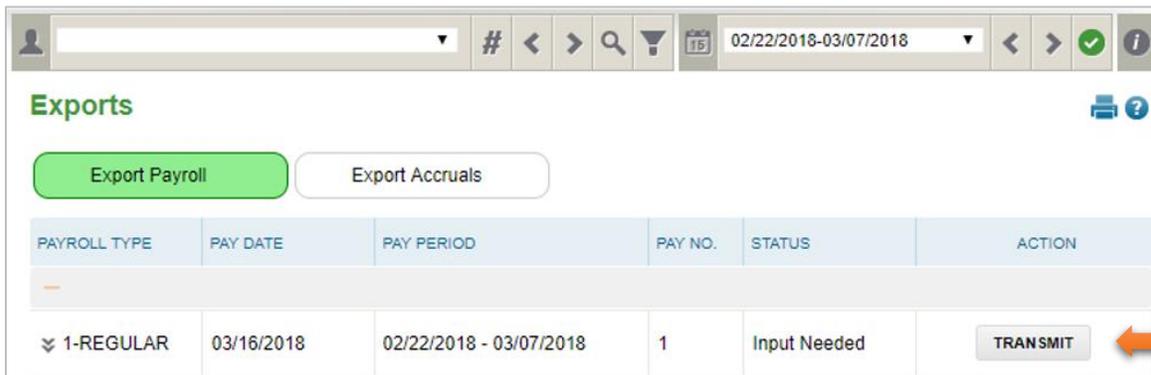


### Exporting Payroll File from TimeStar

1. When all time is fully approved, navigate to the **End of Period Procedures > Export Payroll** page.



2. With the 'Export Payroll' option highlighted (green), under the 'Action' column, click the **Transmit** button to send the data.  
*(This replaces the previous Export button and eliminates the manual file transfer steps.)*



Note: Complete this step for each client ID available.

3. If an error message generates, i.e. "Not approved by Supervisor" or "Missing Punch," it will need to be corrected by the administrator or by following up directly with the supervisor. Repeat the above steps for Exporting Payroll File after fixes are made.
4. Once the 'Transmit' button is clicked, you can refresh the screen and you should see that the button now reads: 'Retransmit'. This means that the file was successfully sent to Premier.