

# EasyClocking 1.0 - ADP Workforce Now Integration set up

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## Overview

Time tracking and payroll made simple with ADP and EasyClocking's time and attendance software plus powerful advanced scheduling solutions now seamlessly integrated with ADP Workforce Now. Save time preparing payroll by syncing your employees and easily syncing your timesheets to payroll in ADP Workforce Now. The following guide will help you set up this integration. Simply follow the steps below, kindly keep in mind that this integration can only be completed by an "Administrator" from EasyClocking and with access to ADP Workforce Now and ADP Marketplace.

### Step 1: Generate the "token" that will be used to complete the purchased of the EasyClocking Connector for ADP Workforce Now

This step is completed in EasyClocking. You must log in as an "Administrator" of EasyClocking.

1. Go to settings
2. Go to Payroll Integrations
3. Click on the "ADP Workforce Now" Icon
4. Click on "Generate Token"

Easy LOCKING Hello, Alcivar Renato | Support | Options

Dashboard Users Reports Export Data Collection Messages Settings 1

General Pay Class Shifts Departments Custom Fields Positions Contractors Locations Geo Locations Privileges Administrators Tasks

**General**

- Company
- Pay Setting
- Bonus Hours
- Bonus Earnings
- Lunch & Breaks
- Readers
- Payroll Systems
- Color Theme
- Scheduling
- Unions
- Union Rules
- Upgrade License
- Billing
- Payroll Integrations**

**Integrations**

ADP Workforce Now Xero

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Easy LOCKING Hello, Alcivar Renato | Support | Options

Dashboard Users Reports Export Data Collection Messages Settings

General Pay Class Shifts Departments Custom Fields Positions Contractors Locations Geo Locations Privileges Administrators Tasks

**General**

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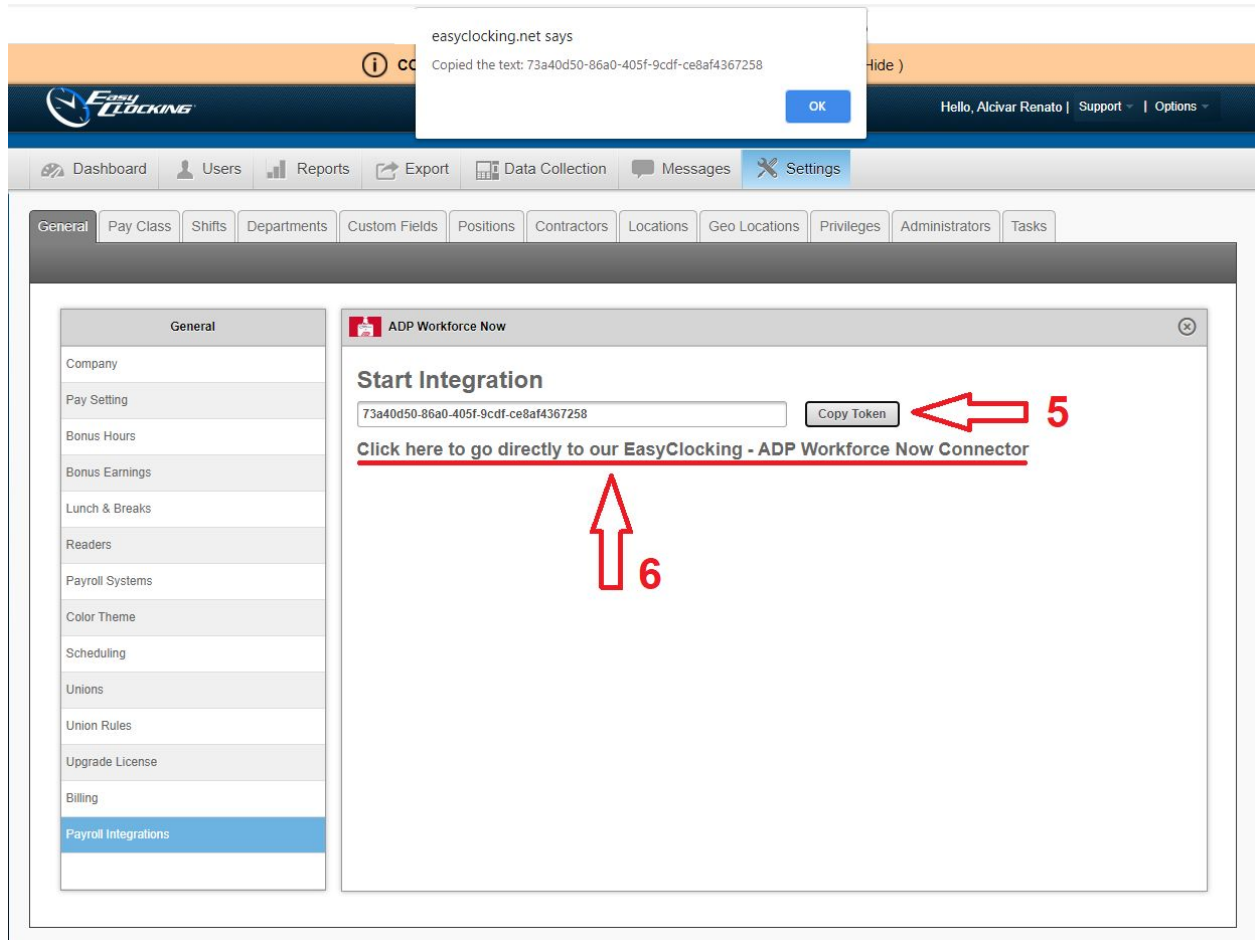
**ADP Workforce Now**

**Start Integration**

Generate Token

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5. Click “Copy Token” and a small confirmation window will show up on the top of the page letting you know that the token was copied
6. Click on the text **“Click here to go directly to our EasyClocking - ADP Workforce Now Connector”**. This will direct you to the ADP Marketplace site where you will complete the purchase of the EasyClocking Connector for ADP Workforce Now. **\*NOTE\* You must be logged in to ADP as an administrator with access to make purchases in the marketplace to continue.**




- Now you are on the ADP Marketplace site and you must select the preferred packaged your account will need. Click on “Buy Now” to view the different packages available.

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 **EasyClocking Connector for ADP Workforce Now**  
Time and attendance with biometrics

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Starting At \$5.00

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### EasyClocking

Time tracking and payroll made simple with ADP and EasyClocking's time and attendance software plus powerful advanced scheduling solutions now seamlessly integrated with ADP Workforce Now.

Overview



[Images](#)

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8. Create your order, select the preferred connector package
9. Click “Continue” to go to the next step where the token will be verified



1. Create Order 2. Additional Information 3. Billing Details 4. Confirm Order 5. Order Receipt

You're 60 seconds away from getting EasyClocking Connector for ADP Workforce Now.

[Purchase FAQs](#)

Included Users		
<input checked="" type="radio"/> EasyClocking Connector for ADP Workforce Now	25	\$5.00 / Mo
<input type="radio"/> EasyClocking Connector for ADP Workforce NOW	50	\$15.00 / Mo
<input type="radio"/> EasyClocking Connector for ADP Workforce Now	100	\$25.00 / Mo
<input type="radio"/> EasyClocking Connector for ADP Workforce Now	250	\$50.00 / Mo
<input type="radio"/> EasyClocking Connector for ADP Workforce Now	Unlimited	\$100.00 / Mo

Discount Code:  [Apply](#)

**8** Fee due at checkout: \$5.00  
Final price may include additional taxes.

Total recurring monthly fee as of 10/26/20: \$5.00

[Back to EasyClocking Connector for ADP Workforce Now](#)

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**CONTINUE**

10. It's time to verify the "token" that was generated earlier in the process. You must delete the token that appears on the screen and paste the token that was generated previously. If the token is "Invalid" you will not be able to proceed with the purchase. You must have a "Valid" token to continue. You may have to go to the "Payroll Integrations" tab in EasyClocking to copy the key again.
11. Click "**Continue**" once the token has been validated.

1. Create Order
2. Additional Information
3. Billing Details
4. Confirm Order
5. Order Receipt

**Product Settings**

**EASYCLOCKING - CONNECTOR TOKEN VERIFICATION**

Please go to EasyClocking to generate the token needed to complete the purchase of the connector and paste the key in the box below.

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- Delete and paste "copied token" and click "Check"

Token from Easyclocking

Cancel



- 1. Create Order
- 2. Additional Information
- 3. Billing Details
- 4. Confirm Order
- 5. Order Receipt

**Valid Token**  
Entered token is valid!

**Product Settings**

EASYCLOCKING - CONNECTOR TOKEN VERIFICATION

Please go to EasyClocking to generate the token needed to complete the purchase of the connector and paste the key in the box below.

Token from Easyclocking

Check

Cancel

11 ——— CONTINUE

<p><b>ADP Marketplace</b></p> <ul style="list-style-type: none"> <li>About Marketplace</li> <li>Apps Home</li> <li>Partners</li> <li>Developers</li> <li>About ADP</li> </ul>	<p><b>Solutions</b></p> <ul style="list-style-type: none"> <li>Recruiting &amp; Onboarding</li> <li>Compensation</li> <li>Benefits</li> <li>Benefits Administration</li> <li>Time &amp; Labor Management</li> <li>Learning Management</li> <li>Performance</li> <li>Financial Wellness</li> <li>POS Integration</li> </ul>	<p><b>Industry</b></p> <ul style="list-style-type: none"> <li>Restaurant &amp; Hospitality</li> <li>Manufacturing</li> <li>Professional &amp; Technical Services</li> <li>Construction</li> <li>Financial Services</li> <li>Retail</li> <li>Health Care</li> <li>Government &amp; Education</li> <li>Nonprofit &amp; Social Services</li> </ul>	<p><b>Contact &amp; Connect</b></p> <ul style="list-style-type: none"> <li>Email</li> <li>Live Chat</li> <li>Newsletter</li> <li>Blog</li> </ul>	<p>f t y in</p> <p>United States</p>
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12. Confirm the order by checking the acknowledgment checkbox at the bottom of the screen and click **“Place Order”**.



1. Create Order   2. Additional Information   3. Billing Details   **4. Confirm Order**   5. Order Receipt

## Confirm Order

Name	Edition	Price	Quantity	Total
EasyClocking Connector for ADP Workforce Now	EasyClocking Connector for ADP Workforce Now	\$5.00 / Month	1	\$5.00
Subtotal:				\$5.00
Fee due at checkout:				\$5.00
Total recurring monthly fee as of 10/26/20:				\$5.00

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By checking the box, I acknowledge that I have read and agreed to the App's Terms of Service.

**PLACE ORDER**

### ADP Marketplace

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About ADP

### Solutions

Recruiting & Onboarding  
Compensation  
Benefits  
Benefits Administration  
Time & Labor Management  
Learning Management  
Performance  
Financial Wellness  
POS Integration  
Data Connectors  
Productivity & Collaboration  
Reward & Recognition  
Travel & Expense  
Compliance & Consulting

### Industry

Restaurant & Hospitality  
Manufacturing  
Professional & Technical Services  
Construction  
Financial Services  
Retail  
Health Care  
Government & Education  
Nonprofit & Social Services  
Other

### Contact & Connect

Email  
Live Chat  
Newsletter  
Blog



United States



13. Success! Great job and kudos to you!... You have completed the purchase order of the EasyClocking Connector for ADP Workforce Now. Click “Go To MyApps” to take you to the connector and access EasyClocking directly from here by SSO (Single Sign-On) verification.



- 1. Create Order
- 2. Additional Information
- 3. Billing Details
- 4. Confirm Order
- 5. Order Receipt

## Order Receipt

You successfully subscribed to EasyClocking Connector for ADP Workforce Now and can start using the application from MyApps. You will receive email confirmations of your purchase.

Order ID: **114290787**

Name	Edition	Price	Quantity	Total
EasyClocking Connector for ADP Workforce Now	EasyClocking Connector for ADP Workforce Now	\$5.00 / Month	1	\$5.00
Subtotal:				\$5.00
Fee paid at checkout:				\$5.00
Total recurring monthly fee as of 10/26/20:				\$5.00

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14. Access EasyClocking by selecting the connector for ADP Workforce Now. You will be required to accept the “Consent” agreement to complete the entire integration and be fully connected with ADP Workforce Now.



## Applications

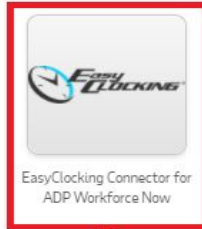
Your order request for EasyClocking Connector for ADP Workforce Now is being processed. Once complete, you will be able to use your product from here, and you will receive an email confirmations of your purchase.



Partner Help Center



Power2Motivate



EasyClocking Connector for ADP Workforce Now

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The screenshot shows the EasyClocking user interface. At the top, there is a navigation bar with the EasyClocking logo and user information: "Hello, Renato | Support | Options". Below this is a secondary navigation bar with menu items: Dashboard, Users, Reports, Export, Data Collection, Messages, and Settings. A prominent red message box at the top of the main content area reads: "Renato, Consent required Here". Below this message is a sub-navigation bar with tabs: Timecards, Bulk Timecard Edit, Schedules, Add Time, Bonus Hours, Geo Punches, and Who's In. The main area contains a timecard entry form on the left and a table on the right. The form includes fields for Start Period (10/19/2020) and End Period (11/1/2020), a Department dropdown, and a list of employees with checkboxes for selection. The table on the right has columns for Name, Day, Time In, Time Out, Regular, OT, LBT, LBP, Out of Shift, and Total. A red arrow points from the "Renato, Consent required Here" message to the first row of the table, which is highlighted in red and contains the text: "Consent required" in order to complete integration. At the bottom of the table, there are summary rows for Total Hours, Regular, OT, Lunch/Break Taken, Lunch/Break Paid, OOS, Vacation, Holiday, Sick, Other, and Total Amount.

Name	Day	Time In	Time Out	Regular	OT	LBT	LBP	Out of Shift	Total
"Consent required" in order to complete integration.									
Total Hours: - Regular: - OT: - Lunch/Break Taken: - Lunch/Break Paid: - OOS: -									
Vacation: - Holiday: - Sick: - Other: - Total Amount: -									

