

Heartland | POS

Heartland Payroll Connector

Rev 06/2020

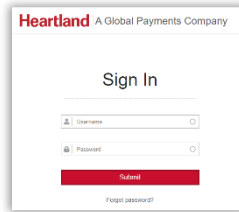
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Using the Payroll Connector

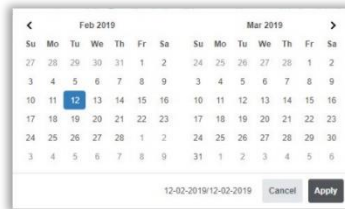
Log In to Heartland Central API

You can access the Heartland POS Payroll Connector at this location: <https://hpos.heartland.us>.



When prompted, enter your credentials provided in the Welcome Email and click **Submit**.

Once you are logged in, the program will display a calendar window so that you may designate a date range for the payroll data you wish to view and use for the payroll export.



In the calendar window, select the start date and end date of the desired date range, then click **Apply**.

Preview Heartland Payroll

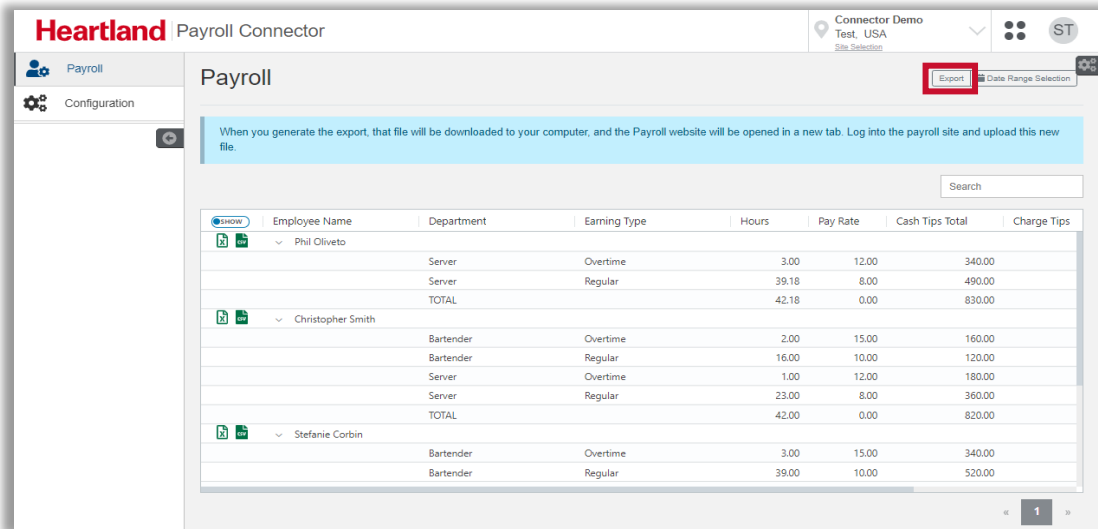
The program will then display the Preview Payroll screen. This screen enables you to review the payroll information before exporting it to the Heartland Payroll service. The screen displays the payroll information as a report in the Preview panel, listing each staff member and each department worked by the staff member for the selected date range. For each staff member, the report displays the department, earning type (regular and/or overtime), number of hours worked, pay rate, total cash tips, total charge tips, total combined tips, and total wages earned.

| Employee Name | Department | Earning Type | Hours | Pay Rate | Cash Tips Total | Charge Tips | Total Tips | Wages |
|---------------|------------|----------------|-------|----------|-----------------|-------------|------------|-------|
| Staff B | Server | Tipped Regular | 2.22 | 3.50 | 7.50 | 0.00 | 7.50 | 7.76 |
| | TOTAL | | 2.22 | | 7.50 | 0.00 | 7.50 | 7.76 |
| Staff 201 | Cook | Regular | 0.32 | 10.00 | 0.00 | 0.00 | 0.00 | 3.17 |
| Staff 201 | 6 | Regular | 0.02 | 10.00 | 1.00 | 0.00 | 1.00 | 0.17 |
| Staff 201 | Server | Tipped Regular | 1.58 | 10.00 | 5.00 | 0.00 | 5.00 | 15.83 |
| Staff 201 | Bartender | Tipped Regular | 0.07 | 10.00 | 0.00 | 0.00 | 0.00 | 0.67 |
| Staff 201 | 28 | Regular | 0.07 | 10.00 | 2.00 | 0.00 | 2.00 | 0.67 |
| | TOTAL | | 2.06 | | 8.00 | 0.00 | 8.00 | 20.51 |
| Staff 202 | 8 | Regular | 0.02 | 10.00 | 1.00 | 0.00 | 1.00 | 0.17 |
| Staff 202 | Server | Tipped Regular | 0.32 | 10.00 | 6.00 | 0.00 | 6.00 | 3.17 |
| Staff 202 | Bartender | Tipped Regular | 0.05 | 10.00 | 0.00 | 0.00 | 0.00 | 0.50 |
| Staff 202 | Cook | Regular | 1.52 | 10.00 | 0.00 | 0.00 | 0.00 | 15.17 |
| | TOTAL | | 1.91 | | 7.00 | 0.00 | 7.00 | 19.01 |

If the account includes payroll data from more than one site, you can review the data of a specific site by selecting it in the **Locations** list (at the top of the screen). When you select a different location, the program displays that location's data in the Preview panel.

Export Heartland Payroll

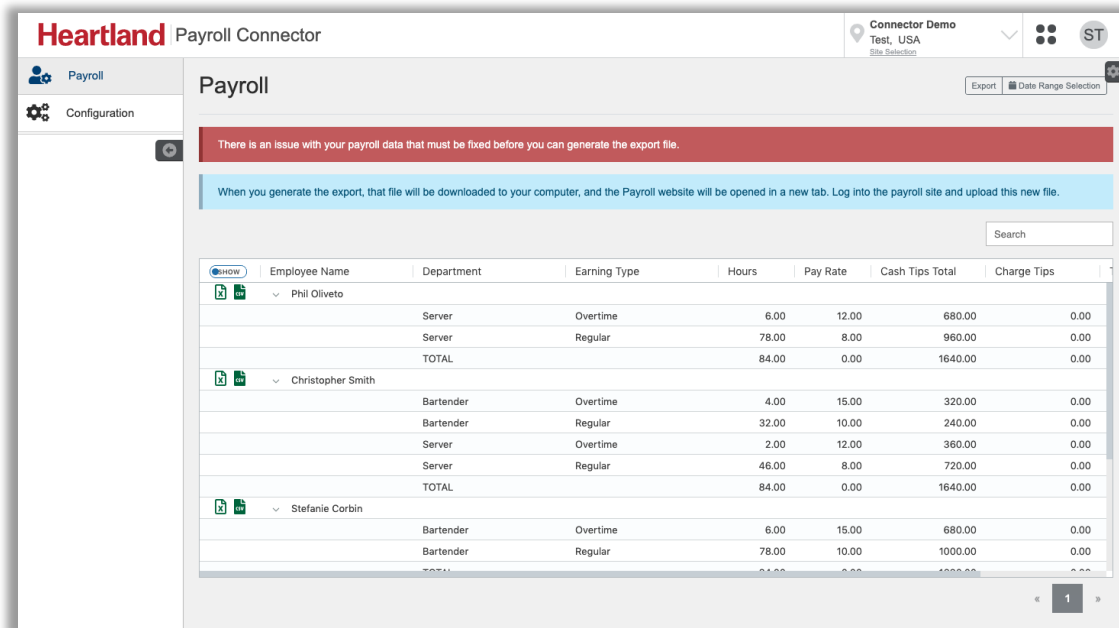
If the data is ready and properly configured, you can create the export file for the selected date range by clicking the **Export** button on the top right of the page.



If you need to change the date range, click **Date Range Selection** next to the **Export** button and select a new date range in the calendar window.

You can download data for single employees by clicking the **Excel** icon next to the employee's name. The download will contain the raw data for the employee for the selected date range.

If you attempt to payroll information with incorrect or incomplete configuration, the Payroll Connector detects any missing or invalid settings, and displays a warning message, highlighted in red, across the top of the Payroll Preview screen.



Payroll Connector Configuration

Employee Configuration Screen

In the Employee Configuration screen, you can edit the payroll ID codes for the site's various employees. If an employee's payroll ID has not been configured or provided by the POS, it will display as empty and highlighted in red.

You can set the program to include or exclude specific employees from the payroll export. If you want the program to exclude a staff member's data from new payroll exports, select the staff member's **Exclude** check box.

| Payroll Id | POS ID | Employee Name | Exclude |
|----------------------|--------|-------------------|--------------------------|
| 0801 | 1 | Phil Oliveto | <input type="checkbox"/> |
| 0802 | 2 | Christopher Smith | <input type="checkbox"/> |
| 0803 | 3 | Stefanie Corbin | <input type="checkbox"/> |
| 0804 | 4 | Chris Rall | <input type="checkbox"/> |
| 0805 | 5 | Scott Jantz | <input type="checkbox"/> |

Unless you have set the program to exclude an employee, the employee's record must have a payroll ID entered. This payroll ID should match the employee's defined ID in Heartland Payroll. To edit an employee's payroll ID, click the payroll ID field. The program opens a pop-up window, allowing you to enter a new, valid payroll ID number.

You can set the program to include or exclude sales data when exporting by using the corresponding **Yes-No** toggle.

Operating Information

Payroll Company Identifier:

Business Day Cutoff: : AM / PM

Include employee sales in payroll export: Yes No

Claimed tips for payroll: (Please select up to 2 options)

- Report charge tips to payroll
- Pay charge tips in payroll
- Report declared tips to payroll

Payroll URL: www.heartlandplusone.com / www.heartlandpayroll.com

Site Configuration Screen

The Site Configuration screen includes various settings that the Payroll Connector needs to process the export file for the Heartland Payroll service. You must configure these settings properly before exporting payroll information.

Operating Information

In the **Payroll Company Identifier** box, enter the site's Payroll ID number. This code should be provided by Heartland Payroll.

Using the **Business Day Cutoff** controls, set the time of the site's daily end-of-day cutoff time. For each day included in the payroll export, the program will exclude payroll information after this time.

The screenshot shows the 'Site Configuration' window in the Heartland Payroll Connector. The 'Operating Information' section includes a 'Payroll Company Identifier' field with the value '123456'. Below it is the 'Business Day Cutoff' section with a time picker set to 11:00 PM. The 'Claimed tips for payroll' section has three checkboxes: 'Report charge tips to payroll', 'Pay charge tips in payroll', and 'Report declared tips to payroll'. The 'Payroll URL' section has two radio buttons: 'www.heartlandplusone.com' (selected) and 'www.heartlandpayroll.com'. The 'Earning Codes' section has two input fields: 'Regular' with '01' and 'Overtime' with '02'. The 'Department Codes' section has a table with columns 'Staff Department', 'Staff Department Code', 'Tipped', and 'Exclude'. It lists 'Server' with code '0100' and 'Shift Basic Ck' with code '0150'. A 'Submit' button is at the bottom right.

Using the **Claimed tips for payroll** options, select the option, or combination of options, that corresponds with the site's method of paying charge tips to servers.

- ▶ **Report charge tips to payroll:** This sends charge tips to payroll with the intent of only reporting the earnings for taxation. This would normally be selected when the business pays out charge tips in cash at the end of the shift.
- ▶ **Pay charge tips in payroll:** This sends charge tips to payroll with the intent of having these tips paid via payroll. This would normally be selected when the business pays charge tips through payroll in their paycheck.
- ▶ **Report declared tips to payroll:** This sends declared tips to payroll with the intent of reporting the earnings for taxation. This will be selected by most locations where cash tips are earned by employees.

A site may select up to two options for **Claimed tips for payroll**. However, we recommend against selecting both **Report charge tips to payroll** and **Pay charge tips in payroll** since they conflict with one other.

For sites using **Report charge tips to payroll** or **Pay charge tips in payroll**, please have Heartland Payroll set up the account on their end to ensure proper configuration and correct handling of tips.

For retail locations that do not collect tips, simply make sure all options are unchecked.

Using the **Payroll URL** options, you can select the destination of the payroll export. You should select the export destination option for the version of the payroll service your site uses.

- ▶ www.heartlandplusone.com
- ▶ www.heartlandpayroll.com

Earning Codes

In the **Earning Codes** area, you can set the earning codes for the site's various types of wages. The earning codes determine how different types of wages are classified in the payroll export file. The default codes used by Heartland Payroll are already provided. Should you need to change them, you can enter the codes that correspond to the codes provided by Heartland Payroll for the site.

- ▶ Regular
- ▶ Overtime
- ▶ Doubletime
- ▶ Tipped Regular
- ▶ Tipped Overtime
- ▶ Tipped Doubletime
- ▶ Cash Tips
- ▶ Credit Card Tips

| ⚙️ Earning Codes | |
|-------------------|---------------------------------|
| Regular | <input type="text" value="01"/> |
| Overtime | <input type="text" value="02"/> |
| Doubletime | <input type="text" value="12"/> |
| Tipped Regular | <input type="text" value="61"/> |
| Tipped Overtime | <input type="text" value="62"/> |
| Tipped Doubletime | <input type="text" value="68"/> |
| Cash Tips | <input type="text" value="63"/> |
| Credit Card Tips | <input type="text" value="66"/> |

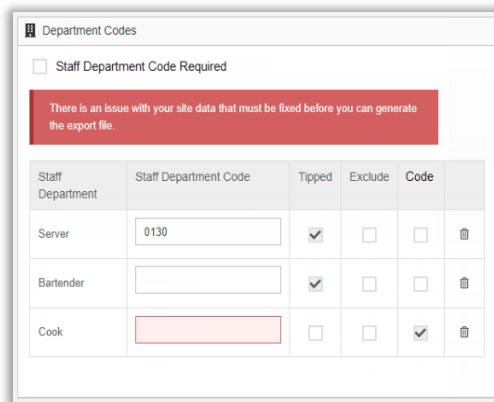
Department Codes

In the **Department Codes** area, you can set the department codes for the site’s various staff departments. For each staff department listed in the **Department Codes** area, you should enter its matching staff department code. These codes must match the staff department codes in the site’s Heartland Payroll account.

For each staff department in the list, you should select the **Tipped** check box if the staff working within the department receive tips.

To delete a **Department Code**, simply click the delete icon on the right.

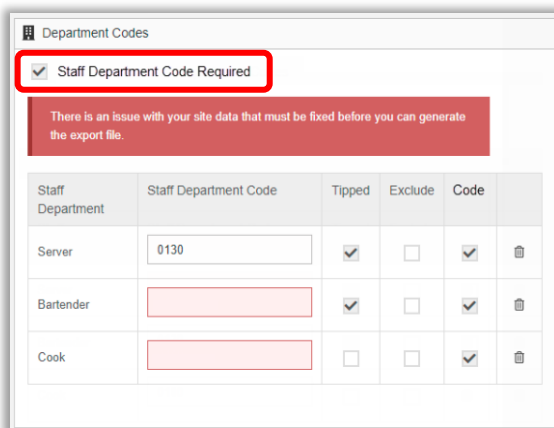
If you wish to exclude a department from payroll reports, you can do so by checking the **Exclude** checkbox. Any hours worked in such departments will be excluded from payroll previews and exports. You can now disable the department code requirement in the Payroll Connector.



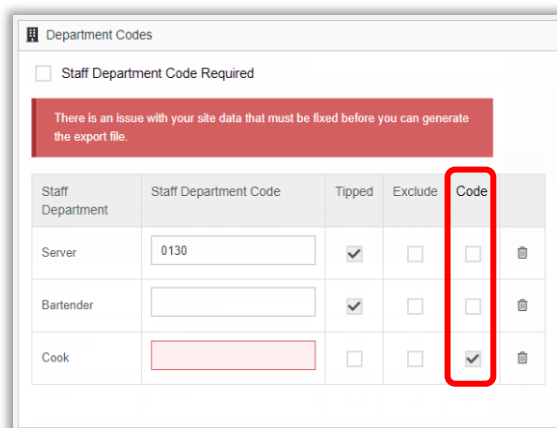
Additionally, you can toggle the department code requirement off/on as appropriate for your situation. You can do this individually by department, or as a universal setting affecting all departments.

- ▶ To enable/disable for all departments, check/uncheck the **Staff Department Code Required** checkbox at the top of the page, as pictured in the image on the left.
- ▶ To enable/disable for only some departments, check/uncheck the **Code** box for desired departments, as pictured in the image on the right.

Global Setting



Individual Setting



Please note the following:

- ▶ By default, **Staff Department Code Required** is enabled for new and existing sites.
- ▶ Enabling or disabling the **Staff Department Code Required** setting automatically overwrites all departments to match the global setting.
- ▶ If **Staff Department Code Required** is enabled and one or more codes are missing, the program will inform you of the omissions, and will not allow you to create an export until all codes are entered.
- ▶ With this change, we have also added corresponding user permissions so that you can restrict access to the setting as desired.

Tips & Best Practices

Staff Departments

In order to fully configure the Payroll Connector account to perform an export of the flat file, you must assign Payroll IDs to all employees, and Department Codes to all Staff Departments. This information is not readily available once an account has been created in the Payroll Connector; the Payroll Connector receives this data only *after* the POS has sent a time clock transaction up the pipeline. To speed up the setup process, the dealer can use a support technician employee record at the POS to clock into each staff department that will be used by the POS system. Once all such data has been received by the Payroll Connector, you can configure the staff departments with Department Codes, and flag whether or not the department is tippable. This will help expedite the setup process when the time comes to review and run payroll for the first time with the Payroll Connector.

Employee Payroll IDs

Most POS systems allow entry of Payroll IDs in employees records on the POS side. Setting this up prior to use with the Payroll Connector can eliminate the need to configure this after a pay cycle has been completed. However, if the POS system you are using does not offer this, you will have to configure after the POS has transmitted a time clock transaction for the employee(s).

Excluding Employees from Payroll Connector

This setting was added for those employees who use the POS system and may have clock in records transmitted to the Payroll Connector but are not intended to be included in the payroll. For those employees, it would be recommended to set them as **Excluded in the Payroll Connector**. Some examples might be a salary employee or support technician who logs into the POS system but is not part of payroll. When an employee no longer works with the business, there is no need to exclude them as they will only log wages if they clock into the POS system.

Employees without an Hourly Pay Rate

Typically, employees without a pay rate (for example, support technicians or salary employees) are not part of the site's payroll. These employees may sometimes appear in the export with no pay rate for their recorded shift. The Payroll Connector will detect this and report it as an error and require an extra step to continue downloading the flat file used for Heartland Payroll. To avoid these errors, we recommend that you check the POS system to ensure these employees should have no pay rate. If you determine that the employee should not have a pay rate for the department worked, you should flag **Excluded in the Payroll Connector** in Employee Configuration of the Payroll Connector. This will remove them from the flat file and, in turn, prevent their time clock transactions from triggering an error.