Virtual TimeClock® Payroll Export Guide

Exporting to ADP® Workforce Now®

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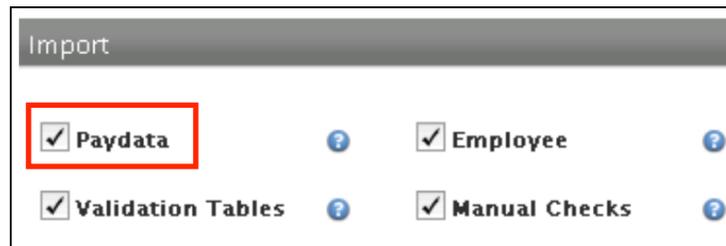
2. Give a user profile permission to import paydata**.** Open the User Profiles page by selecting **Setup > Users > User Profiles**. Click a profile name and select **Import Paydata** on the Utilities tab. Repeat for each user who will be included in time clock import.
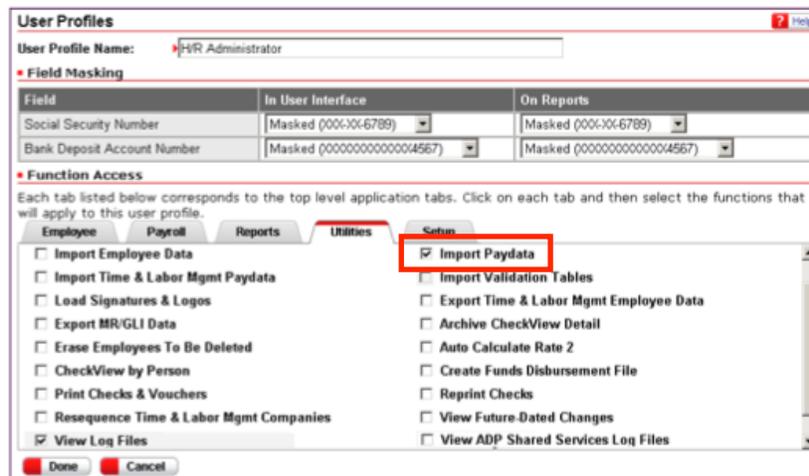
Virtual TimeClock Integration Setup

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® Workforce Now®** from the pop-up menu and then click **Setup.**
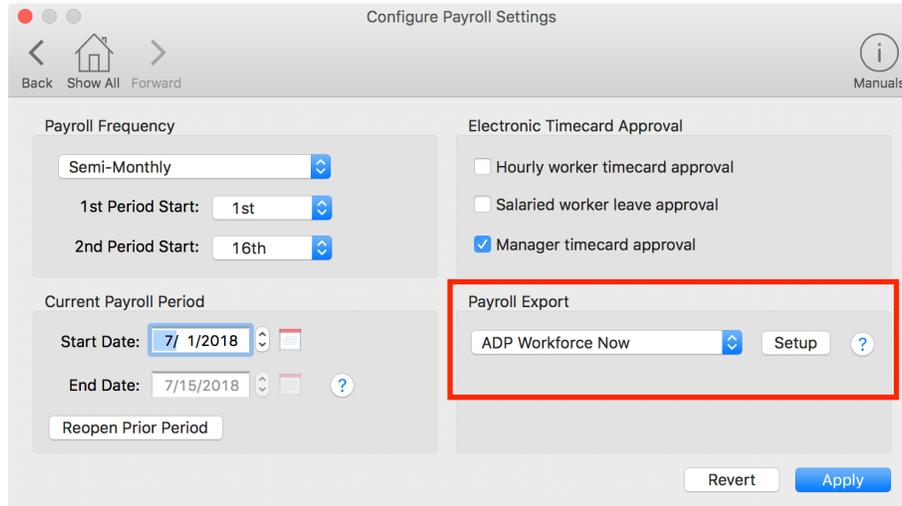
2. In the **Company Code** field, enter your company code assigned by ADP®. Under the **Fields To Export** list, click the **+** button.
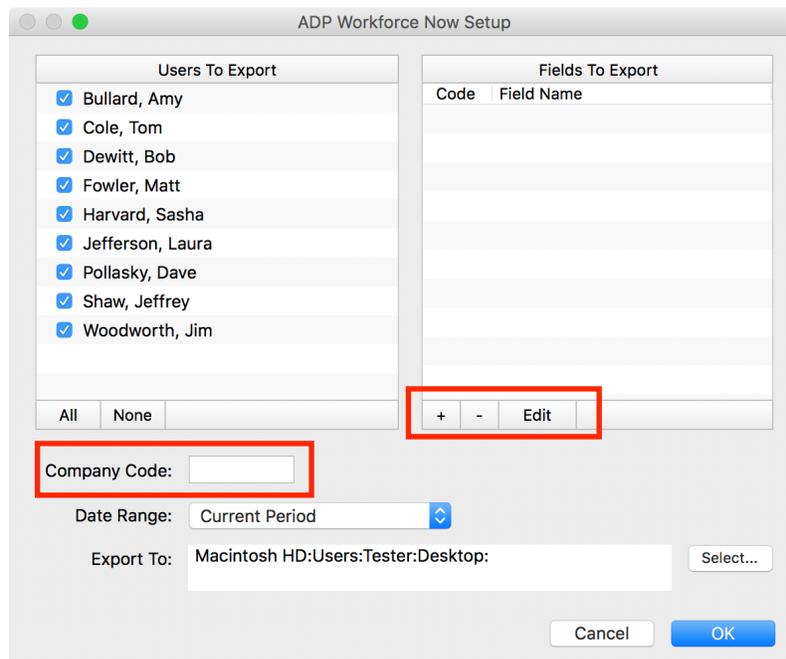
3. Enter an earning code from your Workforce Now® system and match it to the corresponding Virtual TimeClock export field. Repeat this step until all desired codes are entered.

4. Match ADP and Virtual TimeClock employee numbers. Select **Users** from the **Configure** menu.
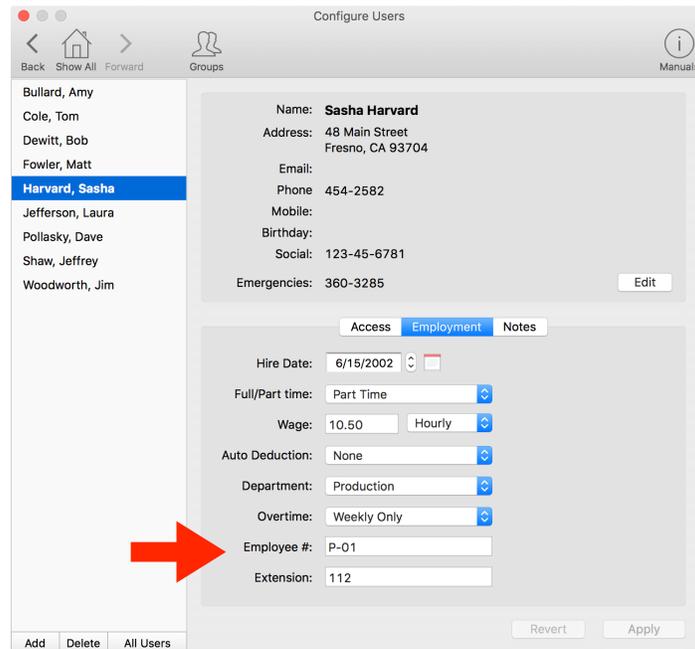
Select the **Employment** tab for a user and edit the *Employee #* field to exactly match the ADP File (ID) numbers from Workforce Now. Repeat this step for each user.

Note: Employee numbers in Virtual TimeClock must be identical to employee numbers in ADP® 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.
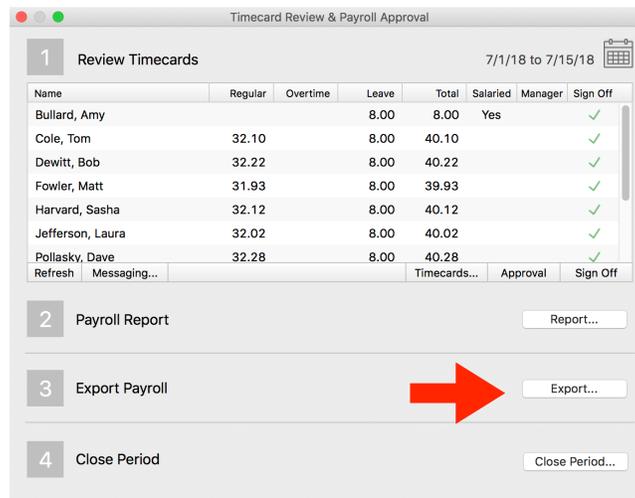

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Importing Payroll Hours in ADP Workforce Now

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.
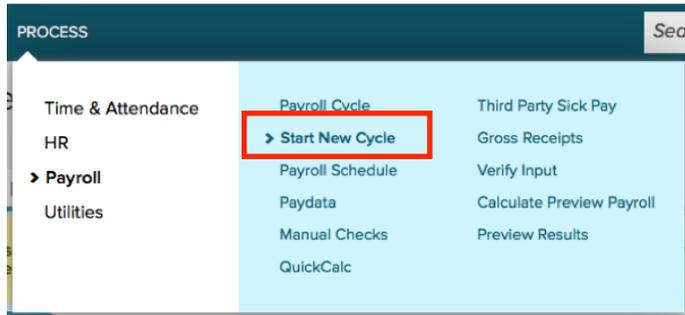

2. Select **Process** from the top navigation bar.

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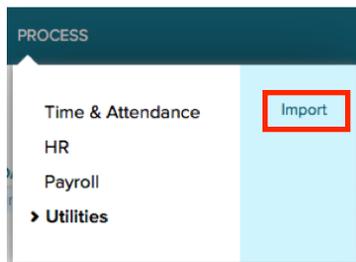

4. From the *Import* panel, select **Paydata** and then choose **Add**.
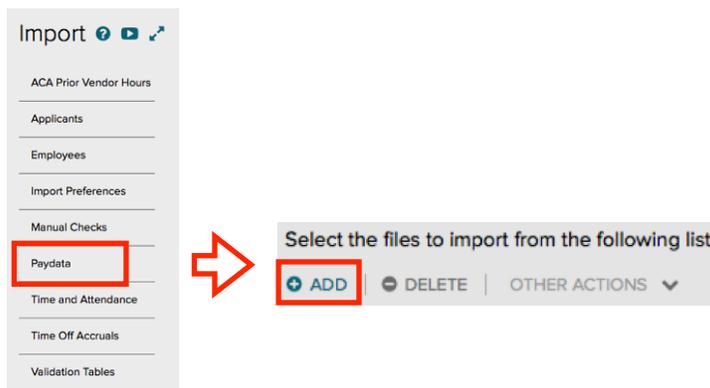
5. From the *Paydata Import Files* page, select **Browse for Files**.

6. Select **Add Files** and choose your exported payroll file from Virtual TimeClock, usually found on your desktop. Choose **Upload** to finish**.**

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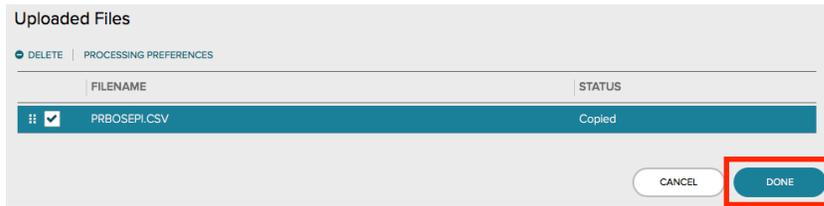
8. ADP Workforce Now will bring you back to your unprocessed payroll files. Select the appropriate file(s) using the checkbox and click **Other Actions**. Choose **Start** to begin processing payroll.

9. 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**.