



The TimePilot system: ADP Export

If you're using ADP's payroll service, the time and attendance data collected by your TimePilot system needs to be "translated" into a format ADP can understand. This "translator"—a small software program—is called an export, and TimePilot offers exports for many of the top payroll services and software.

Once the export has done its work, you'll have a file that you can upload to ADP. Here's the complete process:

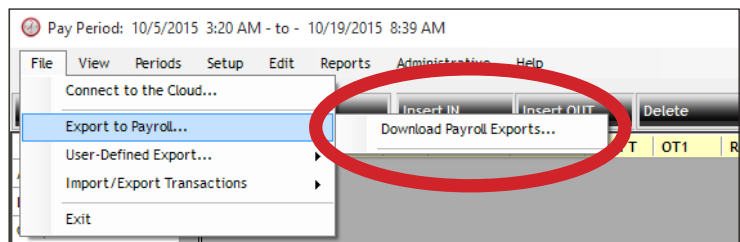
The setup (you'll only need to do this once)

First, you'll need to enter each employee's ADP-assigned ID number into the TimePilot software. Here's how:

1. In TimePilot Central, double-click an employee's name to open their profile.
2. Click the "Optional" tab at the top of the profile box.
3. Enter his or her ADP-assigned ID number in the "Alternate ID" field. (See example at right.)
4. Click "Save."
5. Repeat steps 1-4 for each employee.

Next, you'll need to install the ADP export into the TimePilot software:

1. Start TimePilot Central.
2. Click the "File" menu, then "Export to Payroll."
3. You'll see a "Download Payroll Exports" link to the TimePilot.com web site. Click the link, then choose the ADP export from the list that appears. The export will download.
4. Depending upon your browser, choose "Run" to install the export, or download the export and double-click it to install it.



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Using the Export

Now your newly installed export can be used after you've extracted your pay period. Here's how (please note that in Steps 5 and 7 you'll need to get information from your ADP representative):

1. Start TimePilot Central.
2. Open an extracted pay period (Periods > Open Pay Period) and prepare it for export (correcting any erroneous transactions, applying Auto Lunch, etc.)
3. Click File > Export to Payroll > ADP to open the ADP Export. (See below for an illustration.)
4. Choose your company and the extracted pay period.
5. Consult your ADP representative to determine the correct codes to be entered in the "Batch ID" and Company Code" fields.
6. In the "Exported File Location" field, the software will suggest a place to put the ADP-ready file generated by the export. It's usually in the same folder as your TimePilot database. If you want the file placed somewhere else, enter the location in the field.
7. Consult your ADP representative to determine the correct codes to be entered in the "Fields" section.
8. Click the Export button.
9. TimePilot will prepare your data in ADP's format and export it to the folder you chose in Step 6. The file created during the process is named EPIXXXYY.csv, with the XXX being your ADP-issued Company Code and YY being your Batch ID.
10. Click OK when the "Export Complete" box pops up.
11. Log onto your ADP account and upload the file.

ADP Export Version: 4.0.1004

Export your payroll data to ADP

Period to Export

Company: Acme Corp. Check for Updates...

Batch ID: 00

Pay Period: 2015-10-05 to 2015-10-19 Company Code: ABC

Exported File Location: C:\tpData\Export Browse...

Fields

<input type="checkbox"/> Regular Hours		Hours Code:	
<input type="checkbox"/> Overtime 1 Hours		Hours Code:	
<input type="checkbox"/> Overtime 2 Hours		Hours Code:	
<input type="checkbox"/> Overtime 3 Hours		Hours Code:	
<input type="checkbox"/> Vacation Hours		Hours Code:	
<input type="checkbox"/> Holiday Hours		Hours Code:	
<input type="checkbox"/> Sick Hours		Hours Code:	
<input type="checkbox"/> PTO Hours		Hours Code:	
<input type="checkbox"/> Jury Duty Hours		Hours Code:	
<input type="checkbox"/> Recreation Hours		Hours Code:	

Export

Close

This field tells TimePilot Central where to save the exported data so it can be uploaded to ADP. Make note of the location so you can find it after you're done.

Information for these fields is available from your ADP representative.