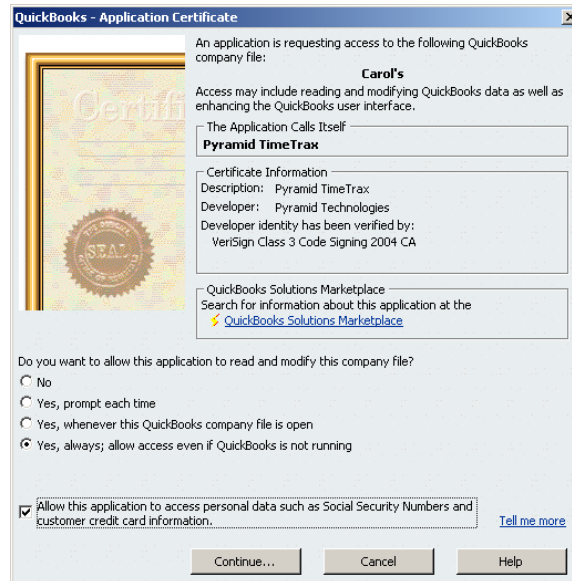I. Syncing Employees
1. Open TimeTrax
2. Navigate to **SetUp** on the left hand side
3. Click **Payroll Setup/Groups**
4. Click **Sync Employees with QuickBooks**
5. Click **Link Rules**
   a) Click **Employee Import**
   b) Click **Ask before Importing the QuickBooks employee record into TimeTrax**
   c) Click **Employee Export**
   d) Click **Ask before exporting the TimeTrax Employee Record into QuickBooks**
   e) Click **Ok**
6. Click **Sync Employees With QuickBooks**
7. Click **Start Syncing with QuickBooks**
8. Open QuickBooks and sign in as the administrator
9. You will get an **Application Certificate**
   - Please click **Yes, whenever this QuickBooks company file is open**
   - Please check the box **Allow this application to access person data such as Social Security Numbers and customer credit card information**
   - Please click **Continue**
   - Click **Done**

10. In TimeTrax click **Start Syncing with QuickBooks**
11. You will now get the **Export/Import** screen
12. The system will ask you to either Import or Export. Carefully choose the employees that you want to integrate. If you do not want to bring an employee over click **Don't Import.**

1

Import Employee: QuickBooks ==> TimeTrax

QuickBooks Employee

WEST, ELSIE

Details:
```
ID:
SSN:
Addr 1:
Addr 2:
```

Matching TimeTrax Employees

<No matches>

Details:

[Import As A New TimeTrax Employee]   [Don't Import]

Import Into Group: <No Default Group Selected>