Virtual TimeClock® Payroll Export Guide

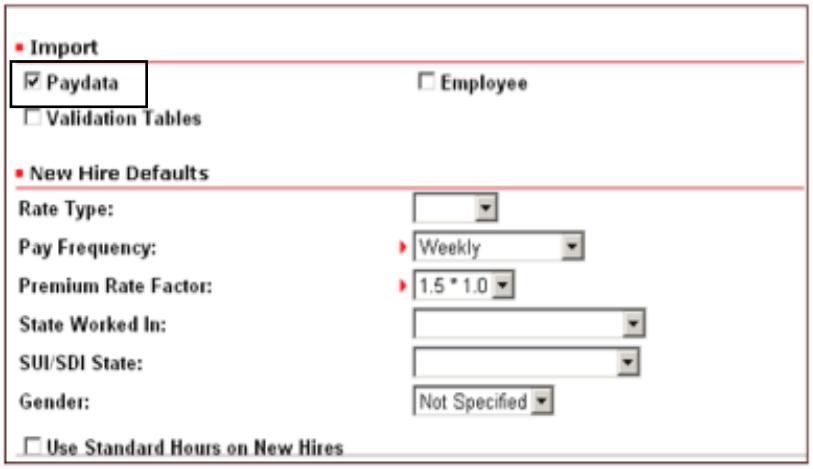
Exporting to ADP® Pay eXpert®

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

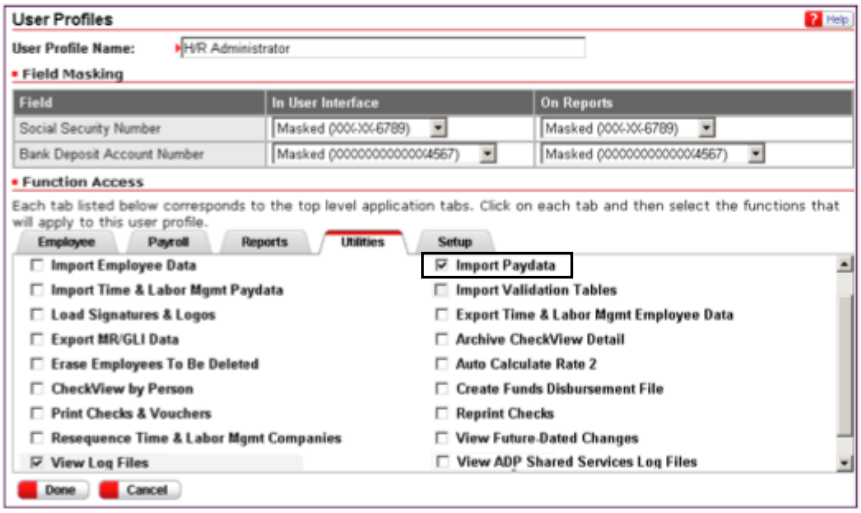
Need help with payroll integration? Contact us at 1-559-434-8544 or http://www.redcort.com/support.

ADP® Integration Setup

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



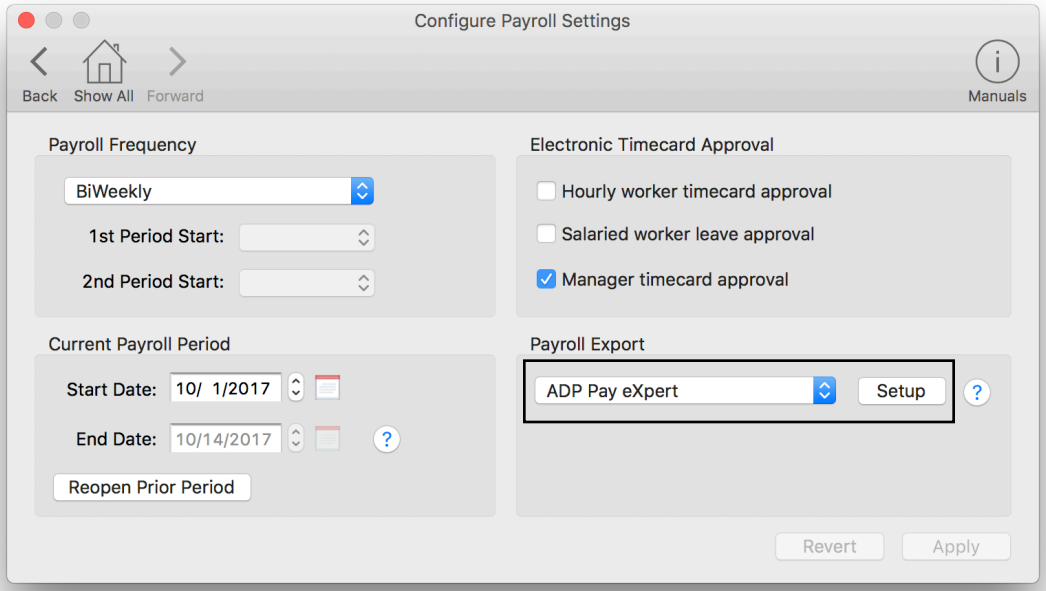
2. Give a user profile permission to import paydata**.** Open the User Profiles page by selecting **Setup→Users→User Profiles**. Click a profile name and select **Import Paydata** on the Utilities tab.



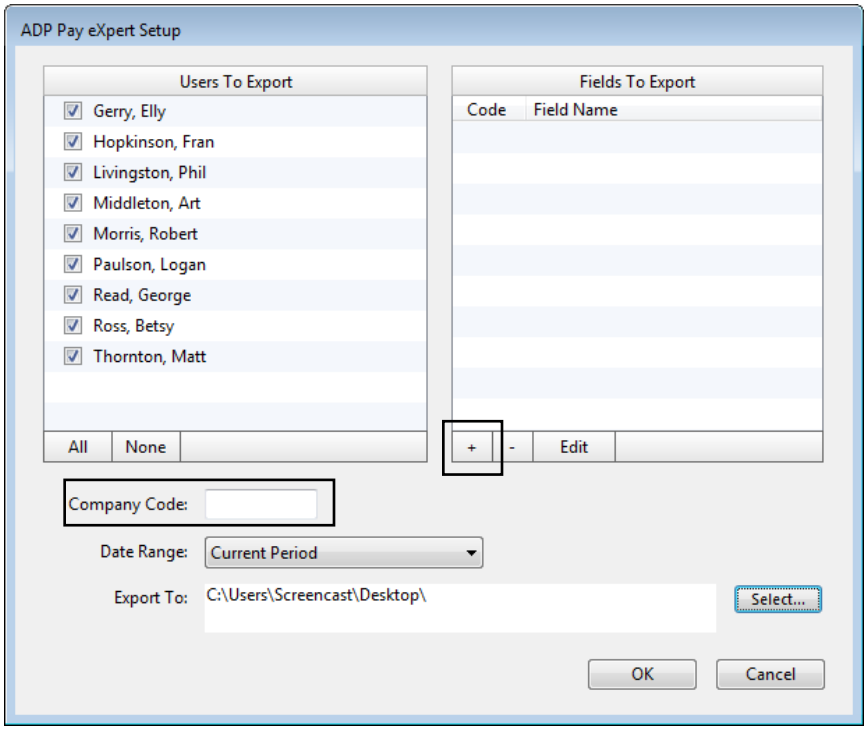
The ADP and Pay eXpert are trademarks of ADP, LLC. Redcort Software is not affiliated with ADP, LLC in any way.

Virtual TimeClock Integration Setup

1. Set up your export defaults. Choose **Configure** from the administration toolbar, then select **Payroll Settings**. Select the **ADP® Pay eXpert®** export format and click **Setup.**

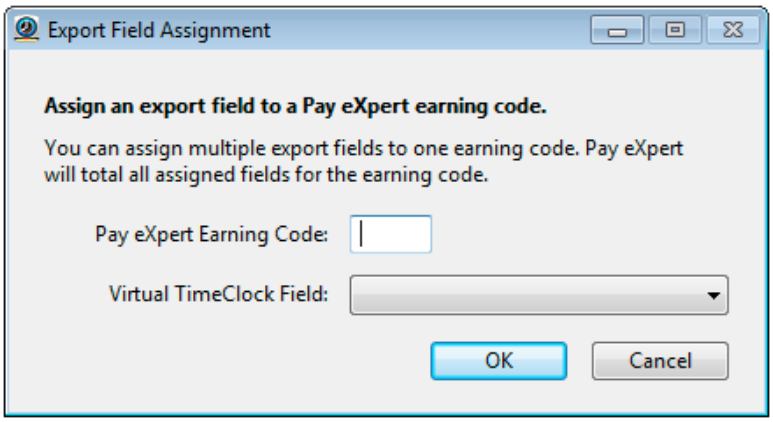


2. In the **Company Code** field, enter your company code assigned by ADP®. Under the **Fields To Export** list, click the **+** button.

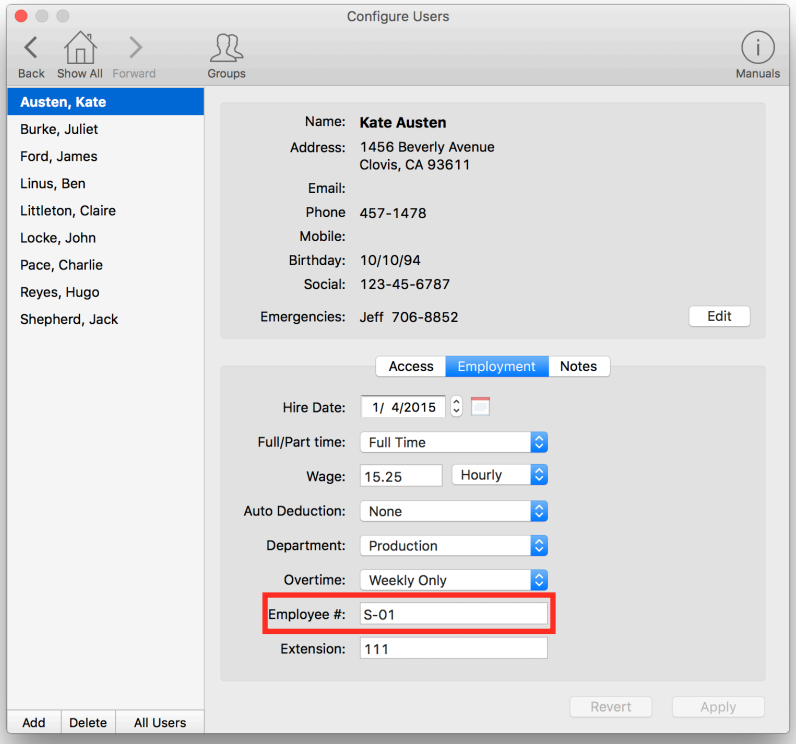


The ADP and Pay eXpert are trademarks of ADP, LLC. Redcort Software is not affiliated with ADP, LLC in any way.

3. Enter an earning code from your Pay eXpert® system and select the corresponding Virtual TimeClock export field.



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

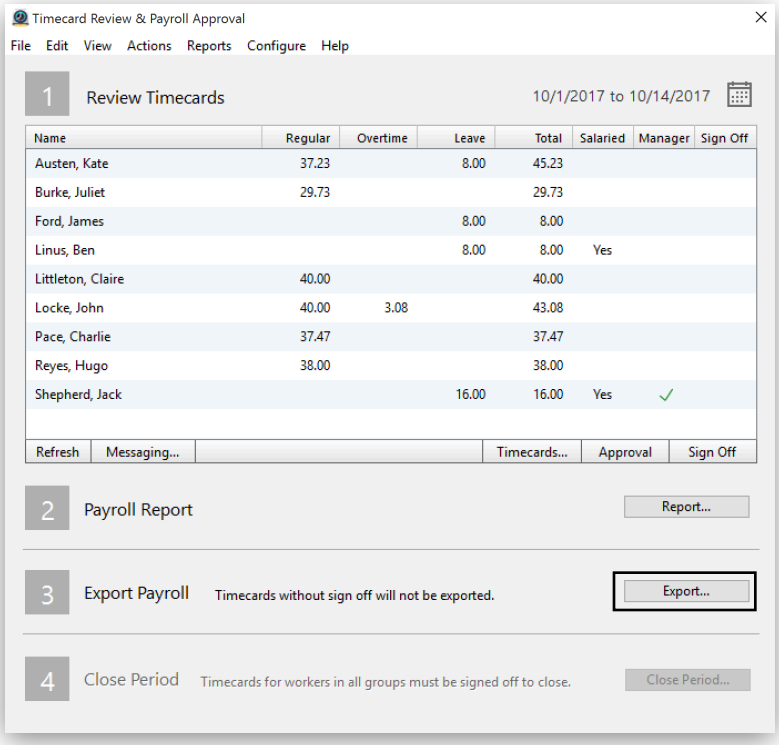


Employee numbers in Virtual TimeClock must be identical to employee numbers in ADP® or payroll hours will not be imported.

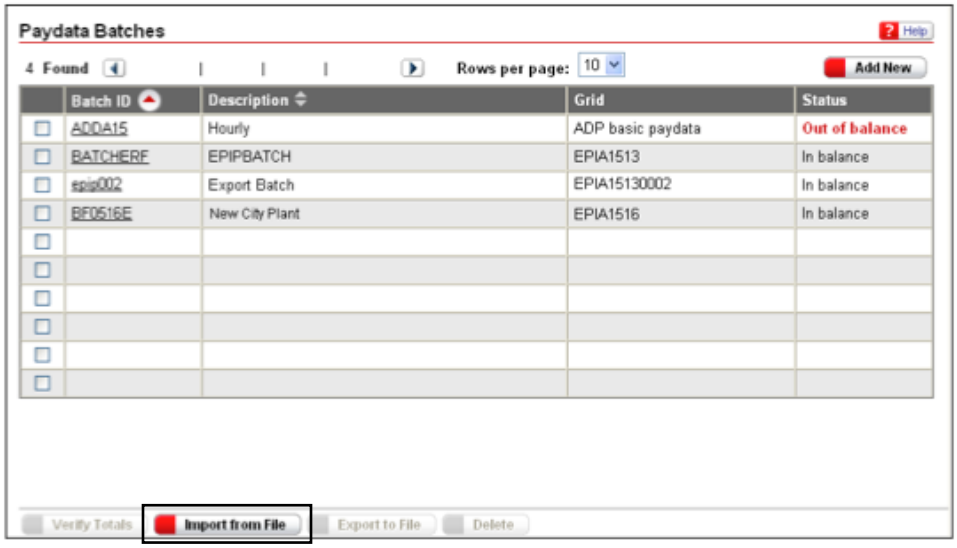
The ADP and Pay eXpert are trademarks of ADP, LLC. Redcort Software is not affiliated with ADP, LLC in any way.

Exporting Payroll Hours

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 **Export**. If a timecard is not approved, it will not be exported.



Importing Payroll Hours



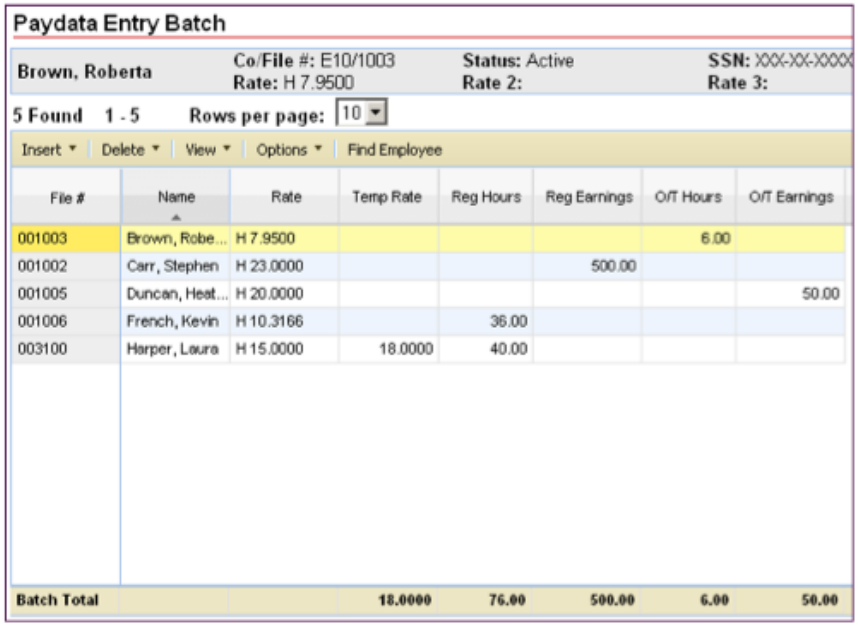
The ADP and Pay eXpert are trademarks of ADP, LLC. Redcort Software is not affiliated with ADP, LLC in any way.

1. Copy the export file to the ADP® web server. Open the Paydata Batches page by selecting **Payroll→Paydata Tasks→Paydata** or clicking **Pay Employees** from the Home page.

2. Click **Import from File** to start the Paydata Import Wizard, click **Browse** to select the file, and click **Copy to Pay eXpert® Server**.

3. Select the file to import and click **Next**. Accept the default import options and click **Next**. Click **Done** to close the Paydata Import Wizard.

4. 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 Batches page by selecting **Payroll→Paydata Tasks→Paydata**.

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.

The ADP and Pay eXpert are trademarks of ADP, LLC. Redcort Software is not affiliated with ADP, LLC in any way.

Copyright 1986-2018 Redcort Software Inc. All Rights Reserved. Virtual TimeClock and Virtual TimeClock Pro are registered trademarks of Redcort Software Inc. All other names mentioned are trademarks or registered trademarks of their respective holders in the United States and other countries.

Version 18.2 Revised 06.06.18

The ADP and Pay eXpert are trademarks of ADP, LLC. Redcort Software is not affiliated with ADP, LLC in any way.