

ADP Interface

Exporting

To turn the interface on, go to **File | Company Maintenance** and click the **Defaults** button. Click on the **Interfaces/Documents** tab and select the **ADP** radio button. Make sure the default import and export paths set here are where you will want your import/export CSV files to be stored. The default will be to create your CSV file directly on C:\. You will want to enter the CSV file as your **ADP Company ID.CSV**. The first time you export, the file will then be created. ADP may provide you with a specific path to use depending on the product you are currently using, so you **MUST** use that if they supply one. Just overwrite the default with the path you must use. This path must already exist! You can use the **Browse** button to the right of the fields to set a different path, but the CSV files must also already exist. Once you have the interface set, click **OK** to save and you will now be ready to use the interface!

The **Attendance Code | Short Name** **MUST** match those set as your ADP Attendance Codes and can only be two characters. At a minimum, for overtime and regular hours to come over properly, you **MUST** have an Attendance Code of DL (Direct Labor) and IL (Indirect Labor) for regular hours and specify these as the Attendance Codes on the employee's Attendance Ticket. For overtime you **MUST** have an attendance code of OT and it needs to be assigned on the employee's Attendance Ticket. **OR**, the overtime column on the Attendance Ticket **MUST** be marked Y for Yes. For other codes you might use, such as Vacation, Bereavement, etc., these must also match the codes used by ADP.

The **Employee Code | Number** in E2, **MUST** match the Employee File Number used by ADP.

Once you have the interface set and your Attendance Codes in E2 match those used with ADP, you can go to **Shop Control | Time and Attendance** and click the **ADP Export** button. On this interface screen, you set the date range for the Attendance Tickets you want to export and enter your 3 character ADP Company Code in the field provided. Verify the **ADP Export File** path and then click the **Preview** button. This will display each **Employee** that has a Time & Attendance ticket available during the range selected. As you select each Employee in the list you will see each **Date** for a corresponding ticket display in the list to the right. You have the option to exclude any Employees or specific ticket Dates at this point by using the **Remove Employee From Above** or the **Remove Ticket Date From Above** buttons. Once you have removed any employees or ticket dates, you can click the **Export** button to create your CSV file. This file will be the only thing you need to send to ADP.

The screenshot shows the ADP Payroll Interface window. The title bar reads "ADP Payroll Interface" and the system clock shows "11:16:01 am". The interface is divided into several sections:

- FILE Options...**: Contains a text field for "ADP Export File:" with the value "C:\", a "Location" browse button, and a "Preview" button.
- EXPORT Options...**: Contains a "Date Range" section with "Begin:" and "End:" fields, both set to "10/15/07". It also includes an "ADP Company Code:" field and an "Export" button.
- Employees**: A table with columns "Employee Short Name", "Employee Name", and "Dept Number".
- Date**: A table with a "Date" column.
- At the bottom, there are two buttons: "Remove Employee From Above" and "Remove Ticket Date From Above".
- A "PROCESSING..." status bar is visible at the bottom center.
- A "Close" button is located at the bottom right.

Important Facts About Exporting

If you have a **Payroll Description** and corresponding **Payroll Rate** for “Overtime,” you will need to ensure that the actual rate entered on the employee is their regular rate and not the overtime rate. E2 will automatically calculate the correct dollar amount out for these hours according to your **Overtime Settings** and the **Pay Rate Factor** you have in **Company Maintenance** or on the actual Employee, if it differs. If you calculate the factor into the **Payroll Rate** ahead of time, the system will perform a double calculation and that rate will increase a second time by the **Pay Rate Factor** you have in place when ADP calculates your payroll.

If you ever have employees work overtime at a double-time rate, you will need to set up a **Payroll Description** and corresponding **Payroll Rate** for “DoubleTime” and ensure that the rate for each employee is the actual doubled rate. On the employee’s **Time & Attendance Ticket**, you will have to ensure that the time clocked is set up using the correct **Payroll Rate** and that the **Overtime** column is set to N rather than Y (even if the time is actually marked as overtime by Data Collection). If they remain marked as OT, ADP will apply the 1.5 **Pay Rate Factor** they expect to use on these entries. These hours will export out according to the appropriate **Attendance Code** and only the **Payroll Rate** that populates the export file will reflect what they should actually be paid for those DoubleTime hours.

Importing

This import process is based on the Infolink product from ADP and their online General Ledger reporting services. It is based on you sending one payment to ADP to cover your payroll and the ADP checks to your employees carry an ADP bank account. You will use the import in GL | Journal Entries, which will bring back only the appropriate Journal Entries since you would not need the checks.

For General Ledger entries, the import file format is comma delimited and is as follows (NO header record in CSV):

Field	Type
GL Account	Text
Description	Alphanumeric
Amount	Numeric
Check Date	MM/DD/YYYY

To get your Journal Entry imported into E2, go to GL | Journals and click the ADP Import button. Check that the path under the File Options section is correct. You will generate your CSV file from Infolink and then save it in the correct location specified as the **Path To Import File** in **Company Maintenance | Defaults | Interfaces and Documents**. Select the appropriate **Bank Account** from the drop down list in the **Import Options** section and then click the **Import** button.

You will then see a single Journal Entry display. This will encompass all the transactions ADP has performed for your payroll processing. Before you OK out of this form, ensure that the balance at the bottom is zero. If it is not, you can click the Cancel button and contact ADP to determine what is incorrect in the CSV file.

Important Facts About Importing

- Miscellaneous journal entries will be designated by the presence of “Payroll” in the record line.
- To keep things in order, it would be a good idea to set the import file location as the same location where your accompanying “ADPExport”.csv file is saved, but this is not necessary.
- The GL Codes present in the import file should also exist in E2SS. If not, you will get a description of “Account Not Found” on the check detail. When the Journal Entry displays, you will be unable to OK out because you will be asked to pick an existing GL Code.