

# How To Migrate Data Into PayClock Version 6 From Earlier Versions

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When moving from earlier versions of PayClock to Version 6, the following information is migrated into the new database:

- Punch Data & Tips - The open current and next pay periods as shown in the old version.
- Employees - Active employees. Inactive and terminated employees are optional.
- Payroll Rules - The pay period, overtime rules and break settings.
- Departments - Departments with coinciding department number.
- Company Information - The company name, address and contact information.

Closed or historical data is not converted. The older version must be used to view that data.

After PayClock Version 6 is installed, on the Getting Started landing page, a Convert Data button is available.

To convert data from the old version of the software:

1.Click Convert Data on the landing page.

2.On Step 1 - Welcome to the PayClock Data Migration Wizard, check IMPORTANT:  
Running this wizard will delete all existing data in the PayClock V6 database and click Next.

3.On Step 2 - Location of Existing PayClock Application, browse to the old PayClock folder.  
This is usually C:\PAYCLOCK and click Next.

4.On Step 3 - Migration Options, uncheck migration options not needed and click Next.

5.On Step 4 - Migration Progress, click Finish when the process is done.

When locating the old version, choose the application folder and not the database folder.

For further assistance, contact the Lathem Technical Support Department at (800) 241-4990.