Exporting the Payroll Timesheet Batch

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Exporting the Payroll Timesheet Batch is step two in the three-step process. Follow the instructions below and on the following pages.

1. Once all records have been entered into the batch, and it is ready to be exported, the batch must be marked as "ready to post" to enable the Export function. From the *Batch List*, highlight the Payroll Batch line then click the *Edit* button located at the lower right of the form.