

EasyClocking 1.0 - ADP Workforce Now User Synchronization

Overview

The following guide will help you understand the process of synchronization of employees between EasyClocking and ADP Workforce Now. The EasyClocking Connector for ADP Workforce Now must have been purchased in order to complete the following tasks. There are 3 different scenarios that relate to what you may experience:

1. **Scenario 1:** New EasyClocking customer / Current ADP Workforce Now user
2. **Scenario 2:** Existing EasyClocking user / Existing ADP Workforce Now user
3. **Scenario 3:** Existing EasyClocking user / New ADP Workforce Now customer

For this, we have the following terms that are throughout the functions of the integration when it comes to syncing employees. These terms are:

1. **Create:** This means to create or sync employees from ADP Workforce Now to EasyClocking.
2. **Link:** To link employees that are already created in EasyClocking and ADP Workforce Now
3. **Do Not Link:** Employees that you do not want to link from EasyClocking with employees from ADP Workforce Now.
4. **Reset:** Resets employee original state except for employees that are created with the "Create" option.

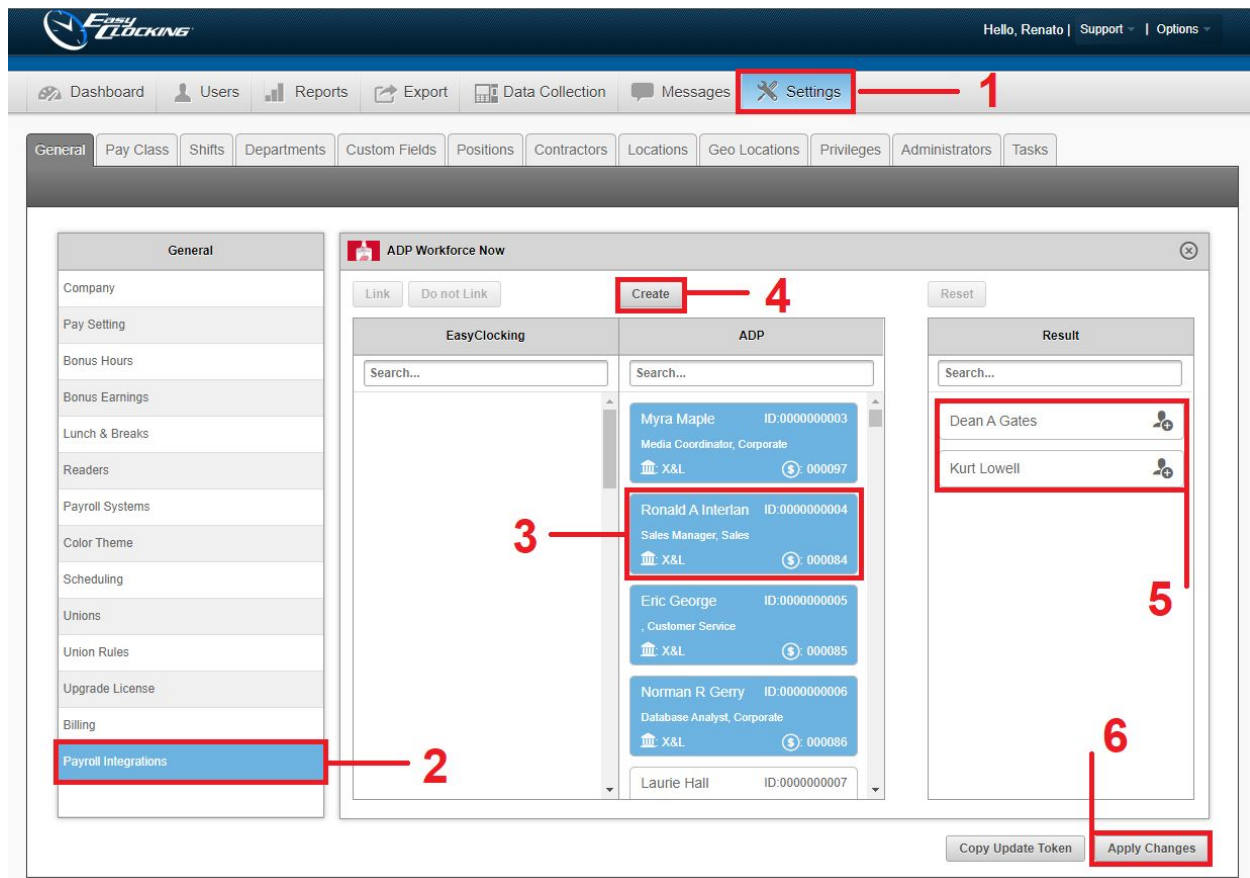
Scenario 1:

New EasyClocking user / Existing ADP Workforce Now user

In this case, most likely you will have your employees already created in ADP Workforce Now and would like to sync or create them in EasyClocking. Kindly follow the steps below to create or bring the desired employees you want in EasyClocking from ADP Workforce Now. These steps are completed in the integration interface for the ADP Workforce Now.

1. Go to the "**Settings**" tab

2. Go to the “**Payroll Integrations**” area and click on the ADP Workforce Now connector
3. Select the employee(s) that you would like to create or sync to EasyClocking.
4. Click “**Create**” once all employees are selected
5. The selected employees will shift to the “**Results**” area
6. Click “**Apply Changes**” to complete the sync process



Scenario 2:

Existing EasyClocking user / Existing ADP Workforce Now user

In this case, most likely the employee(s) will already be created in EasyClocking as well as ADP Workforce Now and now the “Link” term is the one that comes in handy to use in this process of synchronization. Kindly follow the steps below to link the desired employees you want in EasyClocking with ADP Workforce Now. These steps are completed in the integration interface for the ADP Workforce Now.

1. Go to the “**Settings**” tab
2. Go to the “**Payroll Integrations**” area and click on the ADP Workforce Now connector
3. Select the employees that you would like to link from ADP Workforce Now to EasyClocking or vice-versa. ***NOTE* You must select an employee from each side. You can only link 2 users at the same time.**
4. Click “**Link**” once all employees are selected

- The selected employees will shift to the “**Results**” area. ***NOTE*** You can select another set of users to link” before the next step.
- Click “**Apply Changes**” to complete the sync process

The screenshot displays the 'ADP Workforce Now' integration settings in the EasyClocking system. The interface includes a top navigation bar with 'Settings' highlighted (1). Below the navigation, a 'Link' button is visible (4). The main content area is divided into three sections: 'EasyClocking' (3), 'ADP' (5), and 'Result' (5). The 'EasyClocking' section lists employees like Renato Alcivar, Zachary Besser, Claudia Versailles, Myra Maple (ID: 12), and Jared Rivera. The 'ADP' section lists employees like Dean A Gates, Kurt Lowell, Myra Maple (ID: 000000003), Ronald A Interlan, and Eric George. The 'Result' section shows linked employees like Laurie Hall, Kalina Jaime, and Myra Maple. An 'Apply Changes' button (6) is located at the bottom right.

Scenario 3:

Existing EasyClocking user / New ADP Workforce Now customer

In this case, most likely the employee(s) will already be created in EasyClocking but not in ADP Workforce Now. You must complete the purchase of the EasyClocking Connector for ADP Workforce Now. Once completed kindly keep in mind the integration does not provide the ability to send or create the employees that you have configured in EasyClocking. Therefore, you must create your employees in ADP Workforce Now also to later “Link” the employees between both platforms. Kindly follow the steps below to link employees on EasyClocking and ADP Workforce Now once they have been created in ADP.

- Go to the “**Settings**” tab
- Go to the “**Payroll Integrations**” area and click on the ADP Workforce Now connector
- Select the employees that you would like to link from ADP Workforce Now to EasyClocking or vice-versa. ***NOTE*** You must select an employee from each side. You can only link 2 users at the same time.
- Click “**Link**” once all employees are selected

- The selected employees will shift to the “**Results**” area. ***NOTE*** You can select another set of users to link” before the next step.
- Click “**Apply Changes**” to complete the sync process

The screenshot displays the EasyClocking ADP Workforce Now interface. The top navigation bar includes 'Dashboard', 'Users', 'Reports', 'Export', 'Data Collection', 'Messages', and 'Settings' (highlighted with a red box and labeled '1'). Below the navigation bar, a secondary menu contains 'General', 'Pay Class', 'Shifts', 'Departments', 'Custom Fields', 'Positions', 'Contractors', 'Locations', 'Geo Locations', 'Privileges', 'Administrators', and 'Tasks'. The main content area is divided into three sections: 'General', 'EasyClocking', and 'ADP'. The 'General' section on the left lists various settings like 'Company', 'Pay Setting', 'Bonus Hours', etc., with 'Payroll Integrations' highlighted in blue and labeled '2'. The 'EasyClocking' section in the middle shows a list of employees with their details and status (Active). The 'ADP' section on the right shows a list of employees with their details and status (Active). A 'Link' button is highlighted with a red box and labeled '4'. A 'Result' section on the right shows the results of the linking process, with a 'Reset' button and a list of linked employees. The 'Apply Changes' button at the bottom right is highlighted with a red box and labeled '6'. Red arrows and numbers (1-6) indicate the sequence of steps for linking employees.

EasyClocking	ADP	Result
Renato Alcivar Miramar, Administration Active ID: 1	Dean A Gates Database Analyst, Marketing X&L 000083 ID: 000000001	Laurie Hall Payroll Clerk, Payroll X&L 000087 ID: 000000007
Zachary Besser Miramar, Technical Support Active ID: 10	Kurt Lowell . Marketing X&L 000096 ID: 000000002	Kalina Jaime Miramar, Customer Service ID: 13
Claudia Versailles Miramar, Administration Active ID: 11	Myra Maple Media Coordinator, Corporate X&L 000097 ID: 000000003	
Myra Maple Miramar, Customer Service Active ID: 12	Ronald A Interlan Sales Manager, Sales X&L 000084 ID: 000000004	
Jared Rivera ID: 14	Eric George ID: 000000005	