



The TimePilot system: ADP Export

Here's how to export the payroll data collected by the TimePilot system into ADP's software versions 2.5, 3.0 or 4.0: (Please note that in Step 4 you'll need to get information from your ADP representative.)

1. Start TimePilot's Transaction Manager.
2. Open an extracted pay period (Periods > Open Pay Period) and prepare it for export (correcting erroneous transactions, applying Auto Lunch, etc.)
3. Click File > Export > ADP to open the ADP Export box.
4. Consult your ADP representative to determine which boxes should be checked

ADP Export

Export your payroll data to ADP

Information for these fields is available from your ADP representative.

Fields:

- Regular Hours
- O/T #1 Hours
- Vacation Hours
Hours Code: Hours 3
- Sick Time Hours
Hours Code: Hours 3
- Holiday Hours
Hours Code: Hours 3

Company Code
Batch ID

File # Field Definition
 Use User ID
 Use Alt ID

C:\ADP\PCP\W\ADPDATA

Export

Close

Help

This field tells TimePilot where to save the exported data. Make sure your drive letter (here it's "C:") matches the drive where you keep your ADP software.

Figure 1



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and the correct codes to be entered in the Fields area, Company Code and Batch ID. (See Figure 1).

5. In the “File # Field Definition” box, click the button that corresponds to where in the employee’s TimePilot profile you recorded his or her ADP-supplied ID number. Not sure? Here’s how to find out:
 - A. Start TimePilot’s Configuration Manager.
 - B. Double-click the first employee’s name in the employee list to call up the Employee Setup screen.
 - C. The ADP-issued ID number for that employee should appear in either the “ID #” or “Alternate ID #” field.
 - If the number is in the “ID #” field, click the “Use User #” button in the ADP Export box.
 - If the number is in the “Alternate ID #” field, click the “Use Alt ID” button in the ADP Export box..
6. In the field at the bottom of the box, enter the folder where TimePilot should put the exported data for ADP. (See Figure 1). If your ADP software is on your PC, it should be **C:\ADP\PCPW\ADPDATA** (all capitals; note the backslash at the end). If you have your ADP software on a server, ask your network administrator for the location of the files and change the “C:” in the preceding example to the correct drive letter.
7. Click the Export button.
8. TimePilot will prepare your data in ADP’s format and export it to the folder named above. The file created during the process is named PRXXXXEPI.csv, with the XXXX being your ADP-issued Company Code.
9. Click OK when the “Export Complete” box pops up.
10. Start ADP and import the file.