

## Download Swipe Clock to Remote Software

1. Report Menu (Left Side in Swipe Clock)
2. Download Activity Files
3. Custom: CyberpayOT
  - a. Select Pay Period
  - b. File Processing
  - c. Employee Filtering
  - d. Options
  - e. Labor Mapping
4. Run Report
  - a. You need to save the file to desktop or other area to import to remote software. (\*.txt Extension)
  - b. Print a report for you records and to verify information totals
5. Import into Remote Software
  - a. Payroll Processing – Process Payroll
  - b. 1. Enter Pay Data
  - c. Import button (Bottom Left Corner)
  - d. Select File type: Generic Timeclock Import 2
  - e. Select pay group (Usually Hourly)
  - f. Employee Key field: Employee ID Number
  - g. Import