# Virtual TimeClock<sup>®</sup> Payroll Export Guide

## Exporting to ADP<sup>®</sup> Workforce Now<sup>®</sup>

Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into ADP® Workforce Now® online payroll. To import files, you must complete a one-time setup.

### Things to Do Before You Begin

Record the following information from your ADP Workforce Now account, you will need this for the Virtual TimeClock setup:

- Company code
- Earning codes
- File (ID) number for each employee

#### **ADP Integration Setup**

1. Set up your company to import paydata. Open the Company Options page by selecting **Setup > Payroll > Company Options**. Click your company code and select **Paydata** in the *Import* section.

**Note:** To make changes to the Company Options and User Profiles, you will need to have **Practitioner** or **Limited Practitioner** rights.



Give a user profile permission to import paydata. Open the User Profiles page by selecting Setup > Users > User Profiles. Click a profile name and select Import Paydata on the Utilities tab. Repeat for each user who will be included in time clock import.

		? Help
User Profile Name: H/R Adm	inistrator	
Field Masking		
Field	In User Interface	On Reports
Social Security Number	Masked (000-306-6789)	Masked (000-300-6789)
Bank Deposit Account Number	Masked (0000000000004567)	Masked (0000000000004567)
Function Access		
Import Employee Data	Reports Utilities Setup	
	'aydata ☐ Import V □ Export T	aydata alidation Tables ime & Labor Mgmt Employee Data CheckView Detail
Import Employee Data Import Time & Labor Mgmt P Load Signatures & Logos	aydata Import P Export a Export T Export T C	alidation Tables ime & Labor Mgmt Employee Data
Import Employee Data Import Time & Labor Mgmt P Load Signatures & Logos Export MR/GLI Data	aydata mport P Export a Export T Archive ted Auto Cal	alidation Tables ime & Labor Mgmt Employee Data CheckView Detail
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Import Employee Data Import Time & Labor Mgmt P Load Signatures & Logos Export MR/GLI Data Erase Employees To Be Dele CheckView by Person	ted Create F	alidation Tables ime & Labor Mgmt Employee Data CheckView Detail culate Rate 2 unds Disbursement File

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#### Virtual TimeClock Integration Setup

1. Set up your export defaults. Select **Turn Administration On** from the *File* menu. Select **Configure** from the administration toolbar, then select **Payroll Settings**. Under the *Payroll Export* section, select **ADP**<sup>®</sup> **Workforce Now**<sup>®</sup> from the pop-up menu and then click **Setup**.

Configure F	Payroll Settings (j) Manuals
Payroll Frequency Semi-Monthly 1st Period Start: 1st 2nd Period Start: 16th	Electronic Timecard Approval Hourly worker timecard approval Salaried worker leave approval Manager timecard approval
Current Payroll Period Start Date: 7/ 1/2018 0 . End Date: 7/15/2018 0 ? Reopen Prior Period	Payroll Export       ADP Workforce Now     Setup     ?
	Revert Apply

2. In the **Company Code** field, enter your company code assigned by ADP<sup>®</sup>. Under the **Fields To Export** list, click the **+** button.

	ADP Workford	се	Now Set	up			
Use	rs To Export			Fiel	ds To Ex	port	
🗹 Bullard, Amy			Code	Field Nar	ne		
🗹 Cole, Tom							
🗹 Dewitt, Bob							
🗹 Fowler, Matt							
🗹 Harvard, Sasl	па						
🗹 Jefferson, La	ura						
🗹 Pollasky, Dav	e						
🗹 Shaw, Jeffrey	,						
🗹 Woodworth,	Jim						
All None			+ -	Edit			
Company Code:							
Date Range:	Current Period		$\Diamond$				
Export To:	Macintosh HD:Users:Teste	er:D	Desktop:				Select
					Cancel		ОК

3. Enter an earning code from your Workforce Now<sup>®</sup> system and match it to the corresponding Virtual TimeClock export field. Repeat this step until all desired codes are entered.

4. Match ADP and Virtual TimeClock employee numbers. Select **Users** from the **Configure** menu.

• • •	C	Configure Users		-
く 合 >	R			(i)
Back Show All Forward	Groups			Manuals
Bullard, Amy				
Cole, Tom	Name:	Sasha Harvard		
Dewitt, Bob	Address:	48 Main Street Fresno, CA 93704		
Fowler, Matt	Email:			
Harvard, Sasha	Phone	454-2582		
Jefferson, Laura	Mobile:			
Pollasky, Dave	Birthday:			
Shaw, Jeffrey	Social:	123-45-6781		
Woodworth, Jim	Emergencies:	360-3285		Edit
		Access Employment	Notes	
	Hire Date:	6/15/2002		
	Full/Part time:	Part Time ᅌ		
	Wage:	10.50 Hourly ᅌ		
	Auto Deduction:	None		
	Department:	Production		
	Overtime:	Weekly Only		
	Employee #:	P-01		
	Extension:	112		
			Revert	Apply
Add Delete All Users				

Select the **Employment** tab for a user and edit the *Employee* # field to exactly match the ADP File (ID) numbers from Workforce Now. Repeat this step for each user.

**Note**: Employee numbers in Virtual TimeClock must be identical to employee numbers in ADP<sup>®</sup> or payroll hours will not be imported.

**Congratulations -** your one-time integration setup is now complete. When you add new employees in the future, remember to match their employee number with their File (ID) number in ADP Workforce Now.

#### Exporting Payroll Hours from Virtual TimeClock

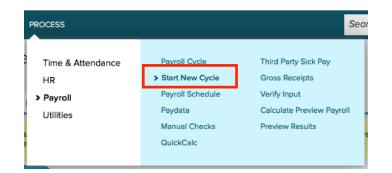
1. Choose **Payroll Approval** from the Virtual TimeClock administrative toolbar to enter the **Timecard Review & Payroll Approval** dashboard. Once all timecards have been approved, click the **Export** button in the *Step 3: Export Payroll* row. If a timecard is not approved, it will not be exported.

1 Review Timecards					7/1/1	18 to 7/1	5/18
Name	Regular	Overtime	Leave	Total	Salaried	Manager	Sign Off
Bullard, Amy			8.00	8.00	Yes		$\checkmark$
Cole, Tom	32.10		8.00	40.10			$\checkmark$
Dewitt, Bob	32.22		8.00	40.22			$\checkmark$
Fowler, Matt	31.93		8.00	39.93			$\checkmark$
Harvard, Sasha	32.12		8.00	40.12			$\checkmark$
Jefferson, Laura	32.02		8.00	40.02			$\checkmark$
Pollasky, Dave	32.28		8.00	40.28			$\checkmark$
Refresh Messaging				Timecards	s Ap	proval	Sign Off
2 Payroll Report						Re	port
3 Export Payroll						Ex	port

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#### Importing Payroll Hours in ADP Workforce Now

1. You may need to begin by starting a new payroll cycle. If you have already done so or wish to import data into an existing payroll cycle, skip this step.



2. Select Process from the top navigation bar.



3. Select **Utilities** and choose **Import**. Available menu options may vary depending on your role within ADP Workforce Now.



4. From the *Import* panel, select **Paydata** and then choose **Add**.

Import 0 🗖 🖍		
ACA Prior Vendor Hours		
Applicants		
Employees		
Import Preferences		
Manual Checks		Select the files to import from the following list
Paydata	<b>L</b>	
Time and Attendance	V	O ADD O DELETE OTHER ACTIONS ✓
Time Off Accruals		
Validation Tables		

- 5. From the Paydata Import Files page, select Browse for Files.
- 6. Select **Add Files** and choose your exported payroll file from Virtual TimeClock, usually found on your desktop. Choose **Upload** to finish.

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7. After uploading your payroll export file, select the file using the checkbox and click **Done**.



8. ADP Workforce Now will bring you back to your unprocessed payroll files. Select the appropriate file(s) using the checkbox and click **Other Actions**. Choose **Start** to begin processing payroll.



 After you import your file, you can review and edit any of the imported data on the Paydata Entry Batch page before processing payroll. Open the batch from the Paydata Batch page by selecting Process > Payroll > Paydata.

Alverez Nuna				tatus: Active ate 2:	SSN: XXX-XX-XXXX Rate 3: 25.9999		Department: 300000 - 3 Std Hrs: 75.00 <u>Sho</u> y		
							Ro	ANS Per Page 10	
Insert 🔻	Delete 🔻 🛛 V	'iew ▼ C	ptions 🔻 🛛 Find	Employee					
File #	Name	Pay #	Tax Frequenc	Temporary Ra	Reg Hours	O/T Hours	Reg Earnings	O/T Earning	
000053	Alverez, Nun	2			75.00				
001110	Anderson, A	r 1			80.00		4,300.00		
001011	Anderson, Ji	1			80.00				
831391	Bahama, Dai	1			80.00		66.54		

Disclaimer: Redcort Software attempts to accurately describe and facilitate the process of integrating Virtual TimeClock with various payroll service providers. Redcort Software, due to factors outside of it's control, makes no guarantee, stated or implied, that this integration guide will result in a successful import of time clock or payroll data to any other program or payroll system.

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