

EasyClocking 1.0 - ADP Workforce Now Integration - Sending Pay Data

Overview

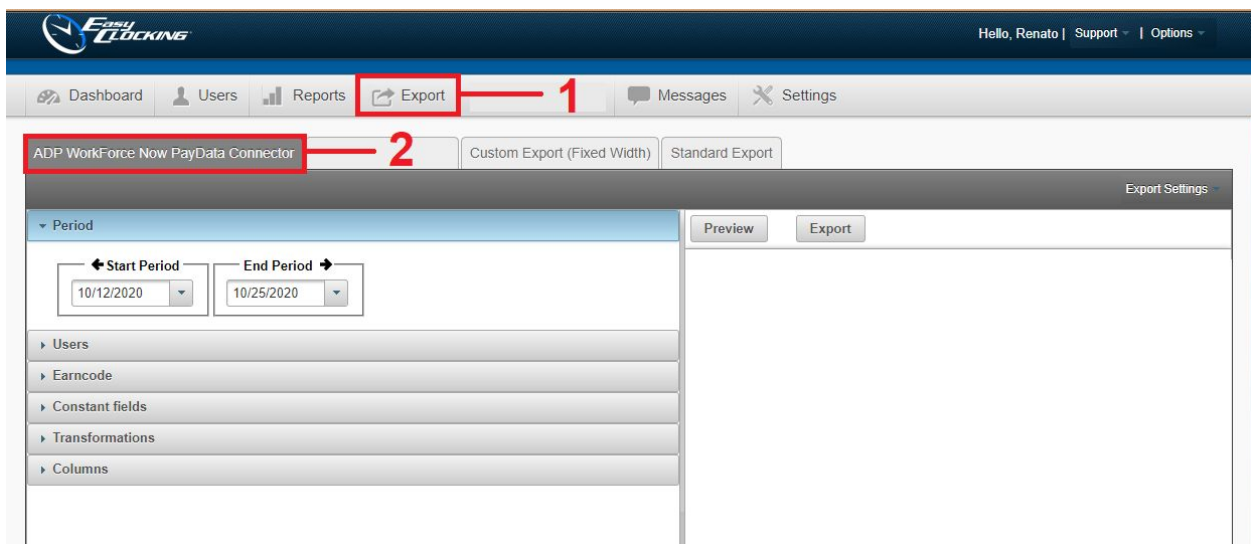
The following guide will help you understand the process of sending pay data from EasyClocking to ADP Workforce Now. A couple of components need to be configured in order to send complex pay data that contain different earning codes. By default, the integration has been designed to send “Regular” and “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?

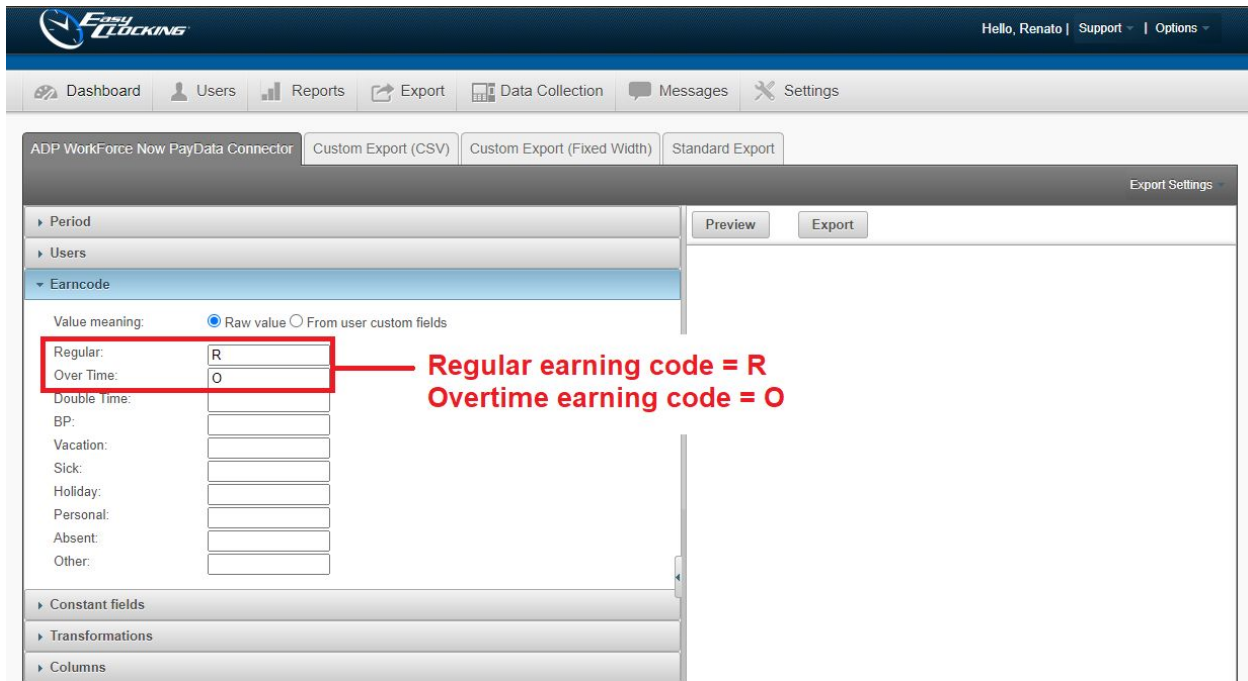
This process is done in the “Export” tab in EasyClocking. Kindly follow the steps below to get to the section:

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” **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.

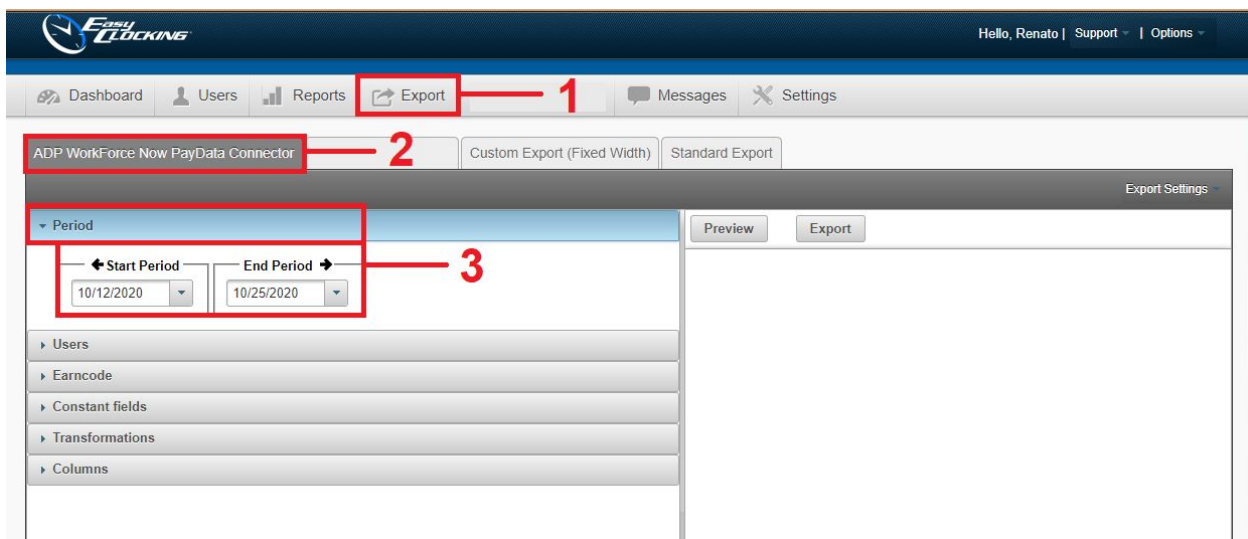


The screenshot shows the 'ADP WorkForce Now PayData Connector' interface. The 'Earncode' section is expanded, showing a list of earn codes with their corresponding values. The 'Regular' and 'Over Time' codes are highlighted with a red box, and a red arrow points to them with the text: **Regular earning 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.

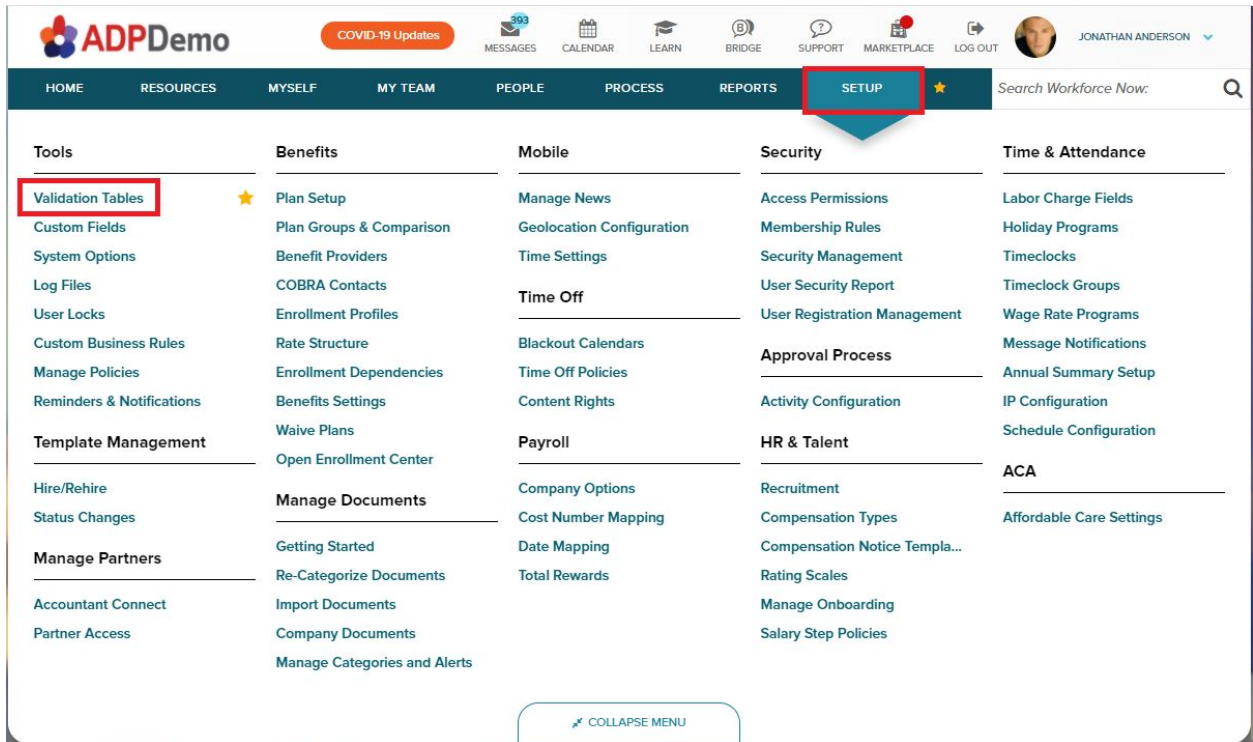
- Go to the “Export” tab
- Go to the ADP Workforce Now PayData Connector” sub-tab
- Select the pay “period” (this is referred to as the “Pay Cycle” in ADP Workforce Now)



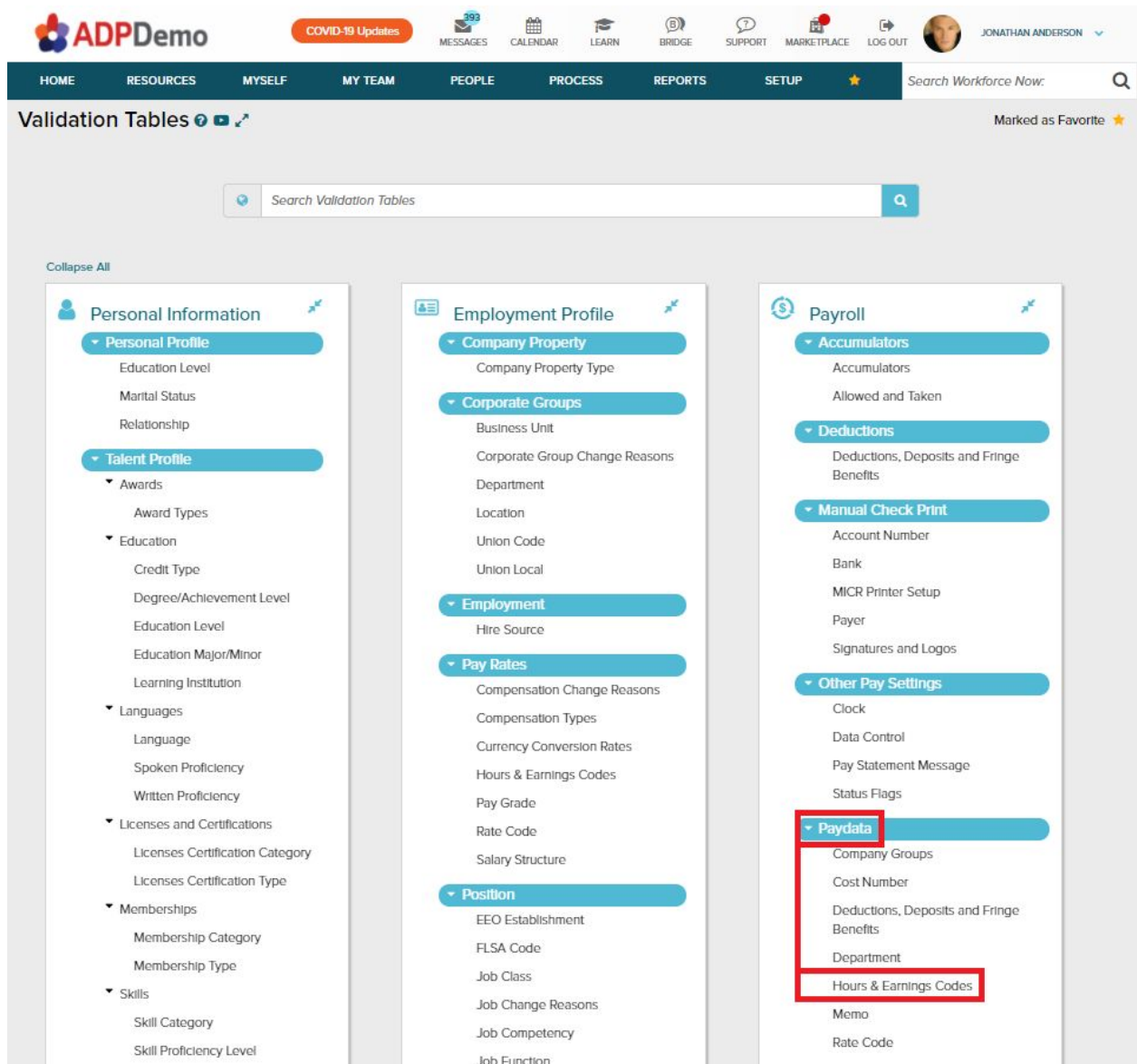
The screenshot shows the 'ADP WorkForce Now PayData Connector' interface. The 'Export' tab is selected, and the 'ADP WorkForce Now PayData Connector' sub-tab is active. The 'Period' section is expanded, showing the 'Start Period' and 'End Period' fields. The 'Start Period' is set to 10/12/2020 and the '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.

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.



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 :

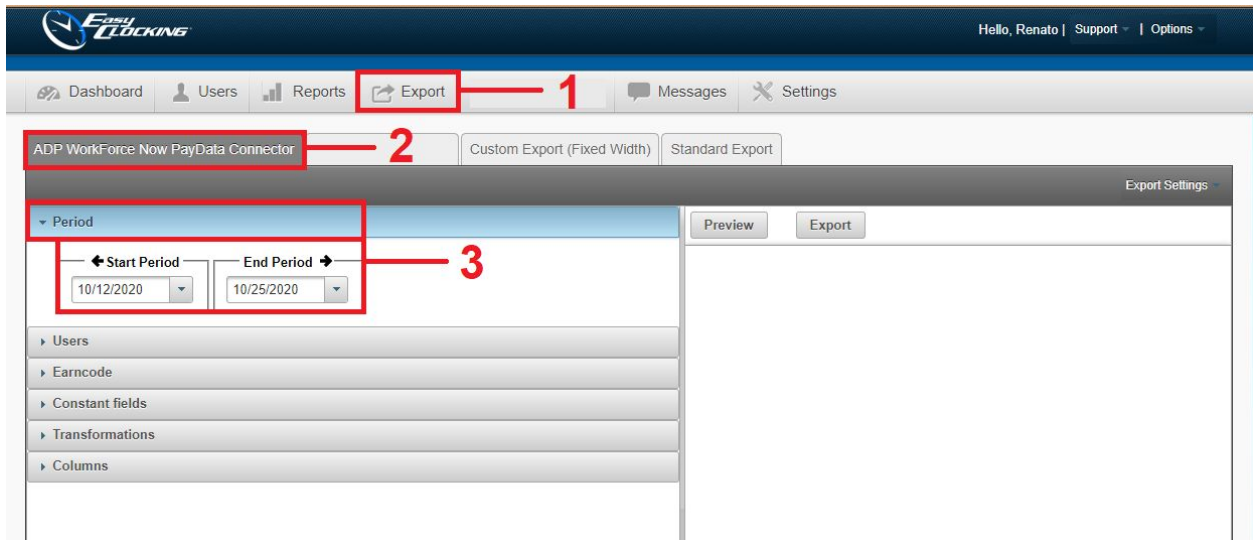
9Ufb'7cXY

9Ufb]b['HndY'

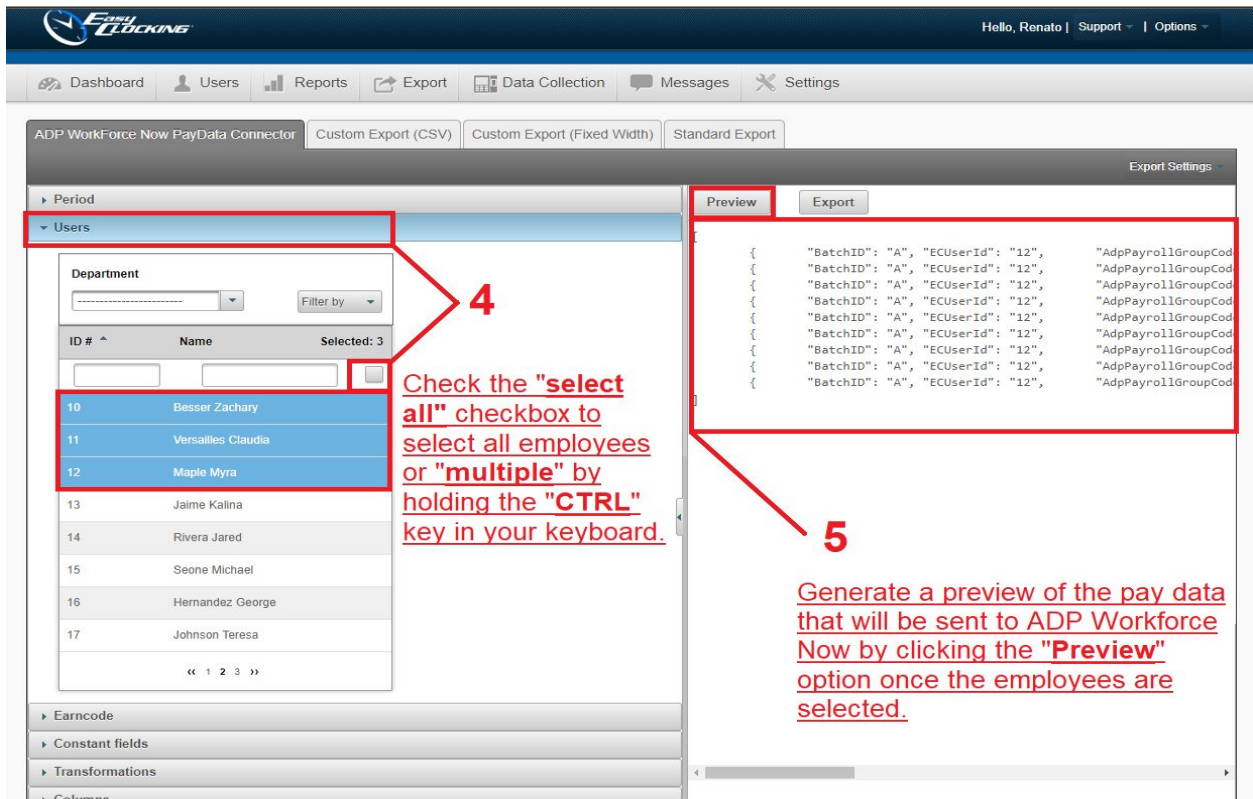
DT	Double Time
VAC	Vacation
SCK	Sick
PER	Personal
HOL	Holiday
JurD	Jury Duty
BEA	Bereavement

PerDiem Hours/Earnings	Per Diem	3 - Straight Time	Yes	No	<input checked="" type="checkbox"/>	Actions ▾
A Hours/Earnings	ADVANCE	3 - Straight Time	Yes	No	<input checked="" type="checkbox"/>	Actions ▾
BON Hours/Earnings	Bonus	3 - Straight Time	No	No	<input checked="" type="checkbox"/>	Actions ▾
COMP Earnings	Comp Time	3 - Straight Time	Yes	No	<input checked="" type="checkbox"/>	Actions ▾
DT Hours/Earnings	DoubleTime	3 - Straight Time	No	No	<input checked="" type="checkbox"/>	Actions ▾
OT Hours/Earnings	Overtime	3 - Straight Time	No	No	<input checked="" type="checkbox"/>	Actions ▾
VAC Hours/Earnings	Vacation	3 - Straight Time	Yes	No	<input checked="" type="checkbox"/>	Actions ▾
PER Hours/Earnings		3 - Straight Time	No	No	<input checked="" type="checkbox"/>	Actions ▾
JuryD	Jury Duty	3 - Straight Time	No	No	<input checked="" type="checkbox"/>	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.



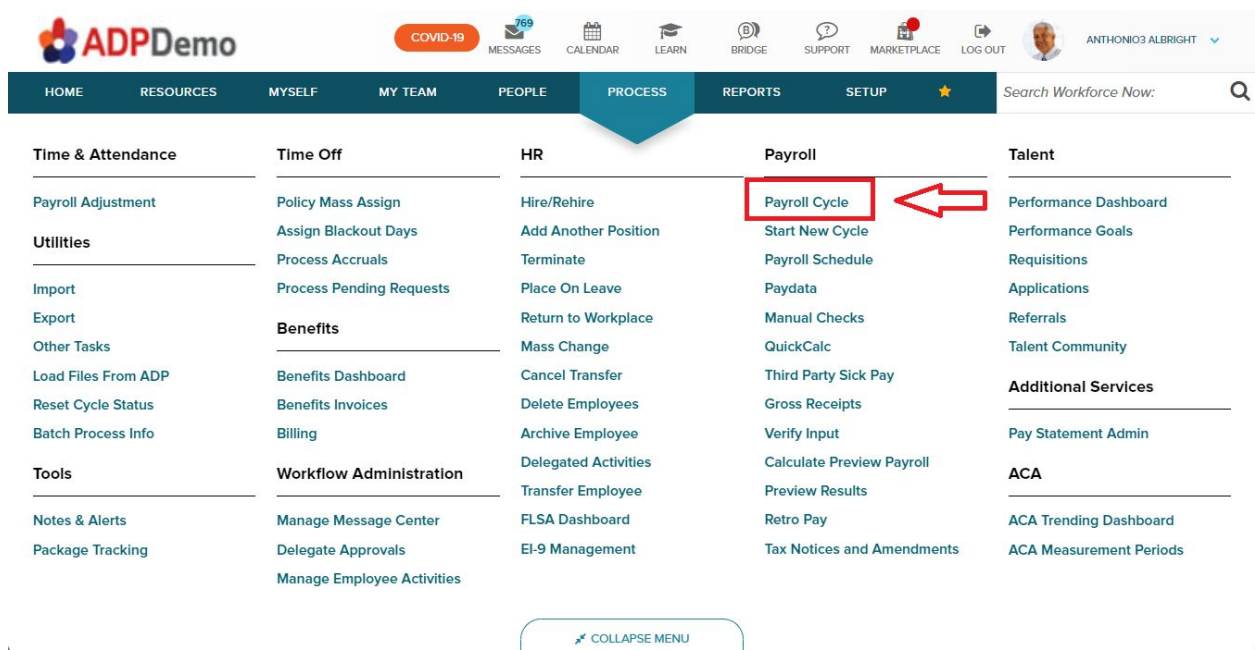
- Select the employees you will send pay data to ADP Workforce Now. You can “select all” or “multiple” employees at the same time.
- Generate a preview of the pay data that will be sent by clicking the “Preview” option.



- Click **"91 dcfh"** to send the pay data from EasyClocking to ADP Workforce Now.
- A box will appear confirming that your pay data was sent successfully.

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”.



The screenshot displays the ADP Workforce Now user interface. At the top, the ADP Demo logo is on the left, and a navigation bar contains icons for COVID-19, Messages (769), Calendar, Learn, Bridge, Support, Marketplace, Log Out, and the user profile for ANTHONIO3 ALBRIGHT. Below this is a dark teal navigation menu with tabs for HOME, RESOURCES, MYSELF, MY TEAM, PEOPLE, PROCESS (highlighted), REPORTS, and SETUP. A search bar on the right says "Search Workforce Now:". The main content area is a grid of menu items organized into columns: Time & Attendance, Time Off, HR, Payroll, and Talent. The "Payroll Cycle" item in the Payroll column is highlighted with a red box and a red arrow pointing to it from the right. At the bottom center, there is a "COLLAPSE MENU" button.

Time & Attendance	Time Off	HR	Payroll	Talent
Payroll Adjustment	Policy Mass Assign	Hire/Rehire	Payroll Cycle	Performance Dashboard
Utilities	Assign Blackout Days	Add Another Position	Start New Cycle	Performance Goals
Import	Process Accruals	Terminate	Payroll Schedule	Requisitions
Export	Process Pending Requests	Place On Leave	Paydata	Applications
Other Tasks	Benefits	Return to Workplace	Manual Checks	Referrals
Load Files From ADP	Benefits Dashboard	Mass Change	QuickCalc	Talent Community
Reset Cycle Status	Benefits Invoices	Cancel Transfer	Third Party Sick Pay	Additional Services
Batch Process Info	Billing	Delete Employees	Gross Receipts	Pay Statement Admin
Tools	Workflow Administration	Archive Employee	Verify Input	ACA
Notes & Alerts	Manage Message Center	Delegated Activities	Calculate Preview Payroll	ACA Trending Dashboard
Package Tracking	Delegate Approvals	Transfer Employee	Preview Results	ACA Measurement Periods
	Manage Employee Activities	FLSA Dashboard	Retro Pay	
		EI-9 Management	Tax Notices and Amendments	

