Millennium 2 Seamless Interface
Millennium 2 Seamless Interface for TimeForce
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Printed in the United States of America

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Introduction

The Millennium Seamless Interface allows you to transfer your time and attendance information from the TimeForce system to Millennium in one easy step. The information is immediately transferred from one program to the other, eliminating the need to export the data from TimeForce and then import it separately into the Millennium program.

The following instructions walk you through installing, setting up and using the Seamless Interface for Millennium.

Before you Install
This section gives you some basic pre-requisite information that you should be aware of before installing the Seamless Interface. See “Before you Install” on page 3.

Installing the Seamless Interface
This section walks you through installing the Seamless Interface. The installation procedure consists of three steps: “Running ConfigureWS,” “Installing the Interface” and “Ensuring Script Access Rights.” See “Installing the Seamless Interface” on page 5.

Logging In
This section walks you through entering the necessary TimeForce and Millennium information that the interface uses to connect to both programs. See “Logging In” on page 13.

Configuring the Seamless Interface
This section walks you through setting up and configuring the Seamless Interface. The configuration consists of multiple steps: “Link Employees,” “Link Departments,” “Account Mappings,” and “Options.” See “Configuring the Seamless Interface” on page 15.

Exporting
This section walks you through exporting your pay period information from TimeForce to the Millennium system. See “Exporting” on page 39.
Before you Install

- The Seamless Interface pulls data directly from the TimeForce database and the Millennium data source. Before you can use the interface, you must first ensure that both the TimeForce and Millennium systems are installed and configured.
- The Seamless Interface must be installed on a machine that also houses a local installation of the Millennium software. The TimeForce database does not necessarily have to be housed locally on the same machine, but the workstation that runs the Seamless Interface must have access to the TimeForce system (any machine where a user can log into and use the TimeForce program will suffice).
- The Seamless Interface includes the option to import employee information from the Millennium system into the TimeForce database. If you plan on using this option, do not create employee profiles in the TimeForce system. Once your employees have been imported from Millennium you will need to set them up with the appropriate pay and company policies in TimeForce.
Installing the Seamless Interface

The installation for the Millennium Seamless Interface contains three steps: “Running Configure Workstation,” “Installing the Interface” and “Ensuring Script Access Rights.”

Note: Before installing the Seamless Interface, ensure that any anti-virus software that may be running on both the server and client machines has been disabled.

Running Configure Workstation (ConfigWS)

The ConfigWS utility performs multiple functions. It ensures that you are able to make a successful connection to the TimeForce SQL database, it creates or updates the “TimeForce.ini” file, and it creates the TimeForce System DSN.

This utility must be run on the server that hosts the TimeForce database before you will be able to log into the Seamless Interface.

1. Insert the TimeForce installation disk into your computer's CD-ROM drive.
2. The main Installation Menu should automatically appear. If it does not, go to My Computer, right-click on the icon for your CD-ROM drive, and select “Explore.” In the window that opens, double-click on “Setup.exe.”
3. From the main Installation Menu, click on the [UTILITIES] icon, and then on [MILLENNIUM INTERFACE].
4. Click on the [CONFIGWS] icon. The “Configure TimeForce Database Access” screen appears. See Figure MILLENNIUM INTERFACE-1.
5. By default, all fields on this screen are blank. When left blank, the default settings will be used. You only need to populate these fields if you have performed a custom installation and changed the default settings (either through an installation of TimeForce, or SQL Server 2000).

6. Enter the **SQL Server Name**. This is the name of the TimeForce SQL Instance. Leave the field blank to use the default setting of “(local)\TIMEFORCE.”

7. Enter the SQL **User Name**. Leave the field blank to use the default setting of “SA.”

8. Enter the SQL **User Password**. Leave the field blank to use the default setting.

9. Click on the [TEST] icon to test your connection to the SQL Server. If you receive a dialog-box which reads “Login failed,” check your settings and try again. If you receive a dialog-box that reads “Connection to SQL Server was Successful,” this means that the specified settings are correct, and the connection to the SQL Server is functioning properly.

10. Click on the [APPLY] icon to apply the specified settings.
    **Note:** You must click on the [APPLY] icon, even if no settings have been changed.
11. Once you have applied the settings, click on the [CLOSE] icon to exit the ConfigWS utility.

Installing the Interface

The Seamless Interface must be installed on a machine that also houses a local installation of the Millennium software. The TimeForce database does not necessarily have to be housed locally on the same machine, but the workstation that runs the Seamless Interface must have access to the TimeForce system (any machine where a user can log into and use the TimeForce program will suffice).

The installation for the Millennium Seamless Interface is located on the TimeForce installation disk.

1. Insert the TimeForce installation disk into your computer's CD-ROM drive.

2. The main Installation Menu should automatically appear. If it does not, go to My Computer, right-click on the icon for your CD-ROM drive, and select “Explore.” In the window that opens, double-click on “Setup.exe.”

3. From the main Installation Menu, click on the [UTILITIES] icon, and then on [MILLENNIUM INTERFACE].

4. Click on the [MILLENNIUM 2] icon. A dialog box opens which reads “This will install Millennium Interface. Do you wish to continue?” Click on the [YES] icon.

5. The InstallShield Wizard opens with a “Welcome” screen. Click on the [NEXT] icon to continue.

6. The “Destination Directory” screen opens. See Figure MILLENNIUM INTERFACE- 2.
7. It is recommended that you allow the program files to be installed to their default location of “C:\Program Files\Qqest Software Systems\Timeforce\Millennium Interface.” Click on the [BROWSE] icon to select a custom installation directory. Once the installation directory has been specified, click on the [NEXT] icon to continue.

8. The “Program Folders” screen appears. Select the program group that you would like the Seamless Interface icons to be placed in and click on the [NEXT] icon to continue.

9. The “Current Settings” screen opens. Review the displayed installation settings. Click on the [BACK] icon to make changes. Click on the [NEXT] icon to begin the installation.

10. Once the installation has completed successfully, click on the [FINISH] icon to exit the InstallShield Wizard.

11. From the TimeForce Installation Menu, click on the [RETURN TO MAIN MENU] icon, then [EXIT].
Ensuring Script Access Rights

The “WebServices” directory that the Seamless Interface uses in Internet Information Services (IIS) must have the access rights to execute both scripts and executables. This setting is specified as “scripts only” by default.

Note: This setup only affects the IIS settings used by the Seamless Interface. This setting does not affect your global IIS settings.

The following steps must be performed on the server that houses the TimeForce database.

1. From the Windows Start Menu, click on “Run.”
2. In the field labeled Open: type the following:
   %SystemRoot%\System32\inetsrv\iis.msc
3. The Internet Information Services window opens. See Figure MILLENNIUM INTERFACE-3.
4. From the tree directory on the left-hand section of the screen, click on the plus sign next to the computer name (local computer).
5. Click on the plus sign next to “Web Sites.”
6. Click on the plus sign next to “Default Web Site.”
7. Click on the plus sign next to “qquest.”
8. Scroll down through the list of directories under “qquest” until you come to “WebServices.” Right-click on this folder and select Properties from the menu that appears. The WebServices Properties window opens. See Figure MILLENIUM INTERFACE-4.
9. A row of tabs appears at the top of the screen. The “Directory” tab should be open by default.

10. Under the **Application Settings** section of the Directory tab, select “Scripts and Executables” from the drop-down menu labeled **Execute Permissions**.

11. Click on the [APPLY] icon to apply this change, and then on the [OK] icon to close the properties window.

12. You can now exit the Internet Information Services screen. Once the above steps have been completed you are ready to log into and configure the Seamless Interface.

**Note:** If you disabled any anti-virus programs before installing, be sure and re-start them once the installation has been completed.
Logging In

The first time you open the Seamless Interface, the “Login” screen opens.

If you select the “Remember Passwords” option, you will be automatically logged in the next time you open the interface.

The login screen is separated into two sections, “TimeForce Login” and “Millennium 2.” See Figure MILLENNIUM INTERFACE-5.

![Login Screen](image)

Figure MILLENNIUM INTERFACE-5: Login Screen

TimeForce Login

The following TimeForce login information must be specified:

- **TimeForce Server**: Enter the name of the server that hosts the TimeForce system.
  
  **Example**: The server for a Self Install user might be “http://localhost.” The server for an ASP user is “www.gotimeforce.com.”

- **Username**: Enter the username of an “admin” level user in the TimeForce software.
  
  **Note**: The default administrator username is “newaccount.”
• **Password:** Enter the password for the specified username.
  Note: The default admin username is “newaccount.”

• **Company Code:** Enter the Company Code that all users must enter when logging into the TimeForce system.
  Note: The default Company Code is “newcompany.”

**Millennium 2**

The following Millennium login information must be specified:

• **Company Database:** Enter the path to your Millennium company database.
  Example: “c:\program files\millennium\client\abc.mdb”

• **Remember Passwords:** With this option selected, the program will remember the settings in the “Password” fields (for both TimeForce and Millennium). Leave this option un-checked if you would like the system to require password entry in order to login.

Once you have entered the required login information, click on the [LOGIN] icon in the upper right-hand corner of the screen.
Configuring the Seamless Interface

Configuration of the Millennium Interface consists of multiple steps. Use the following instructions to set up and configure the Interface.

**Link Employees**
The purpose of this screen is to “match” each employee in the Time-Force system to the corresponding employee in Millennium.

If your employee names and Social Security Numbers are identical character-for-character between the two programs, the “AutoLink” feature may be used. This feature automatically links employees with the same name, thus saving you from having to create each link manually.

This section of the Interface also allows you to import your employees from the Millennium system into the TimeForce database. See “Link Employees” on page 16.

**Link Departments**
The purpose of this screen is very similar to that of the “Link Employees” section of the setup. Each department profile in the TimeForce system must be “matched” to the corresponding department in Millennium. See “Link Departments” on page 19.

**Account Mappings**
An employee’s time card will typically include at least a couple of different “hours types.” An hours type is a type of pay such as “Regular Hours,” “Overtime Level 1” or “Vacation Time.” Each of these hours types is assigned a pay code within the TimeForce software.

**Note:** The following pay codes are used as examples only.

The pay code for regular hours worked may be “REG,” while the code for overtime 1 is “OT1.” The pay code for vacation hours may be “VAC,” while the code for sick leave is “SIC,” etc.

The Millennium software has a unique set of pay codes. For example, the pay code for regular hours in Millennium may be “Reg,” overtime 1 may be “001,” etc.
You must select which Millennium pay code goes with each TimeForce hours type before hours and earnings totals can be exported.

There are several ways to map your pay codes, depending upon how you would like your hours totals to be exported from TimeForce. See “Account Mappings” on page 22.

**Options**

Each employee in TimeForce is classified as either an “Hourly,” “Salary” or “Commissioned” employee. This section of the setup allows you to specify how the payroll for each class of employee is exported. See “Options” on page 36.

**Link Employees**

From the **Interface** section of the screen, click on the “Link Employees” link.

The purpose of this screen is very similar to that of the “Link Companies” section of the setup. Each employee in the TimeForce system must be “matched” to the corresponding employee in Millennium.

If your employee names and Social Security Numbers are identical character-for-character between the two programs, the “AutoLink” feature may be used. This feature automatically links employees with the same name, thus saving you from having to create each link manually.

**Screen Layout**

The screen is divided into multiple sections. See Figure MILLENNIUM INTERFACE- 6.
The Employee List section of the screen displays a list of each employee in the TimeForce and Millennium systems.

If an unlinked employee exists in both TimeForce and Millennium, his or her name will be displayed in the list twice. Once to represent their TimeForce employee profile, and a second time to represent their Millennium profile. Linked employees are displayed only once. Each name in the list is accompanied by a symbol.

**Figure MILLENNIUM INTERFACE-6: Link Employees**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>↓</td>
<td>TimeForce employees</td>
</tr>
<tr>
<td>↑</td>
<td>Millennium employees</td>
</tr>
<tr>
<td>◆</td>
<td>Linked employees</td>
</tr>
</tbody>
</table>

These symbols and definitions are displayed in the Legend section of the screen.
Directly to the right of the Employee List is the **Select an Employee** section of the screen. When an employee is highlighted in the list, this header changes to display the selected employee's name. Double-click on either a name in the Employee List or the employee's name in this header to display the selected employee's profile information.

The **Employee Sort** section of the screen allows you to select how you would like the Employee List to be sorted. The available options are “TimeForce Employees First,” “Millennium Employees First” and “Sort by Name Only.”

### Linking Employees

Employees are linked by dragging and dropping a TimeForce employee's name in the Employee List onto a Millennium employee's name.

1. Choose an employee from the Employee List. It makes no difference whether the employee is a TimeForce or Millennium employee.
2. Place your mouse pointer over the desired employee name, and click and hold the left mouse button.
3. With the left mouse button held down, move the pointer to “hover” over the second entry of the employee's name in the list.
4. Release the left mouse button. The two selected employee names are linked.

To unlink an employee, select the desired name in the Employee List and click on the [UNLINK] icon located in the lower left-hand section of the screen.

### AutoLink

Click on the [AUTOLINK] icon in the lower right-hand corner of the screen to automatically link TimeForce employees with Millennium employees of the same name.

**Note:** In order to use this feature, your employee names and Social Security Numbers must be identical character-for-character between the two systems.
Send Employees to TimeForce

This option allows you to import your employee information from Millennium into the TimeForce database.

To send employees to TimeForce, highlight the desired Millennium employee in the Employee List. Hold down the <CTRL> key on your keyboard while clicking to select multiple employees. To select all employees, hold down the <CTRL> key and press <A>. With the desired employees highlighted in the Employee List, click on the [SEND TO TIMEFORCE] icon located in the lower left-hand section of the screen.

Notes:
- Employees will be imported into TimeForce with no pay policies assigned to them. You must assign imported employees to the appropriate pay policies manually.
- Whenever employees who are not assigned to the required policies exist in the TimeForce database, the “New Employee” screen opens each time you log into the TimeForce system as an “admin” level user. This screen allows you to assign employees to a Pay Group.

Once you have linked your employees, you are ready to move on to the “Link Departments” section of the setup.

Link Departments

From the Interface section of the screen, click on the “Link Departments” link.

The purpose of this screen is very similar to that of the “Link Companies” and “Link Employees” sections of the setup. Each department profile in the TimeForce system must be “matched” to the corresponding department in Millennium.

Screen Layout

The screen is divided into multiple sections. See Figure MILLENNIUM INTERFACE- 7.
The TimeForce Departments section of the screen displays each department profile that you have created in the TimeForce system.

The Millennium Mappings section of the screen contains three drop-down menus labeled “Division,” “Branch” and “Department.” Each department in the Millennium system is available for selection in these fields.

The Auto Update Child Departments section of the screen contains various options for mapping child department levels.

Figure MILLENNIUM INTERFACE-7: Link Departments
Auto Update Options

Departments in TimeForce are structured as “Parent/Child” levels. When creating a sub-department, the level that is being divided into sub-departments is specified as the “Parent” level. The sub-department itself is the “Child” level. If the sub-department is then divided further into sub-departments, it is then specified as the “Parent” level, regardless of the fact that it was a “Child” level when created.

The options for mapping child department levels are as follows:

- **Auto Update Child Departments**: Select this option when you would like the settings specified for a main department level to also be applied to its sub-levels.
- **Update Child Even if Already Mapped**: Select this option when you would like your sub-departments to use the settings of the main department level, regardless of whether or not they have been specified with different settings individually.
- **Clear Child Mappings if Parent is Not Mapped**: With this option selected, the settings specified for your sub-departments will be cleared unless the main department level has also been mapped.

Linking Departments

1. From the directory menu under the TimeForce Departments header, select the desired department.
2. With the chosen department highlighted in the TimeForce section of the screen, select the corresponding department level from the drop-down menus in the Millennium Mappings section of the screen.

The system “remembers” your settings. There is no [SAVE] or [APPLY] option that must be selected. Simply highlight the desired departments in the TimeForce section of the screen, select the corresponding department in Millennium, and move on to the next department level.

Once you have linked your departments, you are ready to move on to the “Account Mappings” section of the setup.
Account Mappings

From the Interface section of the screen, click on the “Account Mappings” link.

An employee’s time card will typically include at least a couple of different “hours types.” An hours type is a type of pay such as “Regular Hours,” “Overtime Level 1” or “Vacation Time.” Each of these hours types is assigned a pay code within the TimeForce software.

Note: The following pay codes are used as examples only.

The pay code for regular hours worked may be “REG,” while the code for overtime 1 is “OT1.” The pay code for vacation hours may be “VAC,” while the code for sick leave is “SIC,” etc.

The Millennium software has a unique set of pay codes. For example, the pay code for regular hours in Millennium may be “Reg,” overtime 1 may be “001,” etc.

You must select which Millennium pay code goes with each TimeForce hours type before hours and earnings totals can be exported.

There are several ways to map your pay codes, depending upon how you would like your hours totals to be exported from TimeForce.

**Default Mappings**

Default Mappings are the most basic method of mapping your pay codes, and are used when you do not wish to set up a departmental or employee specific mapping.

When using one of the other mapping “types,” default mappings are used as the default setting when no other setting is specified. For example, when setting up your pay codes by department, if a specific department level is left without mappings, the settings specified in the “Default Mappings” section will be used.

Default Mappings will be overridden by any departmental or employee mapping specified.
From the row of icons at the top of the “Account Mappings” screen, click on [DEFAULT MAPPINGS]. See Figure MILLENNIUM INTERFACE-8.

![Figure MILLENNIUM INTERFACE-8: Default Mappings](image)

The screen is separated into three sections: Normal Hours, Holiday Hours and Absence Hours.

**Normal Hours**

“Normal Hours” are regular hours worked. These are hours that are not assigned to any holiday or absence policy.

The fields in this section of the screen represent your TimeForce hours types. The drop-down menus contain the corresponding hours types in the Millennium software.

Select the appropriate Millennium hours type for each TimeForce hours type.

**Example:** “Reg” would be selected from the “Regular Hours” drop-down menu. This Millennium code is used in example only. Your code for regular hours will not necessarily be “Reg.”
Holiday Hours
“Holiday Hours” are hours assigned to an employee on a day specified in the TimeForce system as a holiday. Depending on your holiday list setup, this can include both automatically generated hours for a paid absence, as well as actual hours worked on the holiday.

The fields in this section of the screen represent your TimeForce hours types. The drop-down menus contain the corresponding hours types in the Millennium software.

Select the appropriate Millennium hours type for each TimeForce hours type.

Example: “Hol” would be selected from the “Regular Hours” drop-down menu. This Millennium code is used in example only. Your code for regular holiday hours will not necessarily be “Hol.”

Absence Hours
The Seamless Interface allows you to specify a different set of pay codes for each absence type in TimeForce and Millennium.

The TimeForce Absences section of the screen contains a list of each absence type in the TimeForce database. Each absence in this list is a link. Click on each desired absence in the list to assign it to Millennium pay codes.

Example: “Vacation” is selected from the TimeForce Absences section of the screen. “Vac” is selected from the Regular Hours drop-down menu, specifying that any regular hours assigned to the “Vacation” absence code in TimeForce are to be assigned to the “Vac” absence code in Millennium. “OT” is selected from the Overtime 1 Hours drop-down menu, specifying that any overtime hours assigned to overtime level 1 in TimeForce are to be assigned to the “OT” absence code in Millennium.

Note: The above Millennium absence codes are used in example only. Your codes for regular and overtime vacation hours will not necessarily match the given example.

Select the appropriate absence codes for each absence used. You only need to set up the absence types that you use in the TimeForce and Millennium systems. If an available absence type is not used, simply leave its settings blank.
Departmental Mappings

Departmental Mappings allow you to specify your pay code settings on a by-department basis. This allows you to map one department to a specific set of pay codes in Millennium, and another department to another set of codes.

When using Departmental Mappings, an hours total is exported for each employee, as well as an hours total for each department level.

From the row of icons at the top of the “Account Mappings” screen, click on [DEPARTMENTAL MAPPINGS]. See Figure MILLENNIUM INTERFACE-9.

![Departmental Mappings Screen]

*Figure MILLENNIUM INTERFACE-9: Departmental Mappings*

This screen is separated into four sections: Departments, Normal Hours, Holiday Hours, and Absence Hours.
Departments
Each department level in the TimeForce database is displayed in this screen. Click on the plus sign next to a department level to display its sub-departments (if applicable).

Each department in this list is a link. Select a department level from the list to enter pay codes that are specific to that department.

Normal Hours
“Normal Hours” are regular hours worked. These are hours that are not assigned to any holiday or absence policy.

The fields in this section of the screen represent your TimeForce hours types. The drop-down menus contain the corresponding hours types in the Millennium software.

Select the appropriate Millennium hours type for each TimeForce hours type. Example: “Reg” would be selected from the “Regular Hours” drop-down menu. This Millennium code is used in example only. Your code for regular hours will not necessarily be “Reg.”

Holiday Hours
“Holiday Hours” are hours assigned to an employee on a day specified in the TimeForce system as a holiday. Depending on your holiday list setup, this can include both automatically generated hours for a paid absence, as well as actual hours worked on the holiday.

The fields in this section of the screen represent your TimeForce hours types. The drop-down menus contain the corresponding hours types in the Millennium software.

Select the appropriate Millennium hours type for each TimeForce hours type.
Example: “Hol” would be selected from the “Regular Hours” drop-down menu. This Millennium code is used in example only. Your code for regular holiday hours will not necessarily be “Hol.”

Absence Hours
The Seamless Interface allows you to specify a different set of pay codes for each absence type in TimeForce and Millennium.
The **TimeForce Absences** section of the screen contains a list of each absence type in the TimeForce database. Each absence in this list is a link. Click on each desired absence in the list to assign it to Millennium pay codes.

**Example:** “Vacation” is selected from the TimeForce Absences section of the screen. “Vac” is selected from the **Regular Hours** drop-down menu, specifying that any regular hours assigned to the “Vacation” absence code in TimeForce are to be assigned to the “Vac” absence code in Millennium. “OT” is selected from the **Overtime 1 Hours** drop-down menu, specifying that any overtime hours assigned to overtime level 1 in TimeForce are to be assigned to the “OT” absence code in Millennium.

**Note:** The above Millennium absence codes are used in example only. Your codes for regular and overtime vacation hours will not necessarily match the given example.

Select the appropriate absence codes for each absence used. You only need to set up the absence types that you use in the TimeForce and Millennium systems. If an available absence type is not used, simply leave its settings blank.

Enter pay codes for each desired department level in the **Departments** list. Any department with no pay codes specified will use the “Default Mappings.” See page 22 for instructions on setting up default mappings.

### Premium Pay Mappings

This type of mapping allows you to specify a different set of pay codes for each Premium Pay Code used in the TimeForce software.

Premium Pay Mappings are used in addition to Default, Departmental or Employee mappings.

From the row of icons at the top of the “Account Mappings” screen, click on [PREMIUM PAY MAPPINGS].

There are two different options for mapping Premium Pay Codes, “Default Premium Code Mappings” and “Premium Codes by Department Mappings.”
Note that this setup specifies how your Premium Pay hours are exported only. Regular time & attendance hours are exported in addition to Premium Pay hours.

**Default Premium Code Mappings**

This is a general mapping for Premium Pay Codes. A set of pay codes are specified for each Premium Pay Code in the TimeForce system. Any hours assigned to a mapped premium pay code will be exported. See Figure MILLENNIUM INTERFACE-10.

![Figure MILLENNIUM INTERFACE-10: Default Premium Code Mappings](image)

1. From the “Type” drop-down menu located under the **Mapping Type** header, select “Default Premium Code Mappings.”

2. The **Premium Codes** section of the screen lists each Premium Pay Code in the TimeForce database. Each entry in this list is a link. Select the desired Premium Pay Code from the list to enter a set of Millennium pay codes.
3. In the **Normal Hours** section of the screen, select the appropriate Millennium hours code for “Regular Hours” and Overtime 1 - 4 hours. You only need to enter a code for the pay types that you use. For example, if you do not use overtime level 4, the “Overtime 4 Hours” field can be left blank.

4. In the **Holiday Hours** section of the screen, select the appropriate Millennium hours code for hours specified by the TimeForce system as “holiday” hours. You only need to enter a code for the pay types that you use. If you do not use a displayed hours type, leave the field blank.

5. The **Absence Hours** section of the screen allows you to set up pay codes specific to each type of absence in the TimeForce system. The **TimeForce Absences** list displays each absence type in the TimeForce database. Select an absence from this list to set up its pay codes. Select a Millennium pay code for “regular” and “overtime 1 - 4” hours assigned to the specified TimeForce absence. You only need to enter a code for the pay types that you use. If you do not use a displayed hours type, leave the field blank.

**Premium Code Mappings by Department**

This type of mapping allows you to specify a set of pay codes for a combination of a Premium Pay Code and department level. See Figure MILLENNIUM INTERFACE-11.
Both the specified Premium Pay Code and the specified department level must be assigned to an hours total in order for it to be exported using this mapping.

**Example:** A set of pay codes is mapped for the Premium Pay Code “Premium 01,” and assigned to the department level “Level 01.” Any hours total that is assigned to “Premium 01” and “Level 01” will be exported. If an hours total is assigned to “Premium 01” but not the department “Level 01,” the hours total will not be exported using this mapping.

1. From the “Type” drop-down menu located under the **Mapping Type** header, select “Premium Code Mappings by Department.”

2. Each department level in the TimeForce database is displayed in the **Departments** section of the screen. Click on the plus sign next to a department level to display its sub-departments (if applicable). Each department in this list is a link. Select a department level from the list to enter pay codes that are specific to that department.
3. The **Premium Codes** section of the screen lists each Premium Pay Code in the TimeForce database. Each entry in this list is a link. Select the desired Premium Pay Code from the list to enter pay codes that are specific to that code.

4. In the **Normal Hours** section of the screen, select the appropriate Millennium hours code for “Regular Hours” and Overtime 1 - 4 hours. You only need to enter a code for the pay types that you use. For example, if you do not use overtime level 4, the “Overtime 4 Hours” field can be left blank.

5. In the **Holiday Hours** section of the screen, select the appropriate Millennium hours code for hours specified by the TimeForce system as “holiday” hours. You only need to enter a code for the pay types that you use. If you do not use a displayed hours type, leave the field blank.

6. The **Absence Hours** section of the screen allows you to set up pay codes specific to each type of absence in the TimeForce system. The **TimeForce Absences** list displays each absence type in the TimeForce database. Select an absence from this list to set up its pay codes. Select a Millennium pay code for “regular” and “overtime 1 - 4” hours assigned to the specified TimeForce absence. You only need to enter a code for the pay types that you use. If you do not use a displayed hours type, leave the field blank.

**Note:** Only hours totals assigned to both the specified department level and the specified Premium Pay Code will be exported using this mapping. See the “Default Premium Code Mappings” section above for instructions on setting up Premium Pay mappings that are not specific to department level.

**Employee Mappings**

Employee Mappings allow you to specify a different set of pay codes for each employee.

If an employee is not set up with a specific set of employee pay codes, the system will first check for a “Departmental Mapping.” If no departmental settings apply, the settings specified in the “Default Mappings” section of the setup will be used.
From the row of icons at the top of the “Account Mappings” screen, click on [EMPLOYEE MAPPINGS]. See Figure MILLENNIUM INTERFACE-12.

1. Select the desired employee from the “Employee” drop-down menu. The Advanced option allows you to create a pay code mapping that is only used when the selected employee works in a specific department level. 
   Note: See the “Advanced Employee Mappings” section below for instructions on setting up department-specific employee mappings.

2. In the Normal Hours section of the screen, select the appropriate Millennium hours code for “Regular Hours” and Overtime 1 - 4 hours. You only need to enter a code for the pay types that you use. For example, if you do not use overtime level 4, the “Overtime 4 Hours” field can be left blank.
3. In the **Holiday Hours** section of the screen, select the appropriate Millennium hours code for hours specified by the TimeForce system as “holiday” hours. You only need to enter a code for the pay types that you use. If you do not use a displayed hours type, leave the field blank.

4. The **Absence Hours** section of the screen allows you to set up pay codes specific to each type of absence in the TimeForce system. The **TimeForce Absences** list displays each absence type in the TimeForce database. Select an absence from this list to set up its pay codes. Select a Millennium pay code for “regular” and “overtime 1 - 4” hours assigned to the specified TimeForce absence. You only need to enter a code for the pay types that you use. If you do not use a displayed hours type, leave the field blank.

**Advanced Employee Mappings**

This option allows you to create a pay code mapping that is only used when the selected employee works in a specific department level. Hours totals will only be exported for this employee if the total is assigned to the specified department level. See Figure MILLENNIUM INTERFACE- 13.
1. Select the desired employee from the “Employee” drop-down menu.

2. Put a check mark in the “Advanced” option. The Departments section appears on the left-hand side of the screen.

3. Each department level in the TimeForce database is displayed in the Departments section of the screen. Click on the plus sign next to a department level to display its sub-departments (if applicable). Each department in this list is a link. Select a department level from the list to enter pay codes that are specific to hours worked by the selected employee in that department.

4. In the Normal Hours section of the screen, select the appropriate Millennium hours code for “Regular Hours” and Overtime 1 - 4 hours. You only need to enter a code for the pay types that you use. For example, if you do not use overtime level 4, the “Overtime 4 Hours” field can be left blank.
5. In the Holiday Hours section of the screen, select the appropriate Millennium hours code for hours specified by the TimeForce system as “holiday” hours. You only need to enter a code for the pay types that you use. If you do not use a displayed hours type, leave the field blank.

6. The Absence Hours section of the screen allows you to set up pay codes specific to each type of absence in the TimeForce system. The TimeForce Absences list displays each absence type in the TimeForce database. Select an absence from this list to set up its pay codes. Select a Millennium pay code for “regular” and “overtime 1 - 4” hours assigned to the specified TimeForce absence. You only need to enter a code for the pay types that you use. If you do not use a displayed hours type, leave the field blank.

Note: Hours totals for this mapping will only be exported when the total is assigned to the specified department level. See the “Employee Mappings” section on page 31 for instructions on setting up employee mappings that are not specific to department.

Disbursements

This type of mapping allows you to specify a “earnings code” and “deduction code” for each disbursement type used in the TimeForce system.

Disbursement mappings are used in addition to Default, Departmental or Employee mappings.

From the row of icons at the top of the “Account Mappings” screen, click on [DISBURSEMENTS]. See Figure MILLENNIUM INTERFACE- 14.
Each of your disbursement types is listed in the **Disbursement Codes** section of the screen. Each entry in this list is a link. Click on the desired disbursement code to select its earnings and deductions code in Millennium.

The **Normal Hours** section of the screen contains two fields, “Earnings Code” and “Deduction Code.”

Select the appropriate Millennium earnings and deduction code for each TimeForce disbursement type.

### Options

From the **Interface** section of the screen, click on the “Options” link.

Each employee in TimeForce is classified as either an “Hourly,” “Salary” or “Commissioned” employee. This section of the setup allows you to specify how the payroll for each class of employee is exported. See Figure MILLENNIUM INTERFACE- 15.
Hourly Employees
There is only one set of options available for hourly employees, **All Hourly Employees**.

Salaried Employees
There are two sets of options under this section of the screen, one for **Exempt Employees**, and one for **Non-Exempt Employees**.

Commissioned Employees
There are two sets of options under this section of the screen, one for **Commission Only**, and one for **Commission with Base Pay**.

Selecting Options
The options for each type of employee are the same. Select or de-select the following options for each type of employee:

- **Export Worked Hours**: With this option selected, the interface will export all “worked” hours. “Worked” hours are actual time and attendance hours (as opposed to a disbursement total) that are not assigned to an absence code.
• **Export Absence Hours:** With this option selected, the interface will export all hours that are assigned to an absence code.

• **Export Disbursements:** With this option selected, the interface will export the disbursement totals that have been entered into the TimeForce system.
Exporting

Exporting hours allows you to export your time and attendance data from the TimeForce system directly into a payroll batch in Millennium.

Use the following instructions to export a pay period to Millennium.

Before you Export

Before you will be able to export a pay period from TimeForce to Millennium, the following steps must first be completed:

- The Seamless Interface must be configured. This includes creating Company, Department and Employee Links, as well as setting up your “Account Mappings.”
- The desired pay period must be processed in TimeForce. This is accomplished from the “Pay Processing” section of the software.
- A Payroll Entry must be started and open in Millennium.

Once these steps have been completed, you are ready to export your TimeForce time and attendance information to Millennium.

Exporting a Pay Period

Use the following instructions to export a pay period from TimeForce to Millennium.

1. From the Interface section of the screen, click on the “Export Payroll” link. See Figure MILLENIUM INTERFACE- 16.
2. Each of your processed pay periods is listed by pay period type and start/end dates under the TimeForce Payrolls section of the screen. Selecting a pay period in this list brings up its hours and pay totals under the Selected TimeForce Payroll Details section of the screen. Click on the “Hide” link to remove payroll details from the screen.

3. Select the pay period that you would like to export from the TimeForce Payrolls section of the screen.

4. The Millennium Payroll - Check Date section of the screen displays each open batch in the displayed pay entry check date. Select the batch that you would like to import information from TimeForce into.
5. The “Batch Name” field in the lower left-hand corner of the Millennium Export section automatically populates with your selection in the Millennium Payroll section of the screen. The batch name can also be manually specified. Put a check mark in the Merge with Batch option if you would like to merge this payroll information with the selected batch’s current information.

6. To export into a new Millennium batch, type the desired new batch name into the “Batch Name” field. When a batch name is specified that does not exist in the Millennium Payroll - Check Date section of the screen, “New” appears next to the field. When you export the pay period, the new batch will be automatically created in Millennium.

7. Click on the [EXPORT TO MILLENNIUM] icon in the lower right-hand corner of the Millennium Export section of the screen. Your time and attendance information from TimeForce is imported into the selected Millennium batch file.

You are now ready to open the Millennium program and process payroll as usual.
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