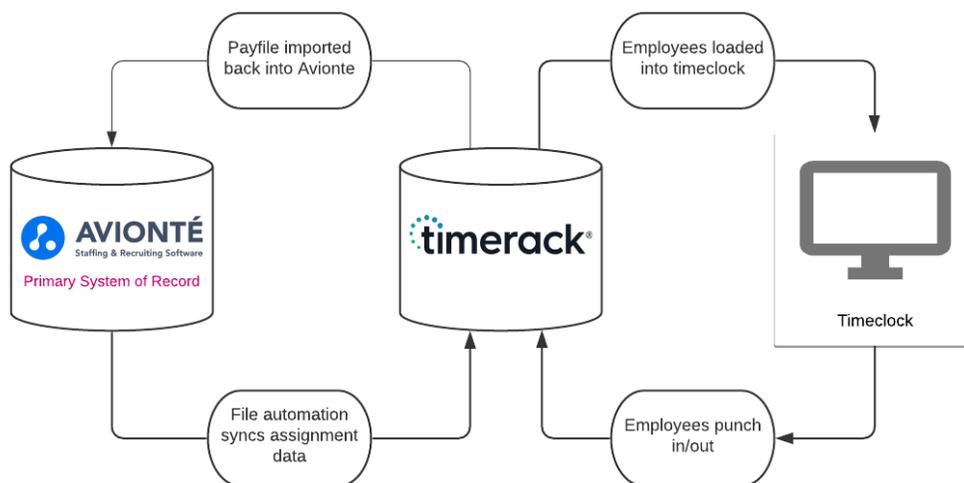
Integration Details

Assignment Export

- Only assignments associated to customers with the following Customer > Extras will be exported:
    - Uses Time Rack [Value can be "Yes" or "True"]
    - Time Rack Client Key
- Assignment data syncs to Timerack quarter to the hour on an hourly basis
- Current active assignments and assignments with a start date within the next two weeks are exported
- Assignments that have ended within the last two weeks are exported
- Can pass custom order data to Timerack from Order > Extra

Configure and Import Time with Timerack

Time Import

- A payfile is manually generated out of Timerack and saved locally on the user's computer
- The payfile is then manually imported into Avionte through the Import Export section
- Imported time is displayed in Time Entry > Sheetview once it's successfully imported

Integration Setup

Customer Configuration

Customers using Timerack timeclocks must be configured with the Customer Extras shown below. If a customer has multiple departments, each department that has assignments for Timerack, need to have the Extras added.

1. Navigate to the customer department that is using Timerack timeclocks
2. Click on the Extra subtree menu
3. From the Label dropdown, select Uses Time Rack and select a value of 'Yes'
4. From the Label dropdown, select Time Rack Client Key and enter the Client ID from Timerack
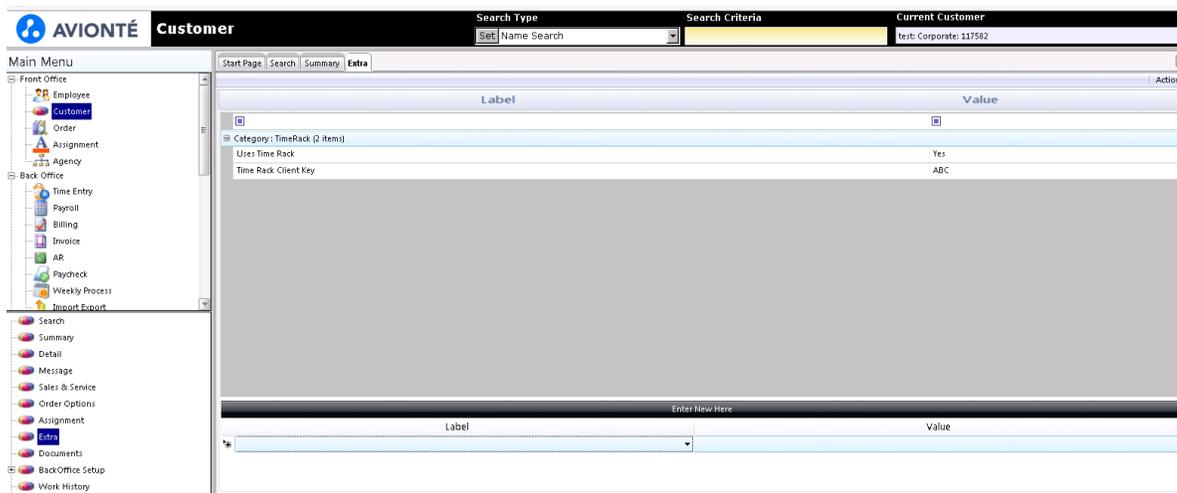
Order Configuration

Up to 3 Order > Extra values can be passed on the file to Timerack. The Order Extras need to be tagged with a specific Timerack value in Admin Tools in order for them to be picked up on the file.

1. Open Admin Tools
2. Click on Config Choice
3. Click on the Config Choice Property tab
4. Category = CustomerOrderExtra
5. Select the "Apply changes to all Branches" checkbox
6. For whichever ChoiceCode you wish to pass to Timerack, enter one of the following SystemName values:
   - TimerackExtra1
   - TimerackExtra2
   - TimerackExtra3
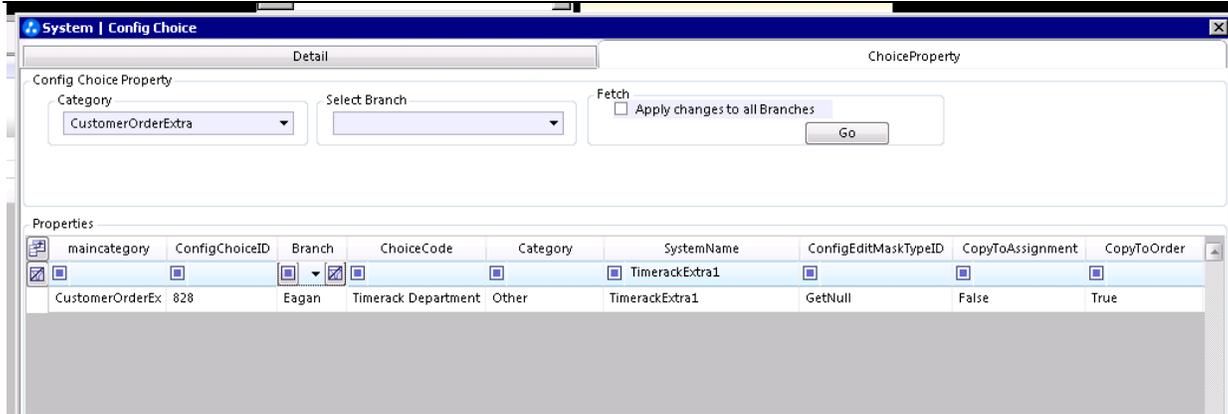
Time Import Configuration

For users to be able to access the Time Rack time import, the user will need to have permissions to the time import in Admin Tools.

1. Open Admin Tools
2. Click on Report
3. Click on the Advance Query tab
4. Filter for the "Time Rack Import" and click on it
5. Select the User radio bubble
6. Find the user that needs access
7. Select the checkbox next to the username
8. Click Save
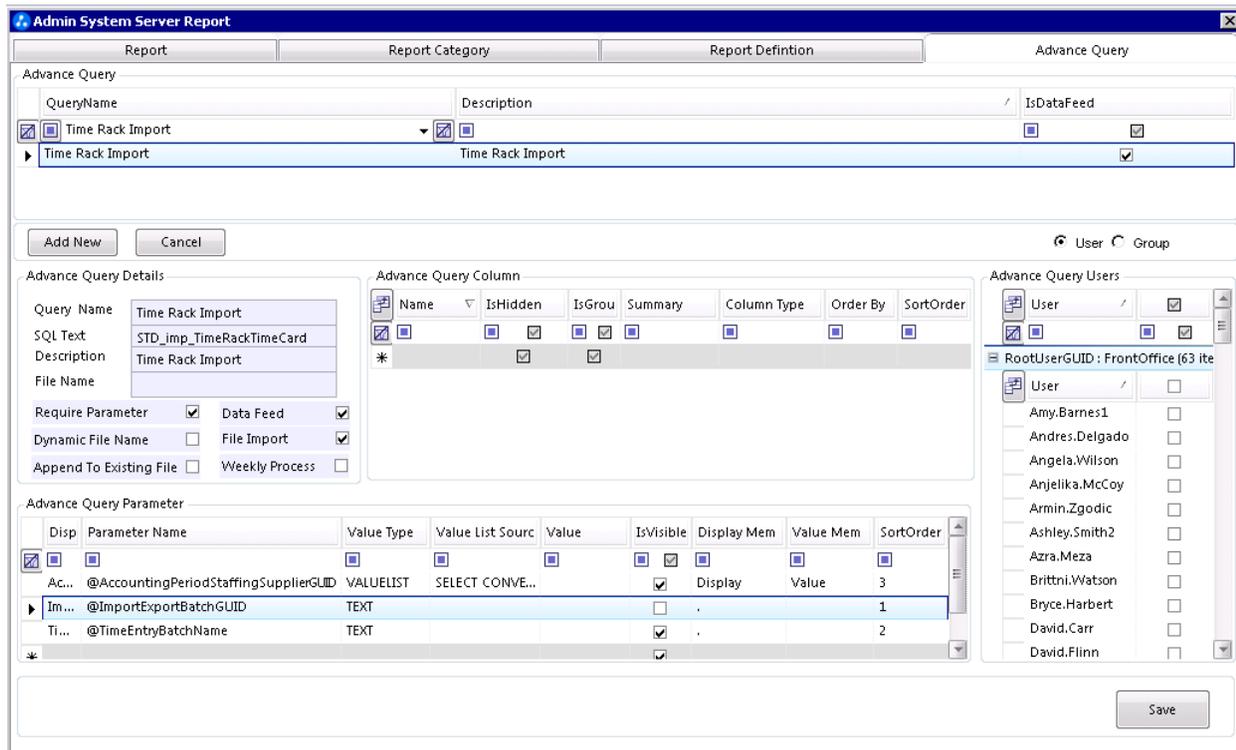
Integration Usage

Assignment Export Field Mapping

Data	Avionte Field	Notes
ClientName	Parent Customer Name	Name of the parent customer that the assignment is under
ClientID	Parent Customer ID	ID of the parent customer that the assignment is under
EmployeeFirstName	Employee > First Name	
EmployeeLastName	Employee > Last Name	
EmployeeEmailAddress	Employee > Contact Method > Email	Contact method type where ConfigChoiceProperty "IsDefaultEmail" = True
EmployeeID	Employee > EmployeeID	
EmployeeCellPhone	Employee > Contact Method > Cell	Contact method type where ConfigChoiceProperty "SystemName" = Cell
EmployeePin	Employee > Last 4 SSN	
HireDate	Assignment > Start Date	
PayrollStartDate	Assignment > Start Date	
AssignmentNumber	Assignment > AssignmentID	
JobDescription	Assignment > Job Title	
AssignmentStartDate	Assignment > Start Date	
AssignmentEndDate	Assignment > End Date	
DepartmentID	Assignment > Customer > CustomerID	ID of the customer the assignment is under
DepartmentName	Assignment > Customer > CustomerName	Name of the customer the assignment is under
BillRate	Assignment > Reg Bill Rate	
PayRate	Assignment > Reg Pay Rate	
TimeRackClientKey	Customer > Extra	Label = Time Rack Client Key
TimeRackExtra1	Order > Extra	SystemName = TimerackExtra1
TimeRackExtra2	Order > Extra	SystemName = TimerackExtra2
TimeRackExtra3	Order > Extra	SystemName = TimerackExtra3

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Timerack Time Import

Before importing the payfile, a user must generate the payfile from Timerack and save it locally on their computer.

1. Navigate to the Import Export section
2. Click New Batch
3. From the Mapping Group drop-down menu, choose TimeRack Mapping. This selection will also default the Processing Method to Time Rack Import
4. Enter a free-text description in the Description field
5. Click the Browse button and select the Timerack payfile to import
   a. **Note**: A run-time error will populate if the file you are importing is open on your computer. Be sure to close the file before attempting to import.
6. Indicate if the payfile contains column headers
7. Select the proper Accounting Period Date from the Parameter section
8. Enter a free-text description in the TimeEntry Batch Name field
9. Click Finish. The New Batch window will close.
10. Click Process Import Export Batch.