

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 1-888-207-0005 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.

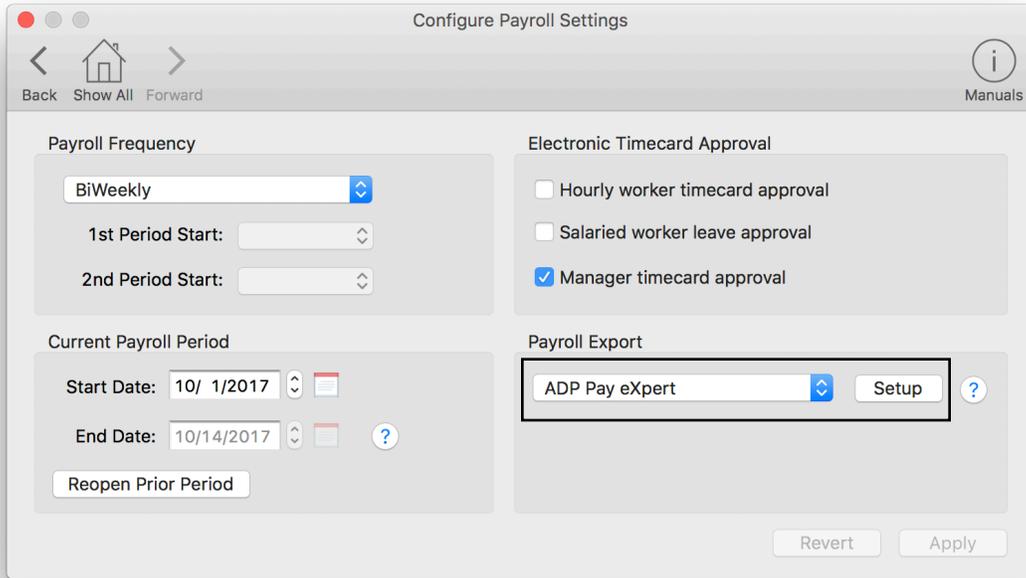
2. Give a user profile permission to import paydata. Open the User Profiles page by selecting **Setup**→**Users**→**User Profiles**. Click a profile name and select **Import Paydata** on the Utilities tab.

Field	In User Interface	On Reports
Social Security Number	Masked (000-XX-6789)	Masked (000-XX-6789)
Bank Deposit Account Number	Masked (0000000000004567)	Masked (0000000000004567)

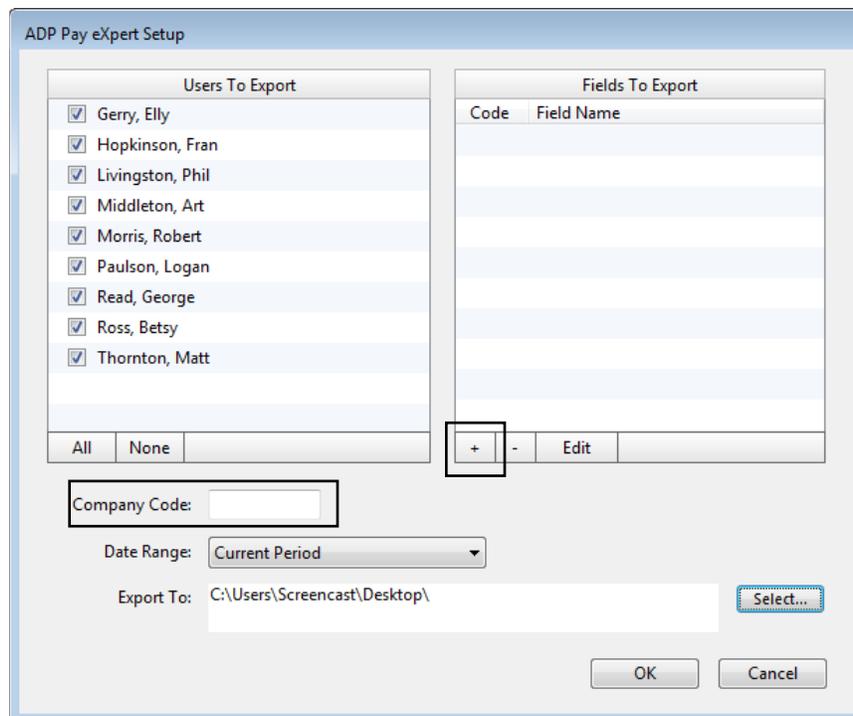
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Virtual TimeClock Integration Setup

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.



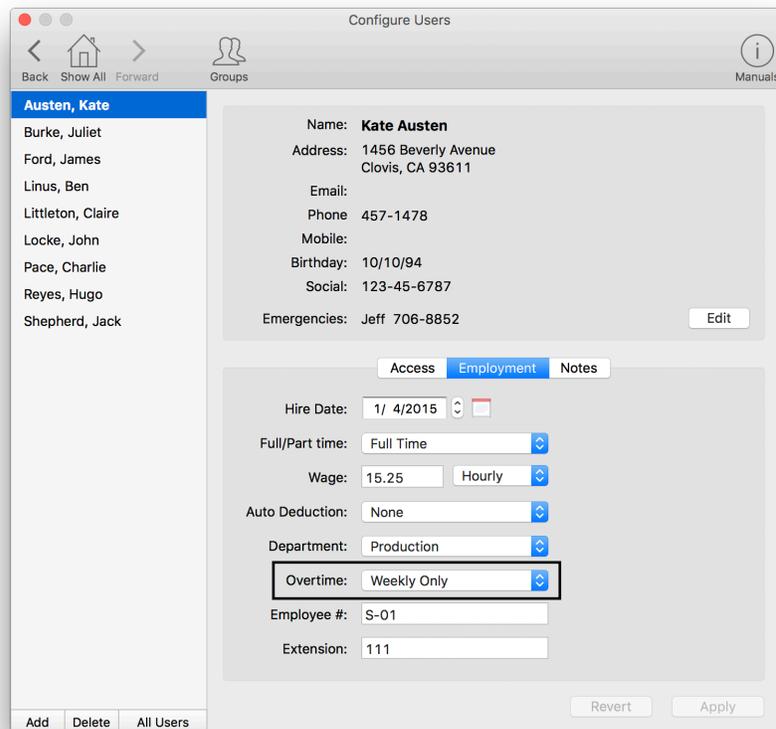
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3. Enter an earning code from your Pay eXpert® system and select the corresponding Virtual TimeClock export field.



The dialog box is titled "Export Field Assignment". It contains the following text: "Assign an export field to a Pay eXpert earning code. You can assign multiple export fields to one earning code. Pay eXpert will total all assigned fields for the earning code." Below this text are two input fields: "Pay eXpert Earning Code:" followed by a text input box, and "Virtual TimeClock Field:" followed by a dropdown menu. At the bottom right are "OK" and "Cancel" buttons.

4. Sync your employee identification numbers. Choose **Users** from the **Configure** menu.



The "Configure Users" window shows a list of users on the left and details for "Austen, Kate" on the right. The details include: Name: Kate Austen, Address: 1456 Beverly Avenue, Clovis, CA 93611, Email, Phone: 457-1478, Mobile, Birthday: 10/10/94, Social: 123-45-6787, and Emergencies: Jeff 706-8852. Below this is a tabbed interface with "Access", "Employment", and "Notes" tabs. The "Employment" tab is active and shows: Hire Date: 1/4/2015, Full/Part time: Full Time, Wage: 15.25 Hourly, Auto Deduction: None, Department: Production, Overtime: Weekly Only (highlighted with a red box), Employee #: S-01, and Extension: 111. At the bottom are "Add", "Delete", "All Users", "Revert", and "Apply" buttons.

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

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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.

Timecard Review & Payroll Approval

File Edit View Actions Reports Configure Help

1 Review Timecards 10/1/2017 to 10/14/2017

Name	Regular	Overtime	Leave	Total	Salaried	Manager	Sign Off
Austen, Kate	37.23		8.00	45.23			
Burke, Juliet	29.73			29.73			
Ford, James			8.00	8.00			
Linus, Ben			8.00	8.00	Yes		
Littleton, Claire	40.00			40.00			
Locke, John	40.00	3.08		43.08			
Pace, Charlie	37.47			37.47			
Reyes, Hugo	38.00			38.00			
Shepherd, Jack			16.00	16.00	Yes		✓

Refresh Messaging... Timecards... Approval Sign Off

2 Payroll Report Report...

3 Export Payroll Timecards without sign off will not be exported. Export...

4 Close Period Timecards for workers in all groups must be signed off to close. Close Period...

Importing Payroll Hours

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.

Paydata Batches

4 Found Rows per page: 10 Add New

Batch ID	Description	Grid	Status
ADDA15	Hourly	ADP basic paydata	Out of balance
BATCHERE	EPIPBATCH	EPIA1513	In balance
spis002	Export Batch	EPIA15130002	In balance
RF0516E	New City Plant	EPIA1516	In balance

Verify Totals Import from File Export to File Delete

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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**.

Paydata Entry Batch							
Brown, Roberta		Co/File #: E10/1003	Status: Active		SSN: XXX-XX-XXXX		
		Rate: H 7.9500	Rate 2:		Rate 3:		
5 Found		1 - 5	Rows per page: 10				
Insert ▾ Delete ▾ View ▾ Options ▾ Find Employee							
File #	Name	Rate	Temp Rate	Reg Hours	Reg Earnings	O/T Hours	O/T Earnings
001003	Brown, Robe...	H 7.9500				6.00	
001002	Carr, Stephen	H 23.0000			500.00		
001005	Duncan, Heet...	H 20.0000					50.00
001006	French, Kevin	H 10.3166		36.00			
003100	Harper, Laura	H 15.0000	18.0000	40.00			
Batch Total			18.0000	76.00	500.00	6.00	50.00

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 its 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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