

How to move emps from tg4 or lower to tg5 or plus or pro



Exporting employees from old time guardian version:

1. right click on the old time guardian icon (version 4 or lower)
2. click on find target
3. locate and run the import_export app
4. click on export
5. give it a name, any will do
6. check employee, then click next
7. double click on EMPNumber, LastName, MiddleName, FirstName, HireDate, IsActive
8. make sure the above fields are on the right side box as opposed to the left
9. click next
10. click export
11. verify it exported to the location you chose before you click export



Importing employee list to new time guardian version:

1. in your new time guardian 5(or higher version), go to wizard, go to the employee tab
2. select yes for employee import
3. click the employee import
4. click the plus icon on the top left
5. provide any name
6. in the file name press the folder to select the file that you've exported previously
7. configure next tab for comma delimited
8. configure date format as follows:
9. single digits for month and day, 4 digits for year
10. in the import default settings tab:
11. set employee number is as it is
12. badge and payroll will be same as employee number
13. choose your appropriate time zone
- 14.
15. in the import field maps
16. choose employee number 1st
17. the last name, middle name, first name, hire date
18. press the save button on the top left which is the diskette icon
19. click on the green box with check mark at the bottom right
20. finally reopen the employee importer, verify the name is what you've created and press the import button
21. at the bottom right which is the orange down arrow beside the green box with the check mark