

# Send Timesheets to Payroll

When you are ready to export your timesheets from Heartland Time into Payroll, in Heartland Time, navigate to the **Prepare for Payroll** tab from the left menu, and select the **Start New Pay Run** button.

The screenshot shows the Heartland Time interface. On the left is a dark sidebar with a 'PREPARE FOR PAYROLL' button. The main content area is titled 'Pay Run Summary' and includes a 'Pay Run Status' dropdown set to 'All' and a 'Pay Run Period' field set to '08/02/2023 - 01/01/2024'. Below this is a table with columns: Run at, Period, Status, Number of employees, Total hours, Total amount, and Action. A red box highlights the 'Start New Pay Run' button in the top right corner, with a red arrow pointing to it.

Run at	Period	Status	Number of employees	Total hours	Total amount	Action
Jan 09, 2024 03:37:53 PM	Jan 01, 2024 - Jan 01, 2024	Draft	4	8.00	\$800.00	
Aug 28, 2023 04:23:21 PM	Aug 02, 2023 - Aug 31, 2023	Draft	1	0.15	\$0.00	
Total			5	8.15	\$800.00	

Complete all applicable fields, at the top, within the Employee Pay Data to Process section:

- Choose the **Period** you will be processing.
- Select the employees to be included in the import.
- We recommend selecting **Recalculate** to do a refresh to ensure all data is current.
- Select **Next**.

The screenshot shows the 'Employee Pay Data to Process' section. At the top, there are 'Recalculate' and 'Next' buttons highlighted with red boxes. Below them is a 'Period' dropdown menu set to 'Current Pay Period (Feb 01, 2024 - Feb 01, 2024)' and a 'Display options' dropdown set to 'Per sheet'. There is a search bar for 'Employee' and a 'Show Filter' button. A yellow banner states 'You have selected 4 timesheets'. Below this is a table with columns: Name, Employee ID, Pay Run Status, and Status. The table shows 4 selected employees: Andy Smith, Angus Young, Deanna Mann, and Joe Smith. A red box highlights the entire table area.

Total: 4	Name 4 selected	Employee ID	Pay Run Status	Status
<input checked="" type="checkbox"/>	Andy Smith	9896		<input type="radio"/> Not Submitted
<input checked="" type="checkbox"/>	Angus Young	AC/DC		<input type="radio"/> Not Submitted
<input checked="" type="checkbox"/>	Deanna Mann	3253		<input type="radio"/> Not Submitted
<input checked="" type="checkbox"/>	Joe Smith	909101		<input type="radio"/> Not Submitted
Total				

- Review the final details of the export

- Fix any errors that appear
- Select **Send to Heartland Payroll.**