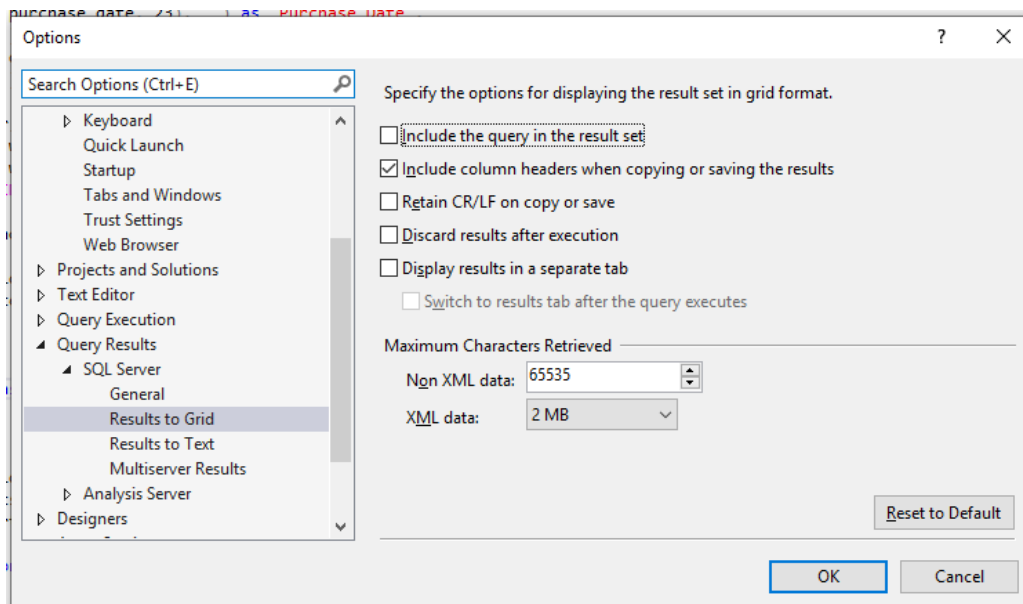


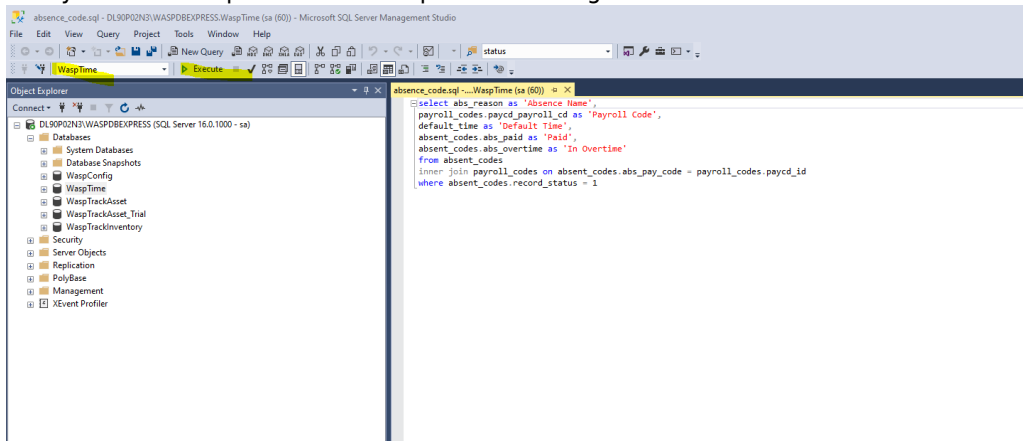
## Using PreciseTime Export Scripts

Russ Hart - 2025-03-25 - [PreciseTime](#)

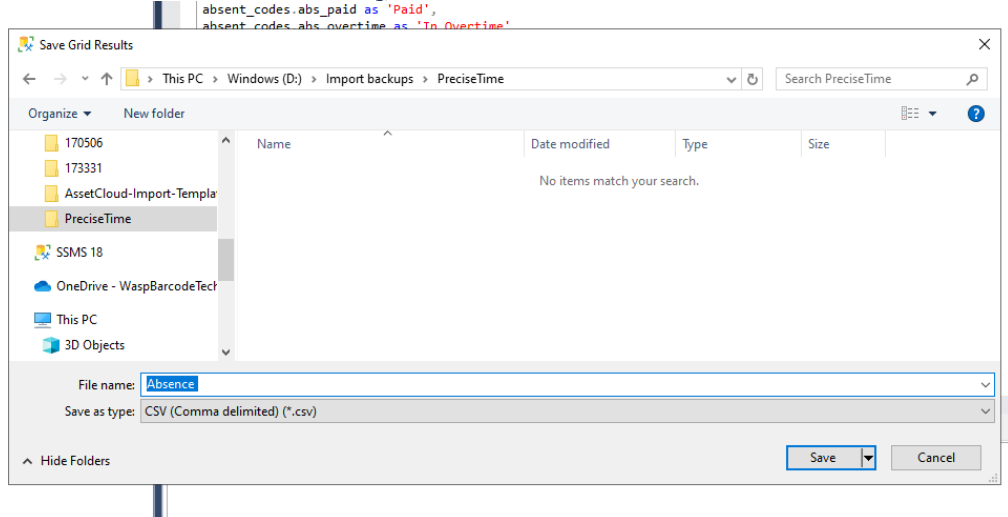
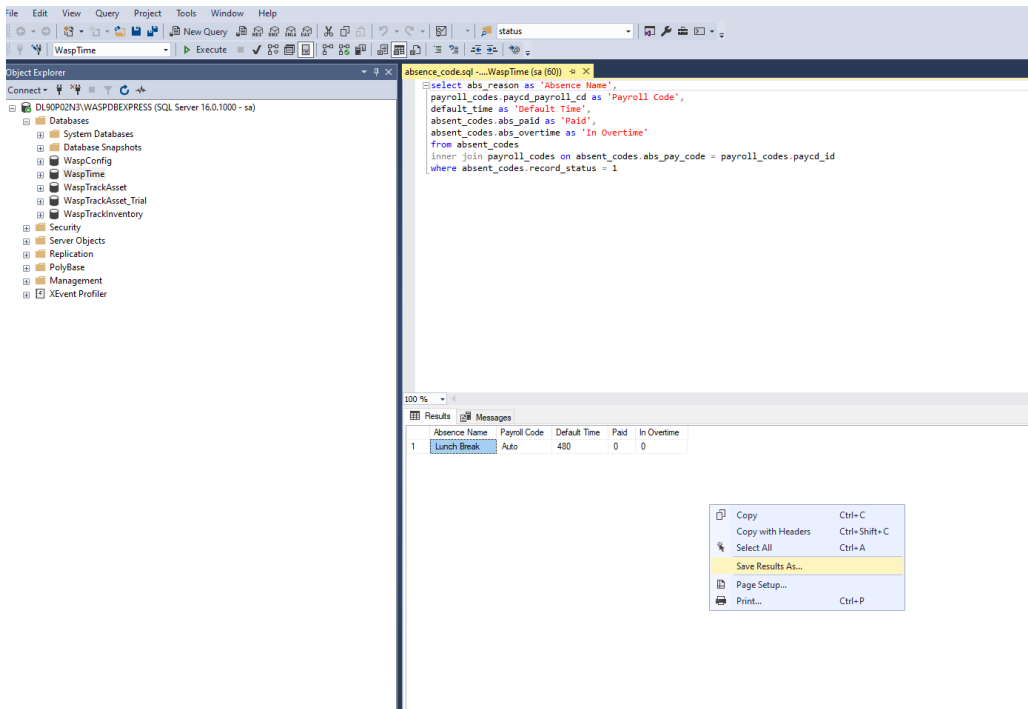
1. Prior punch history cannot be exported or imported into PreciseTime
2. In order for the export scripts to work properly you need to use **SQL Server Management Studio 2016 or newer**  
**\*Note: This is not merely a recommendation.**  
**The export will not work properly in earlier versions of SSMS (including the version of SSMS installed by default with WaspTime v7).**
3. **SQL Server Management Studio 2018** can be downloaded here  
<https://docs.microsoft.com/en-us/sql/ssms/download-sql-server-management-studio-ssms?view=sql-server-ver15>  
Note: If you need to run SSMS on a 32-bit version of Windows, this installer of SSMS v16.5.3 will work:  
<https://go.microsoft.com/fwlink/?LinkID=840946>
4. [Download the scripts](#) and extract them to a folder.
5. Login to SQL Server Management Studio using the following credentials. (WaspTime Enterprise users with your own SQL Server may have different credentials.)  
username: **sa**  
password: **Wasp\$07Wasp\$07**
6. In SQL Server Management System go to Tools > Options > Query Results > SQL Server > Results to Grid and ensure that "Include column headers when copying or saving the results" is checked.



7. Open and execute each of the scripts. It should populate with the results. Make sure that you have WaspTime selected prior to clicking Execute.

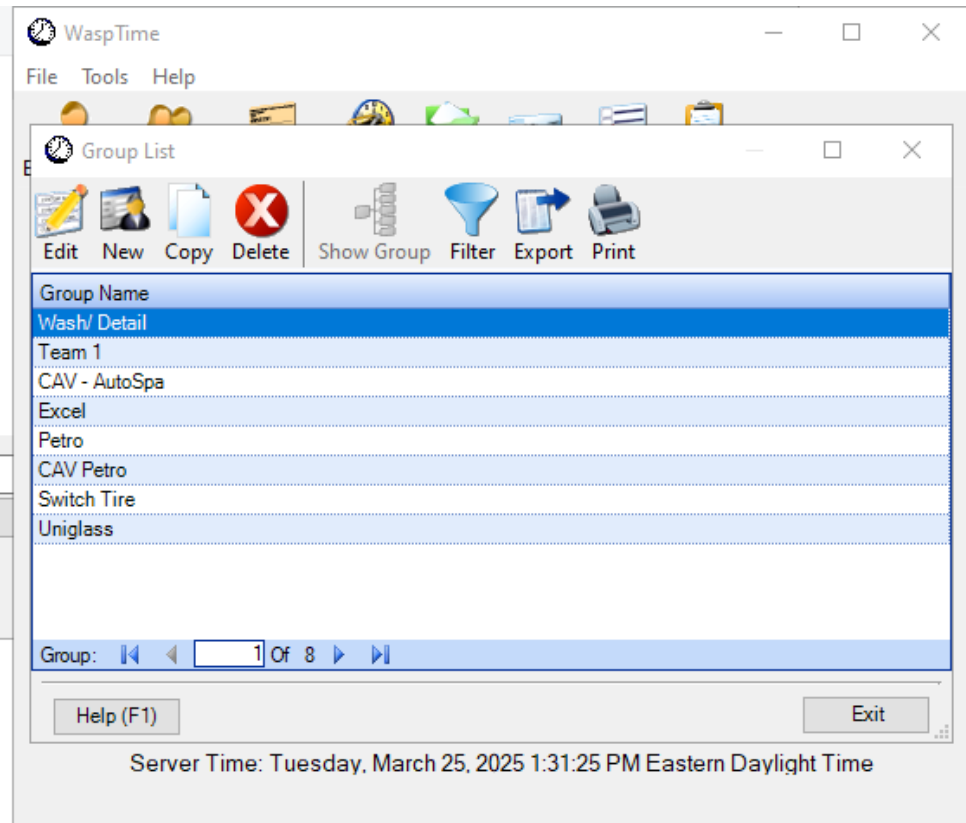


8. Right-click in the Results, choose Save as, and give the form a name. Match the script number for easier importing.



## In WaspTime

1. Once all the scripts have been executed and results have been saved, in WaspTime, go to Groups. Export from here.



This will be used to set up your Schedule Templates in PreciseTime.

- Home
- Timecards >
- Employees
- Reports >
- Export Payroll
- Setup ⌵
  - Pay Period Settings
  - Payroll Codes
  - Absence Codes
  - Payroll Rules
  - Schedule Templates**
  - Departments
  - Sites
  - Roles
  - Clocks

### View Schedule Templates

Display all the schedule templates. Access new and edit schedule templates.

[+ New Schedule Template](#) [Duplicate](#) [Delete](#)

<input type="checkbox"/>	SCHEDULE NAME
<input type="checkbox"/>	<a href="#">Wash/ Detail</a>
<input type="checkbox"/>	<a href="#">Team 1</a>
<input type="checkbox"/>	<a href="#">CAV - AutoSpa</a>
<input type="checkbox"/>	<a href="#">Excel</a>
<input type="checkbox"/>	<a href="#">Petro</a>
<input type="checkbox"/>	<a href="#">CAV Petro</a>
<input type="checkbox"/>	<a href="#">Switch Tire</a>
<input type="checkbox"/>	<a href="#">Uniglass</a>

◀ ◁ 1 ▷ ▶ ▶▶ 50 items per page

Click on New Schedule Template, Enter the Schedule name from the Group that was exported. Enter either the hours of work or a total number of hours

← New Schedule Template  
Add a schedule template. Set in/out rules, rounding rules, and add rest and meal breaks.

Schedule Name \*  Description

Enter the expected clock in and out time for all employees. If the schedule does not have fixed in and out time, add required work hours.

MONDAY  Day Off

TUESDAY  Day Off

WEDNESDAY  Day Off

THURSDAY  Day Off

FRIDAY  Day Off

SATURDAY  Day Off

SUNDAY  Day Off

IN-OUT RULES

If you want to allow employees extra time to punch in or penalize them for being late. Specify a grace or penalty period.

CLOCK IN  mins

CLOCK OUT  mins

CLOCK ROUNDING

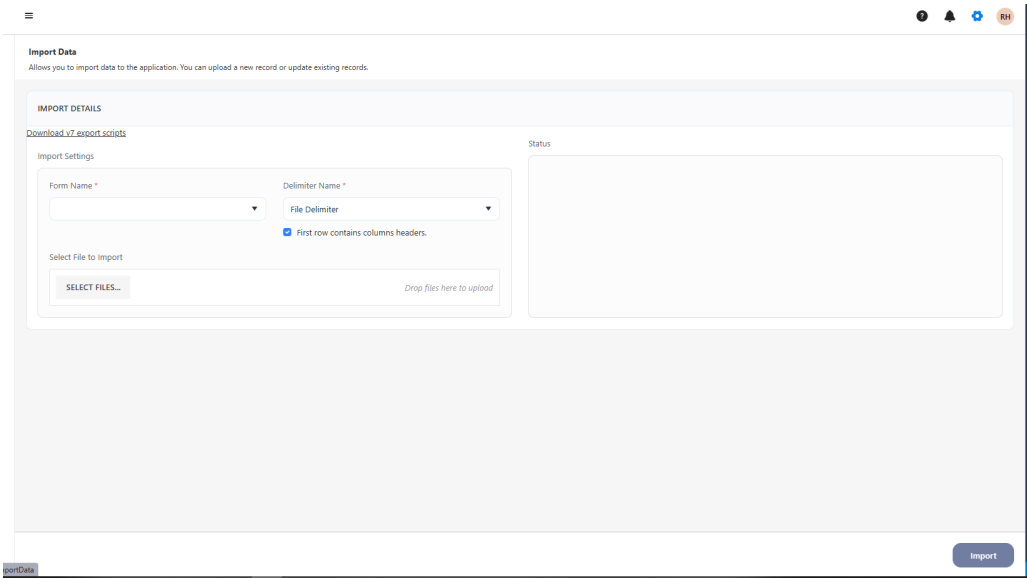
ADVANCED SETTINGS

Employee's clock in before shift start is paid

Employee's clock out after shift end is paid

Cancel Save

2. Once the schedule(s) have been created you are ready to import your data.



The imports are done in number order so your employees will be the last to be imported.

