

## Valiant Payroll Export Process

If you use Compeat Labor and have Valiant for payroll processing, you can transmit your payroll data to Valiant using a secure FTP. If you are unsure whether you are set up for FTP transmittal, please email [support@compeat.com](mailto:support@compeat.com).

### Pre-Payroll Labor Review

Before you transmit pay details to Valiant, you must review labor and tips in Compeat Labor. There are several reports and screens in Labor that we recommend reviewing to ensure your export is 100% accurate.

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## Labor Polling Exceptions Report

Compeat matches job and employee POS codes on labor punches from your Point of Sale (POS) system with job and employee records in Compeat Labor. However, there are times when a labor punch from the POS doesn't match a job or employee record. Compeat refers to these instances as polling exceptions, and they can be reviewed on the *Labor Polling Exceptions Report*.

**Please Note:** It is strongly encouraged that you run this report daily to ensure these errors are resolved. Not addressing exceptions could result in inaccurate or incomplete data being exported for payroll.

To access the *Labor Polling Exception Report*, go to **Labor > Reports – Time & Attendance > Labor Polling Exception Report**.

1. Enter a **Start** and **End Date**.
  - a. Enter the date manually, or click the calendar icon to access the calendar picker.
  - b. To view a single day, enter that date in both fields.
2. Click **Run Report**.

This report populates a list of all labor punches that polled as an exception. This indicates that Compeat did not locate a corresponding job or employee record or POS code for that punch.

Labor Polling Exceptions							
<b>Entity:</b> Austin				<b>Report Run:</b> 4/10/2017 4:21 PM			
<b>Range:</b> 3/1/2017 - 4/10/2017				<b>Page:</b> 1 of 7			
Polling Date	Exception	Employee	Time In	Time Out	POS Code	Job Code	Punch Type
3/1/2017	Unmatched Employee	Doe, Jane C	3/1/2017 10:00 AM	3/1/2017 4:20 PM	222	104	Work
3/1/2017	Unmatched Employee	Queue, Suze	3/1/2017 9:50 AM	3/1/2017 4:42 PM	4009	110	Work
3/1/2017	Unmatched Employee	Kelly, Lianne	3/1/2017 1:33 PM	3/2/2017 4:00 AM	3271	111	Work
3/1/2017	Unmatched Employee	Green, Shannon	3/1/2017 11:56 AM	3/2/2017 4:00 AM	281	111	Work
3/1/2017	Unmatched Employee	Jones, Jennifer	3/1/2017 4:18 PM	3/1/2017 11:29 PM	444	104	Work
3/1/2017	Employee Not Assigned to Job	Ellis, Todd	3/1/2017 6:15 AM	3/1/2017 12:04 PM	5962	203	Work
3/1/2017	Employee Not Assigned to Job	Kelley, Bryan	3/1/2017 4:30 PM	3/1/2017 11:48 PM	7989	203	Work
3/2/2017	Unmatched Job	Davis, Aimee	3/2/2017 11:43 AM	3/2/2017 4:02 PM	222	104	Work
3/2/2017	Unmatched Job	Santos, Anna	3/2/2017 8:54 AM	3/3/2017 4:00 AM	4009	110	Work

## Types of Polling Exceptions

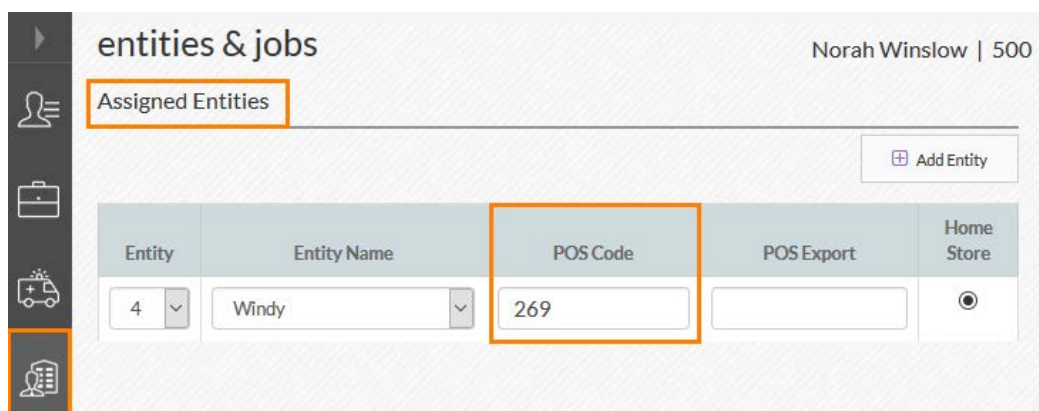
Polling exceptions are often simple issues with setup, either in an employee or job record. Below are the most common exceptions in Labor:

<i>Unmatched Employee</i>	Punch does not match an employee record in Compeat Labor. Either the employee POS code is incorrect or missing, or the employee is a new hire who does not have an employee record.
<i>Unmatched Job</i>	Punch does not match a job record in Compeat Labor. Either the job POS code is incorrect or missing, or the job is new and not yet created in Compeat Labor.
<i>Employee Not Assigned to Job</i>	Employee worked a job not assigned to their employee record in Compeat Labor.
<i>Employee Not Assigned to Store</i>	Employee worked at an entity not assigned to their employee record in Compeat Labor.
<i>Punch Overlapping Existing Modified Punch</i>	Indicates a discrepancy in labor punch edits. Either a user edited the punch in Labor, or it was edited on the POS. Once a punch is edited in Labor, it is locked from polling changes.
<i>Salaried Job</i>	Punch is for a job marked as <i>Salaried</i> in Compeat Labor.
<i>Inactive Employee</i>	Punch is for an employee marked <i>Inactive</i> (terminated) in Compeat Labor.

## Correct Polling Exceptions

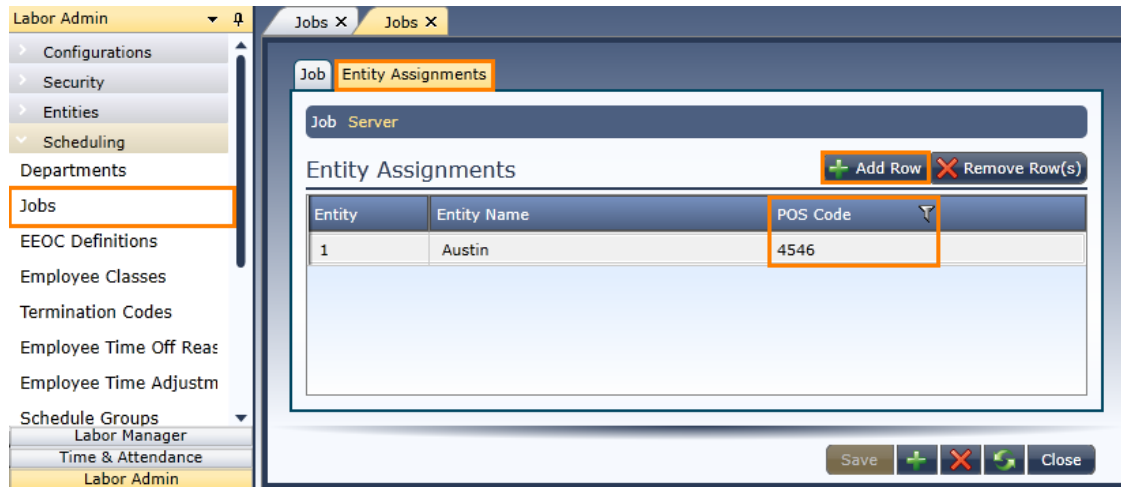
Polling exceptions are easy to correct. Below are instructions for addressing the exceptions in your system.

<i>Unmatched Employee</i>	Correct or add the Employee POS code on the employee record ( <i>Labor &gt; Employees &gt; Entities &amp; Jobs</i> tab).
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*Unmatched Job*

Correct or add the Job POS code on the job record (*Labor Admin > Scheduling > Entity Assignments* tab). At this time, this must be done via [Workforce 1.0](#) using an Internet Explorer browser.



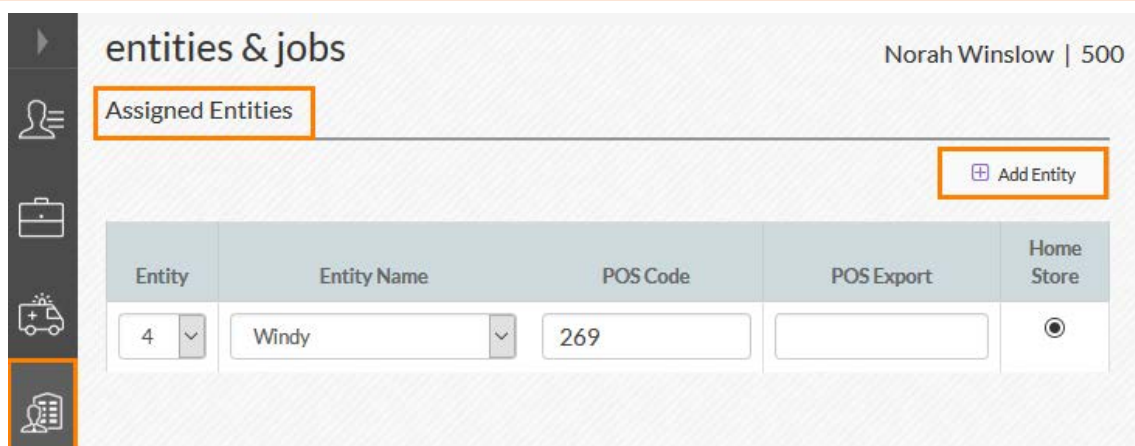
*Employee Not Assigned to Job*

Add job to the employee record (*Labor > Employees > Entities & Jobs* tab).



*Employee Not Assigned to Store*

Add entity to the employee record (*Labor > Employees > Entities & Jobs* tab).



*Punch Overlapping Existing Modified Punch*

Review punch in Compeat Labor and make necessary changes to match the POS punch record (*Labor > Time Worked > Time Entry*). Double-click the entry to edit).

### time entry

Filter Options

From Date

To Date

Employee

Schedule Group

Job

[+ ADD](#) [Gratuities](#) [Get Records](#)

Drag a column header and drop it here to group by that column

POS...	Employee	Start Time	End Time	Job	Total Time
269	Norah Winslow	Mon 05/01/17 11:32AM	Mon 05/01/17 5:04PM	1 Server	5:32
269	Norah Winslow	Tue 05/02/17 3:57PM	Wed 05/03/17 9:43PM	1 Server	29:46
					35:19

### Time Entry Info

Employee

Job

Start Time

End Time

Adjustment Reason

*Salaried Job*

Either update the *Job Type* on the job record to Hourly in [Workforce 1.0](#) (*Labor Admin > Scheduling > Entity Assignments* tab), or add the employee POS code to *Employee POS Code to Ignore* (*Labor > Time Worked > Employee POS Codes to Ignore*) or the job POS code to *Job POS Code to Ignore* (*Labor > Time Worked > Job POS Codes to Ignore*).

The screenshot shows the 'Job' entity assignment form. The left sidebar contains a navigation menu with 'Scheduling' expanded. The main form area has tabs for 'Job' and 'Entity Assignments'. The 'Job' tab is active, showing fields for Code (13), Description (FOH Manager), Job Type (Salaried), and Hourly Rate. The 'Job Type' dropdown menu is highlighted with an orange box.

The screenshot shows the 'employee pos codes to ignore' form. It features a header, a table with a 'POS code' column, and a 'Save' button. The 'Add POS Code' button is highlighted with an orange box. A text input field contains the value '269'.

The screenshot shows the 'job pos codes to ignore' form. It features a header, a table with a 'POS code' column, and a 'Save' button. The 'Add POS Code' button is highlighted with an orange box. A text input field contains the value '13'.

*Inactive Employee*

Review employee status on the employee record (*Labor > Employees > Employee Info* tab).

The screenshot shows the 'employment info' section of an employee record. On the left is a vertical navigation menu with icons for Employee, Staff Type, Status, and Class. The main area contains four dropdown menus: 'Employee' (empty), 'Staff Type' (Payroll Employee), 'Status' (Inactive), and 'Class' (Part-time). The 'Status' dropdown is highlighted with an orange border.

### Process Corrected Exceptions

Once exceptions are corrected, you must process polled data to clear exceptions from the *Labor Polling Exception Report*. You are not re-polling labor punches, but rather re-processing what was already polled against the updated settings in Labor.

To access the *Process Polled Data* utility, go to **Labor > Time Worked > Process Polled Data**.

The screenshot shows the 'process polled data' utility form. It has a 'Filter Options' section with three dropdown menus: 'Client', 'Job', and 'Step'. Below these is a checkbox labeled 'Process Exceptions' which is checked and highlighted with an orange border. A blue 'Run' button is located at the bottom left of the form.

1. Ensure **Process Exceptions** is checked.
2. Click **Run**.

**Please Note:** If you have only corrected exceptions for one entity, narrow processing by choosing the **Client** (the entity's polling client), the **Job** (the entity), and the **Step** (*Labor Punches*). This speeds up processing as Labor will not process exceptions for all entities.

## Verify Labor Punches

Once you process polled data, verify that the exceptions cleared from the *Labor Polling Exception Report* by re-running the report. It should be blank. If exceptions still show, correct them using the steps outlined above and re-process.

**Please Note:** Any exceptions that are not corrected before you export payroll data will result in the employee(s) not being paid for that time.

Labor Polling Exceptions							
Entity: Austin				Report Run: 4/10/2017 4:21 PM			
Range: 3/1/2017 - 4/10/2017				Page: 1 of 1			
Polling Date	Exception	Employee	Time In	Time Out	POS Code	Job Code	Punch Type

## Time Entry Screen

Depending on your setup, you may use *Time Entry* to view polled labor, or to edit/create missing time entries as needed.

To access *Time Entry*, go to **Labor > Time Worked > Time Entry**.

### Poll Labor Edits from your POS

Compeat polls edits made to previous days' labor punches when the polling job runs daily. Once corrected punches poll, they are viewable on the *Time Entry* screen.

For some POS providers (Aloha and Toast), edits are not available until the end of day process runs for the day *on which* the correction was made.

*Example:* If I had an incorrect punch for Monday that I corrected on Friday, it would not be available to re-poll until Aloha's end of day process ran for Friday. At that time, the correction would re-poll, process, and show on the *Time Entry* screen.

For all other POS providers, a [re-poll of labor punches](#) brings across corrections made on the POS.

Some POS systems attach a tip to the labor punch. If that is the case for your POS, tips will show on the *Time Entry* screen. If your POS separates the tip from the labor punch, or if you are manually entering tips directly in to Labor, view/edit your tips via the *Gratuities* button on the *Time Entry* screen.

The screenshot shows the 'time entry' interface. At the top, the title 'time entry' is displayed. Below it, the 'Filter Options' section contains several input fields: 'From Date' with the value '5/1/2017', 'To Date' with the value '5/7/2017', 'Employee' with a search icon and a close icon, 'Schedule Group' with a dropdown arrow, and 'Job' with a dropdown arrow. At the bottom right of the filter section is a blue button labeled 'Get Records'. At the bottom left, there are two buttons: a blue button with a plus sign and the text '+ ADD', and a blue button with a document icon and the text 'Gratuities'.

## Edit Punches in Compeat Labor

If you make edits to labor punches in Compeat Labor, use the *Time Entry* screen to view, edit, or add any missing labor punches.

### Add New Labor Punch

Click **Add** at the bottom of the *Time Entry* screen to add a new labor punch.

The screenshot shows the 'time entry' interface. Under 'Filter Options', there are fields for 'From Date' (5/1/2017), 'To Date' (5/7/2017), 'Employee' (empty), 'Schedule Group' (empty), and 'Job' (empty). At the bottom left, there is a blue button with a plus sign and the text '+ ADD', which is highlighted with an orange box. An orange arrow points from the top right towards this button. To its right is a blue button with a camera icon and the text 'Gratuities'. On the far right is a blue button with the text 'Get Records'.

### Edit Existing Labor Punch

Locate the punch you wish to edit and double-click the record.

The screenshot shows the 'time entry' interface with the same filter options as above, but the 'Employee' field is now populated with 'Norah Winslow'. Below the filters are two blue buttons: '+ ADD' and 'Gratuities', and a 'Get Records' button. Below these is a table with the following data:

Drag a column header and drop it here to group by that column						
POS...	Employee	Start Time	End Time	Job	Total Time	
269	Norah Winslow	Mon 05/01/17 11:32AM	Mon 05/01/17 5:04PM	1 Server	5:32	
269	Norah Winslow	Tue 05/02/17 3:57PM	Wed 05/03/17 9:43PM	1 Server	29:46	
					35:19	

## Gratuities

The *Gratuities* screen allows you to manually record tips or import tips from a spreadsheet by department. *Gratuities* is typically used when tips are not tied to polled punches from the POS, and are thus entered manually.

*Gratuities* lists any active employees assigned a tipped job. Results are display by labor date. Totals for tips, service charges, and sales are provided at the bottom of the screen.

**gratuities**

← Time Entry   Import   Download Import Template

Filter Options

Labor Date: 3/6/2017

Include only records with punches

Get Records

Find in results

Drag a column header and drop it here to group by that column

Employ...	Job	Cash Tips	CC Tips...	Svc Chg...	Cash Sa...	Credit ...	Punches	Job Type	
Harvey, James	Bartender	\$27.00	\$45.00		\$89.00	\$163.00	<input type="checkbox"/>	Hourly, Directly Tipped	
Forde, Gillian	Servers	\$15.00	\$82.00		\$48.00	\$225.00	<input type="checkbox"/>	Hourly, Directly Tipped	
		<b>\$42.00</b>	<b>\$127.00</b>		<b>\$137.00</b>	<b>\$388.00</b>			

## Minimum Wage Analysis Report

The *Minimum Wage Analysis Report* shows a breakdown of time entries with base rates below minimum wage. This allows you to determine whether service charges and tips are reported correctly.

To access this report, go to **Labor > Reports – Time & Attendance > Minimum Wage Analysis Report**.

1. Choose the **Week Begin Date**.
2. Select appropriate report options.
3. Click **Run Report**.

Minimum Wage Analysis									
<b>Entity:</b> Compeat Test		<b>Week Begin Date:</b> 3/10/2014		<b>Employee:</b> All		<b>Job:</b> All		<b>Schedule Group:</b> All	
								<b>Report Run:</b> 3/14/2014 8:28 AM	
								<b>Page:</b> 1 of 1	
								<b>Show Only Employees With Shortfalls:</b> No	
Entity #	Shift Time	Wage Hrs	Cash Tips	CC Tips Wh	CC Tips Pd	Svc Wh	Svc Pd	Eff Rate	
POS Code	Job	Sales	Meal Hrs	% Sales	% Sales	% Sales	% Sales	% Sales	Min Wage
<b>Pulley, Alvin P</b>									
<b>Employee ID:40101</b>									
401	3/10/2014 9:00A - 5:00P	08:00	0.00	0.00	0.00	40.00	0.00	11.00	
940101	WAIT	0.00	00:00					7.25	
401	3/11/2014 9:00A - 9:00P	12:00	0.00	0.00	0.00	0.00	0.00	6.00	
940101	WAIT	0.00	00:00					7.25	
401	3/12/2014 9:00A - 9:00P	12:00	0.00	0.00	0.00	0.00	0.00	6.00	
940101	WAIT	0.00	00:00					7.25	
401	3/13/2014 9:00A - 11:00P	14:00	0.00	0.00	0.00	0.00	0.00	6.00	
940101	WAIT	0.00	00:00					7.25	
401	3/14/2014 9:00A - 5:00P	08:00	0.00	0.00	0.00	0.00	0.00	6.00	
940101	BAR	0.00	00:00					7.25	
<b>Wage Adj:</b>	27.50		54:00	0.00	0.00	0.00	40.00	0.00	6.74
<b>Rate Adj:</b>	0.51	0.00	0:00						

The **effective rate** shown is a calculation of hours multiplied by the base rate plus tips and service charges. A summary for each employee indicates the amount to be made up by employers (**Wage Adj**) and is broken down to an hourly basis (**Rate Adj**).



## Valiant External ID Configuration

Before exporting pay details from Compeat Labor to Valiant, ensure that each *Job*, *Employee*, and *Entity* have the correct Valiant External ID assigned. These Valiant ID numbers are available from your Valiant rep.

*Job External ID* Access the job record in [Workforce 1.0](#) via an Internet Explorer browser (*Labor Admin > Scheduling > Jobs > Jobs* tab). Enter the Valiant ID in the *External ID* field.

The screenshot shows the 'Job' configuration page in Workforce 1.0. The left sidebar has 'Jobs' highlighted. The main area is divided into 'Job' and 'Schedule' sections. The 'Job' section contains fields for Code (13), Description (FOH Manager), Job Type (Salaried), Hourly Rate, Minimum Age, Department (Front of House), and Security Level (Employees). The 'Schedule' section contains Sort Order, Min. Shift Length, Max Shift Length, Color (Green), White Text (checked), and External ID (324). The External ID field is highlighted with an orange box.

*Employee External ID* Access the employee record and enter the Valiant ID in the *External ID* field (*Labor > Employees > Employee Info* tab).

The screenshot shows the 'Employee Info' page. The left sidebar has 'Employee Info' highlighted. The main area contains fields for Staff Type (Payroll Employee), Status (Active), Class (Part-time), Type (Hourly), CC Tips (Paid Out checked, Withheld unchecked), Pay Frequency (Bi-Weekly), and External ID (2435). The External ID field is highlighted with an orange box.

*Entity External ID* Access the entity record in [Workforce 1.0](#) via an Internet Explorer browser (*Labor Admin > Entities > Restaurants > General tab*). Enter the Valiant ID in the *External Entity #* field.

The screenshot displays the 'Labor Admin' interface with the 'Restaurants' entity selected. The 'General' tab is active, showing the following fields:

Restaurant		Settings	
Entity #	1	PO Email Config	
Entity Name	Austin	External Entity #	39
Texas		Force Direct Inv. Transfers	<input checked="" type="checkbox"/>
Southwest		Time Zone	
		Currency	

The 'External Entity #' field is highlighted with an orange border. The left sidebar shows the navigation menu with 'Restaurants' selected under the 'Entities' category.

## Export Pay Details

Once you ensure all labor and tips are accurate and that all exceptions have been corrected and processed, you can export payroll to Valiant.

## Close Time Entries

First, ensure time entries from previous pay periods are closed. If previously paid punches are not closed prior to export, you risk including them to be paid again.

Go to **Labor > Time Worked > Close Time Entry Edits**.

close time entry edits

Filter Options

Entity: Windy

Region:

Concepts:

Entity Filter:

Period Ending Date: 4/18/2017

Employee:

Pay Frequencies

- Daily
- Weekly
- Bi-weekly
- Semi-monthly
- Monthly

Run

1. Select the **Entity**. (If left blank, the system will close time entries for all entities.)
2. Choose the **Period Ending Date**.
  - a. Enter the last day of the most recently paid pay period.
  - b. If my last pay period was 4/11-4/18, I would enter 4/18.
3. Select the **Pay Frequency**.
4. Click **Run**.

In this example, I closed all time entries through 4/18/2017. This makes those time entries unavailable for export and moves them to the *Historical Time Entry* screen.

## Export Pay Details

You are now ready to export pay details to Valiant. Go to **Labor > Utilities > Export Pay Details**.

The screenshot shows the 'export pay details' form. The 'Filter Options' section includes a 'Payroll File Type' dropdown set to 'Standard', an unchecked checkbox for 'Export only terminated employees', and several dropdown menus for 'Entity' (set to 'Windy'), 'Storelist1', 'Userdef2', and 'Entity Filter'. The 'Export Ending Date' is set to '5/2/2017'. The 'Pay Frequencies' section has checkboxes for 'Daily', 'Semi Monthly', 'Weekly', 'Monthly', and 'Bi-Weekly', all of which are checked. At the bottom, there are two buttons: 'Save to File' and 'Save to FTP', with an orange arrow pointing to the 'Save to FTP' button.

1. Select the **Entity** to be exported.
2. Choose the **Ending Date** for the pay period being exported.
3. Select the **Pay Frequency**.
4. Click **Save to FTP**.

Once saved, the system prompts you to close the exported time entries. It is best practice to click **No**. Leave the punches open until Valiant confirms a successful transmission. If unsuccessful, Valiant provides a report with exceptions that occurred during processing. If edits need to be made, do so in Compeat Labor and complete the *Export Pay Details* process again.

After Valiant confirms a successful transmission, use the *Close Time Entries* utility to close time entries for the pay period you exported.