# **Universal Time Clock**<sup>®</sup>

# ADP<sup>®</sup> Payroll Export User Guide







Chapter 1: Getting Started	3
Support and Troubleshooting	3
System Requirements	
Installing the ADP <sup>®</sup> Export Utility	3
Preparing the Universal Time Clock™ for ADP <sup>®</sup> Export	
Chapter 2: Export Employee Hours to ADP <sup>®</sup>	5
Chapter 3: Explanation of ADP <sup>®</sup> Export Codes and File Format	7

Copyright © 2009 Icon Time Systems, Inc. All rights reserved.

Reproduction of this document in whole or in part is strictly prohibited. This document may contain typographical or copy errors. Universal Time Clock, Icon Time Systems, the Icon Time Systems logo, and all other Icon Time Systems product names mentioned in this document are registered trademarks Icon Time Systems.

All other products, brand names, or company names mentioned in this document are properties and trademarks or registered trademarks of their respective companies.

### **Chapter 1: Getting Started**

Congratulations on the purchase of your Universal Time Clock<sup>™</sup> from Icon Time Systems! Your purchase includes a free software export utility for ADP<sup>®</sup> that makes exporting employee payroll hours easier than ever.

This User Guide will instruct you on setting up the ADP<sup>®</sup> Payroll Export program options so that an ADP<sup>®</sup> export file can be created for use with your ADP<sup>®</sup> system. The ADP<sup>®</sup> Export program allows you to export the following from the Universal Time Clock<sup>™</sup>:

- Regular and Overtime 1
- Overtime 2 hours\*
- Vacation, Sick, and Personal accrual hours\*
- Non-worked hours\*

\*Requires purchase of the Rules Pack Upgrade.

Before running the export, make sure your company and employee information is setup properly. For instructions on setting your employee time clock preferences, please refer to the Universal Employee Time Clock User Guide by selecting the **Help** icon and **User Guide / Information** after logging into your time clock.



#### Support and Troubleshooting

Our technical support site lists more troubleshooting tips and how-to's to assist you with the your employee time clock. You can reach this site at <u>www.support.icontime.com</u>.

Upon product registration, you receive a complimentary 30-day trial of our Gold Technical Support Plan. This includes unlimited telephone support, troubleshooting, and remote assistance. For subscribers of our technical support plans, your dedicated support team can be reached Monday through Friday from 7:30am to 4:30pm (pacific coast time) at (800) 847-2232 option 1.

#### System Requirements

- Windows Based PC
- Operating Systems Windows 2000, XP, Vista (32 or 64 bit)
- RTC-1000 2.0, SB-100 PRO 2.0 Universal Time Clock or
- RTC-1000, SB-100 PRO Universal Time Clock with Customize Pack Upgrade
- Universal Employee Time Clock must be setup and connected.

#### Installing the ADP® Export Utility

Installing the ADP<sup>®</sup> Export utility is simple and can be completed in just a few steps.

- 1. Insert the Setup Wizard and Documentation CD into your CD drive.
- 2. Double-click on the Install ADP<sup>®</sup> Export icon to install the program.

## Install ADP Export

3. Follow the installation wizard to complete the installation.

**VISTA USERS**: If your computer is running the Windows Vista Operating System, you must run the ADP<sup>®</sup> Export as an Administrator. Using your mouse pointer, Right-click on the **ADP<sup>®</sup> Payroll Export** icon and select **Properties**. Select the **Advanced** button in the **Shortcut** tab, and select the **Run as administrator** option.

Preparing the Universal Time Clock<sup>™</sup> for ADP<sup>®</sup> Export

**NOTE:** You must upgrade to the Customize Pack if you are using the SB-100 PRO or RTC-1000 version 1 software.

Assigning a Custom User field is required for your employees before running the export. Custom User fields are used to track custom information on an employee. For this export, we will use the Custom User Field to track the employee ADP<sup>®</sup> payroll ID number. Log into your Universal Time Clock<sup>™</sup> and go to **Settings\Preferences\User tab**.

ay	Punch	Device	Alerts	User
ay	Punch	Device	Alerts	10

- 1. User field 1 is reserved for the ADP<sup>®</sup> Export utility. In the **Title for User Field 1** field, enter the value: ADP<sup>®</sup> Payroll ID #
- 2. In the Assign User 1 to field, select Employee from the drop-down list.

Title for User 1	ADP Payroll ID #
Title for User 2	Custom_Dept
Title for User 3	Custom_sys
Title for User 4	USER 4
Title for User 5	USER 5
Title for User 6	USER 6
Title for User 7	USER 7
Title for User 8	USER 8
Title for User 9	USER 9
Title for User 10	USER 10
Assign User 1 to	Employee 💌

- 3. Click the **Submit** button on this page to save your changes.
- 4. Select **Reports\Roster** to display a list of your employees.
- 5. Click on the desired employee to bring up the **Edit an Employee** screen.
- 6. There will be an added field at the bottom of this screen called **ADP**<sup>®</sup> **Payroll ID #**.
- 7. Enter the six-digit ADP<sup>®</sup> payroll ID number for the employee and click the **Submit** button.

ADP Payroll ID #	987654	1
	Submit	Cancel

8. Repeat steps 5 through 7 to assign payroll ID numbers to all of your employees.

The ADP<sup>®</sup> Export utility will create a comma-delimited .CSV file that can be used with your ADP<sup>®</sup> Payroll service. To start the export, click on the **Windows Start button\All Programs\Icon Time Systems\ADP<sup>®</sup> Payroll Export\ADP<sup>®</sup> Payroll Export.** 

1. In the Login screen, enter your time clock's **IP Address** and the **Username** and **Password** used to log into your time clock. Click the **Login** button.

Log in to the Time Clock	<.	
Clock IP Address	192.168.2.175	
Username	admin	
Password	XXXX	
	🗖 Save Password	
Login	Cancel	

2. In the ADP<sup>®</sup> ExportForm screen, select the pay period or **Time Frame** to export. The pay periods are based on the dates established in the **Settings\Preference\Pay tab** on your Universal Time Clock's Web page. If a Custom Time Frame is desired, select the dates from the calendar in the **From** and **To** fields.

ADPExpo	rtForm			_0
Time Frame	Custor	m		2
	From	01/01/2009 💌	To 01/12/20	09 💌
		î		-

3. Click on the **Settings** button shown above to display the **ADP**<sup>®</sup> **Export Settings** window. Refer to <u>Chapter 3</u> for details on the Pay Codes shown in the screenshot below.

File Path	C:VADP				Browse
Company ID	ABC				
File ID	FF				
Pay Codes	<u></u>	STD	OT1	OT2	
	Regular Hours			OT2	
	Vacation	VACSTD	VACOT1	VACOT2	
	Sick	SICSTD	SICOT1	SICOT2	
	Personal	PERSTD	PEROT1	PEROT2	
	Non-Worked	NOWSTD	NOWOT1	NOWOT2	

- 4. Click **Browse** to select the location to save your export file. In this example, the **File Path** chosen to save the export file is C:\ADP<sup>®</sup>
- 5. Enter your **Company ID**. ADP<sup>®</sup> can provide you with this information.
- 6. Enter your **File ID**. ADP<sup>®</sup> can provide you with this information.
- 7. In the **Pay Codes** section, enter custom Export Code names for OT2, Vacation, Sick, Personal, and Non-Worked hours that should appear in the export file. ADP<sup>\*</sup> can provide you with the proper code names if needed. The default code names are shown in the figure above.
- 8. Click the **Save** button to save your changes.
- 9. In the **ADP**<sup>\*</sup>**ExportForm** window, click the **Export** button to create the ADP<sup>\*</sup> Export file. The file will be saved in the directory you specified with a .csv extension. An example would be: EPIABCFF.csv. The file name includes the letters EPI, your company ID, and your File ID. In the above example, the company ID is ABC and the File ID is FF. Thus the filename EPIABCFF.csv is created.
- 10. If the export is successful, the following message will appear:

Export Success	sfull		×
Export Succes	sfull, would ye	ou like to view the	export file?
	Yes	No	

11. Click the **Yes** button to view the contents of the ADP<sup>®</sup> export file. An example is shown here. A detailed explanation on the file format can be found in <u>Chapter 3</u>.

🖾 EPIABCFF.csv - Notepad									
File Edit Format Help									
Co Code, Batch ID, File #, Reg Hours, O/T Hours, ABC,001,987654,2.62,0.00,Work,0.00,0T2,0.00 ABC,001,987654,2.47,0.00,Dept 0,0.10,0T2,0.00 ABC,001,123456,10.32,0.00,Work,0.20,0T2,0.00 ABC,001,456123,4.10,0.00,Work,0.00,0T2,0.00 ABC,001,456123,0.08,0.00,Dept 0,0.00,0T2,0.00	тетр	Dept,	тетр	Rate,	Hours	3 Code,	Hours	3	Amount

### **Chapter 3: Explanation of ADP® Export Codes and File Format**

The ADP<sup>\*</sup> export file contains fields that are separated by commas. The header, or first row, of the file describes each field in the file. These fields and an example are summarized below. For reading clarity, the file was opened in an Excel<sup>\*</sup> spreadsheet.

Co Code	Batch ID	File #	Reg Hours	O/T Hours	Temp Dept	Temp Rate	Hours 3 Code	Hours 3 Amount
ABC	1	456123	12.1	2	Dept 0	20	OT2	1
ABC	1	456123			Dept 0	20	VACSTD	8
ABC	1	456123			Dept 0	30	VACOT1	1

- 1. **Co Code** the company code. This is the Company ID number entered in the ADP<sup>®</sup> Export Settings window.
- 2. Batch ID this is a constant value and is always 1.
- 3. File # this is the employee's 6-digit Payroll ID code. This is the ADP<sup>\*</sup> Payroll ID # entered for the employee in the **Reports\Roster\Edit an Employee** screen on the Universal Time Clock<sup>™</sup>.
- 4. **Reg Hours** this is the regular hours worked by the employee for that particular pay period. This corresponds to the regular hours worked in the STD column on the Time Card Report for the Universal Time Clock<sup>™</sup>. This amount **does not** include accrual or non-worked hours.
- 5. **O/T Hours** this is the Overtime 1 (OT1) hours worked for the pay period. This corresponds to the value in the OT1 column on the Time Card Report for the Universal Time Clock<sup>™</sup>. This amount **does not** include accrual or non-worked overtime hours. In the example above, the employee worked 2 hours of Overtime 1 during the pay period.
- 6. **Temp Dept** the name of the department the hours are assigned to on the time clock. This field has a 6-character limit in the export file.
- 7. **Temp Rate** the wage rate assigned to the department on the time clock.
- 8. **Hours 3 Code** this is the export code names entered for Overtime 2 (OT2), accruals, and non-worked hours in the ADP<sup>®</sup> Export Settings window. In this example, they are OT2, VACSTD, and VACOT1 respectively.
- 9. **Hours 3 Amount** this is the amount of hours worked in OT2 or for a particular accrual or non-worked benefit. In the above example, the employee with Payroll ID # 456123 worked 1 hour of double-time (OT2), worked 8 hours of regular vacation time (VACSTD), and 1 hour of vacation overtime (VACOT1) for the pay period.