

EasyClocking 1.0 - ADP Workforce Now Integration - Sending Pay Data

Overview

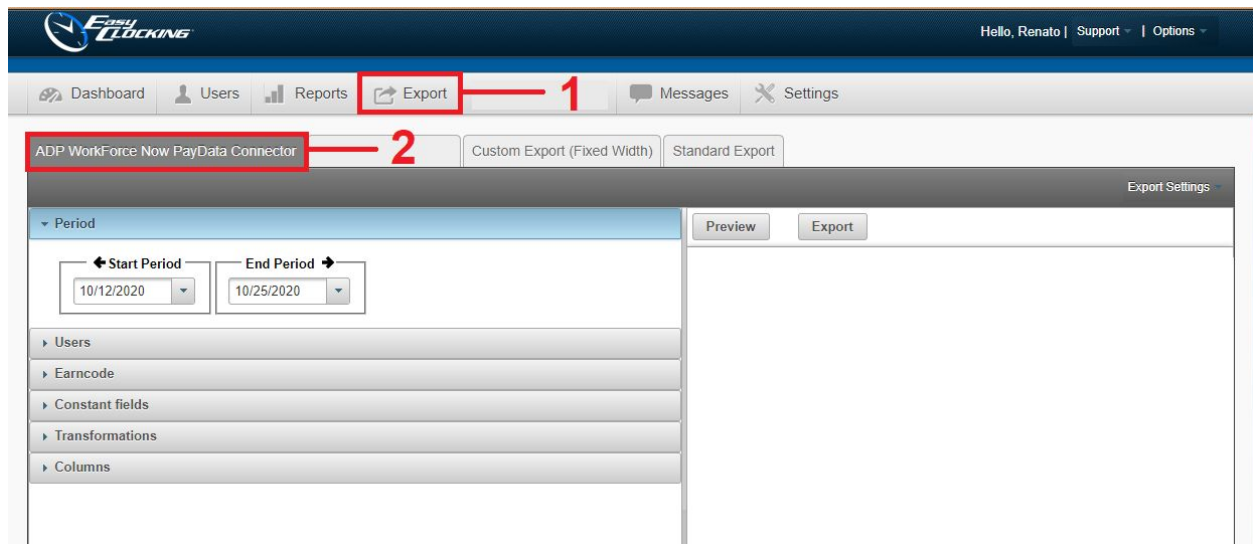
The following guide will help you understand the process of sending pay data from EasyClocking to ADP Workforce Now. A couple of components need to be configured in order to send complex pay data that contain different earning codes. By default, the integration has been designed to send “Regular” and “Overtime” hours without the need for maximal configuration. However, if your payroll includes other earning codes such as Double Time, Vacation, Sick, Personal, etc. you must gather all earn codes used and configure them in EasyClocking prior to sending the pay data.

Now let's begin by showing you where the process of sending your payroll data is completed in EasyClocking...

FAQ 1: Where do I need to go to send my payroll data from EasyClocking to ADP Workforce Now?

This process is done in the “Export” tab in EasyClocking. Kindly follow the steps below to get to the section:

1. Go to the ‘Export’ tab in EasyClocking
2. Go to the “ADP Workforce Now PayData Connector” sub-tab under export



FAQ 2: How do I send only “Regular” and “Overtime” pay data to ADP Workforce Now?

Great! Now that we know where we must go to send “pay data” from EasyClocking to ADP Workforce Now. Let’s review the following steps to send only “Regular” and “Overtime” pay data to “ADP Workforce Now” **if** these are the only earn codes you are currently tracking in EasyClocking. By default, this integration has the “Regular” and “Overtime” earn code configured in the export as you may notice right below, all other earn codes such as Double Time, Vacation, Sick, etc. must be entered in the corresponding earn code value.

The screenshot shows the 'ADP WorkForce Now PayData Connector' interface. The 'Earncode' section is expanded, showing a list of earn codes with their corresponding values. The 'Regular' earn code is set to 'R' and the 'Over Time' earn code is set to 'O'. A red box highlights these two entries, and a red arrow points to them with the text: 'Regular earning code = R' and 'Overtime earning code = O'. The 'Value meaning' section is set to 'Raw value'.

Earncode	Value
Regular:	R
Over Time:	O
Double Time:	
BP:	
Vacation:	
Sick:	
Holiday:	
Personal:	
Absent:	
Other:	

Now follow the next steps to send regular and overtime pay data only to ADP Workforce Now.

- Go to the “Export” tab
- Go to the ADP Workforce Now PayData Connector” sub-tab
- Select the pay “period” (this is referred to as the “Pay Cycle” in ADP Workforce Now)

The screenshot shows the 'ADP WorkForce Now PayData Connector' interface with the 'Export' tab selected. The 'ADP WorkForce Now PayData Connector' sub-tab is also selected. The 'Period' section is expanded, showing the 'Start Period' and 'End Period' dropdowns. The 'Start Period' is set to '10/12/2020' and the 'End Period' is set to '10/25/2020'. Red boxes and numbers 1, 2, and 3 highlight the 'Export' tab, the 'ADP WorkForce Now PayData Connector' sub-tab, and the 'Period' section respectively.

1. Export tab
2. ADP WorkForce Now PayData Connector sub-tab
3. Period section

- Select the employees you will send pay data to ADP Workforce Now. You can “select all” or “multiple” employees at the same time.
- Generate a preview of the pay data that will be sent by clicking the “Preview” option.

4 Check the "select all" checkbox to select all employees or "multiple" by holding the "CTRL" key in your keyboard.

5 Generate a preview of the pay data that will be sent to ADP Workforce Now by clicking the "Preview" option once the employees are selected.

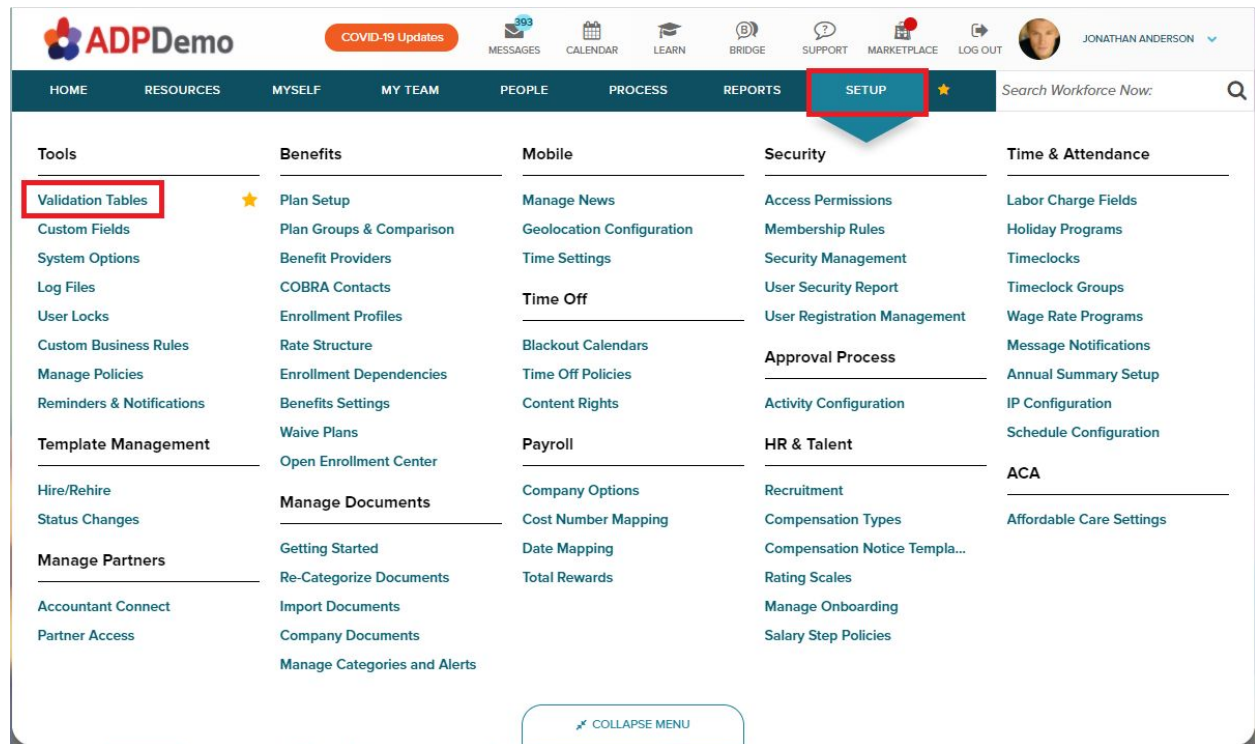
- Click “Export” to send the pay data from EasyClocking to ADP Workforce Now.
- A box will appear confirming your pay data was sent successfully.

6 Click the "Export" button to send the pay data to ADP Workforce Now.

7 The Data has been pushed to ADP successfully.

FAQ 3: How do I send different earn codes other than “Regular” and “Overtime” pay data to ADP Workforce Now?

The first thing we must find out is the earn codes your company currently uses in ADP Workforce Now. These earn codes can be found and are usually configured in the “Setup” tab - Validation Tables” tool option in ADP Workforce Now. Kindly view the image below for reference.



In the “Validation Tables”, go to “Paydata - Hours & Earning Codes” to take a look at the earn codes configured in your ADP Workforce Now account.










The screenshot displays the ADP Demo application interface. At the top, there's a navigation bar with the ADPDemo logo, a COVID-19 Updates button, and icons for Messages, Calendar, Learn, Bridge, Support, Marketplace, and Log Out. Below this is a secondary navigation bar with tabs: HOME, RESOURCES, MYSELF, MY TEAM, PEOPLE, PROCESS, REPORTS, and SETUP. The main content area is titled "Validation Tables" and includes a search bar. Three main panels are visible: "Personal Information", "Employment Profile", and "Payroll". The "Payroll" panel is expanded, showing sub-sections like "Accumulators", "Deductions", "Manual Check Print", "Other Pay Settings", and "Paydata". The "Paydata" section is further expanded, showing "Company Groups", "Cost Number", "Deductions, Deposits and Fringe Benefits", "Department", "Hours & Earnings Codes" (highlighted with a red box), "Memo", and "Rate Code".

Find the earn codes that you are tracking in EasyClocking for example in most cases the most common earn codes used or tracked in EasyClocking aside from “Regular” and Overtime” are, kindly keep in mind that the earn codes below are an example of the earn codes you might have configured in your ADP Workforce Now account :

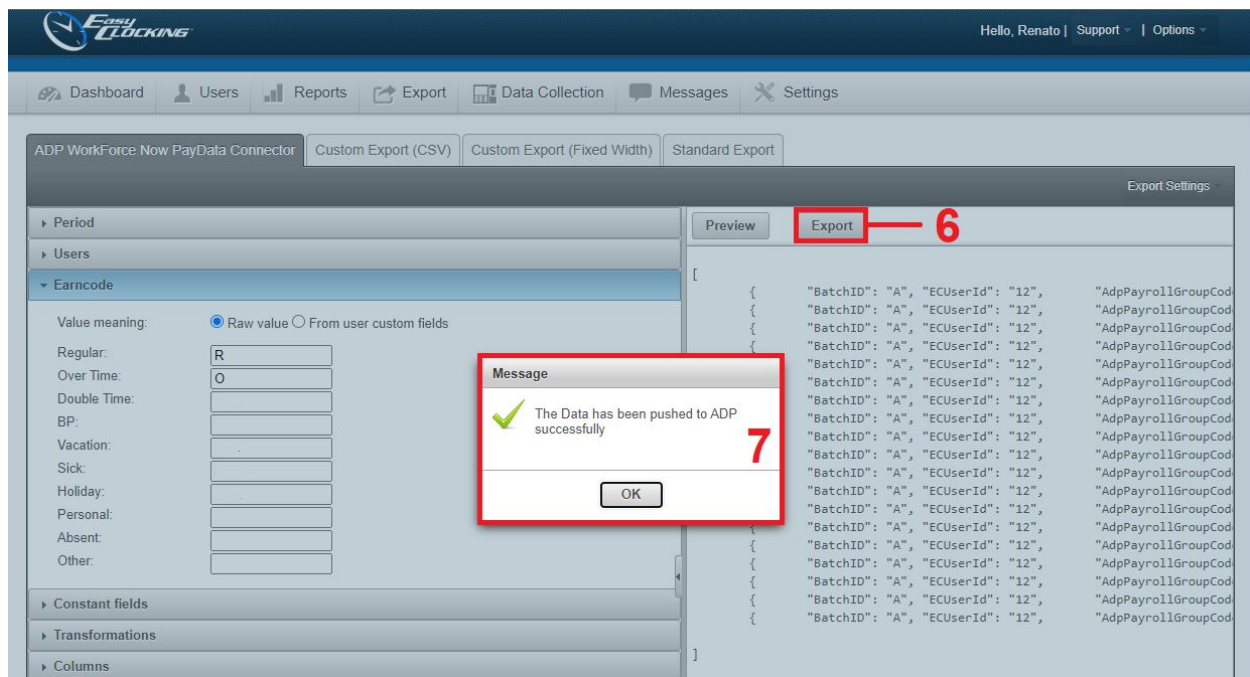
Earn Code

Earning Type

DT	Double Time
VAC	Vacation
SCK	Sick
PER	Personal
HOL	Holiday
JurD	Jury Duty
BEA	Bereavement

PerDiem Hours/Earnings	Per Diem	3 - Straight Time	Yes	No		Actions ▼
A Hours/Earnings	ADVANCE	3 - Straight Time	Yes	No		Actions ▼
BON Hours/Earnings	Bonus	3 - Straight Time	No	No		Actions ▼
COMP Earnings	Comp Time	3 - Straight Time	Yes	No		Actions ▼
DT Hours/Earnings	DoubleTime	3 - Straight Time	No	No		Actions ▼
OT Hours/Earnings	Overtime	3 - Straight Time	No	No		Actions ▼
VAC Hours/Earnings	Vacation	3 - Straight Time	Yes	No		Actions ▼
PER Hours/Earnings		3 - Straight Time	No	No		Actions ▼
JuryD	Jury Duty	3 - Straight Time	No	No		Actions ▼

Once you know the earnings that you are tracking in EasyClocking, simply get the earn codes of these earnings and enter them on the “ADP Workforce Now” pay data. These earn codes are entered in the “Export Template” prepared for ADP Workforce Now. Follow the image below for instructions.



FAQ 4: How do I confirm my pay data in ADP Workforce Now?

In order to confirm your pay data in ADP Workforce Now, you must log in as an administrator and go to "Payroll Cycle".

