Virtual TimeClock® Payroll Export Guide

## Exporting to ADP® Run®
Virtual TimeClock will export a specially formatted time clock file that allows you to import employee hours into ADP® Run® online payroll. To import files, you must complete a one-time setup.
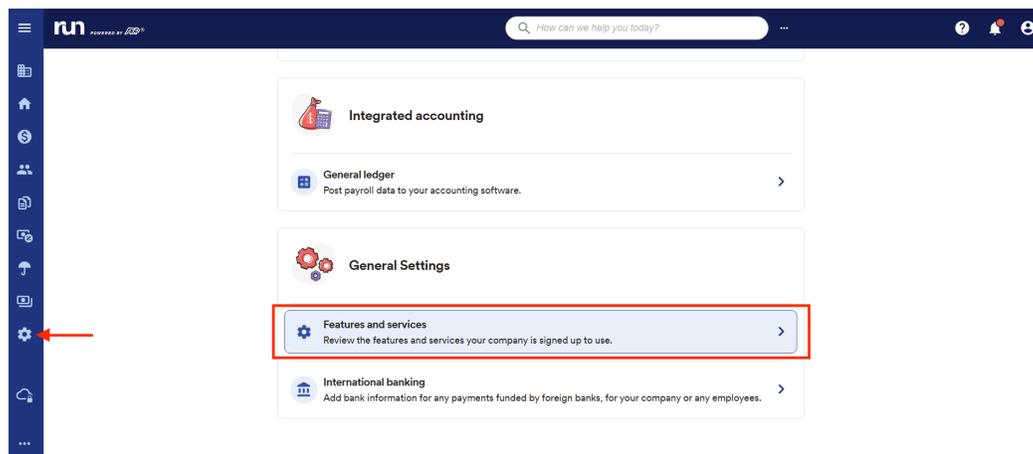
Things to Do Before You Begin
You will need the following information from your ADP Run account:
- Company code - Can be found when you log into ADP Run
- Earnings codes - Can be found in ADP Run by going to **Reports > Run Single Reports > Miscellaneous Reports > Earnings Codes**
- Employee Codes for each employee - Can be found in ADP Run by going to **Reports > Run Single Reports > Miscellaneous Reports > Employee Codes**
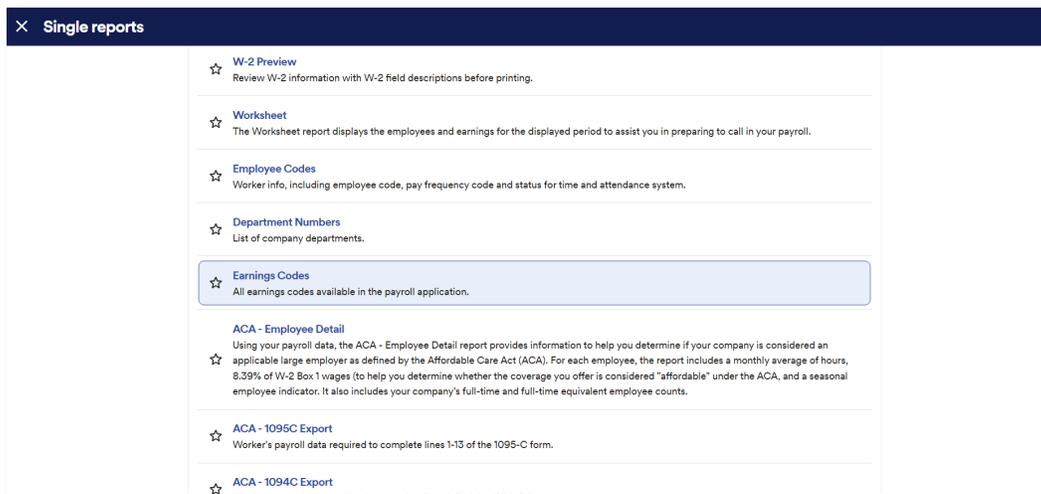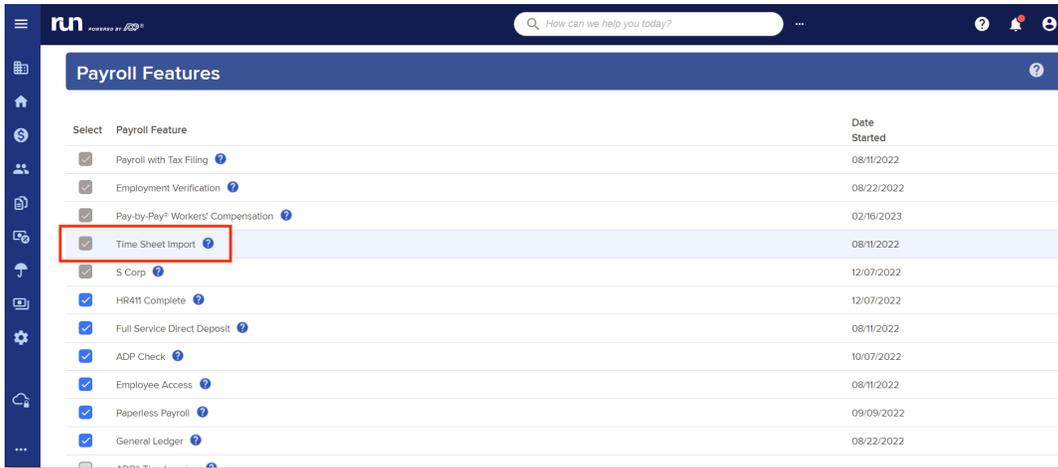

ADP Run Integration Setup
1. You will need to log into ADP Run and set up your company to import paydata by selecting **Settings > General Settings > Features and Services > Payroll Features**.
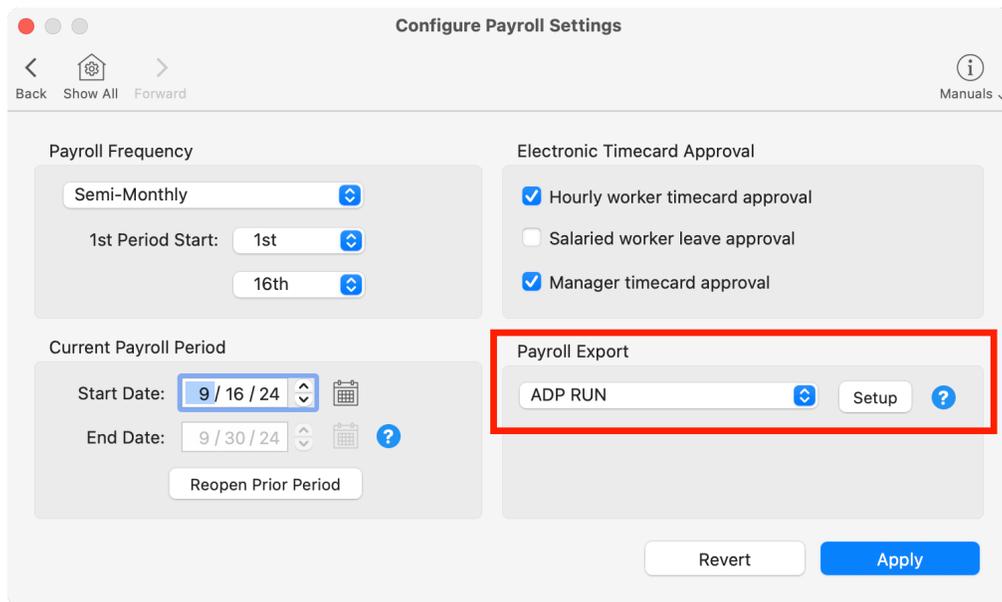

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In **Payroll Features**, ensure you have the selection box next to **Time Sheet Import** checked.

Note: If you don't see Time Sheet Import as an option in this menu you will need to contact ADP Run and request that they enable this feature for your company. Once this has been enabled you will be able to access Time Sheet Import from your home screen.

Virtual TimeClock Integration Setup

1. Select ADP Run as your payroll export from the **Configure Payroll Settings** window.
    A. Select **Turn Administration On** from the *File* menu.
    B. Select **Configure** from the administration toolbar.
    C. Select **Payroll Settings**.
    D. Under the *Payroll Export* section, select **ADP Run** from the pop-up menu and then click **Setup.**

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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 earnings code from your ADP Run systems earnings codes report and match it to the corresponding Virtual TimeClock export field. Repeat this step until all desired codes are entered.

**Note**: ADP RUN earnings codes must be entered exactly the same as they appear on the earnings codes report or payroll hours will not be imported.

4. Match ADP Run and Virtual TimeClock employee numbers. In Virtual TimeClock select **Users** from the **Configure** menu. Select the **Employment** tab for a user and edit the *Employee #* field to exactly match that employee's code on the employee codes report numbers from ADP Run. Repeat this step for each user.
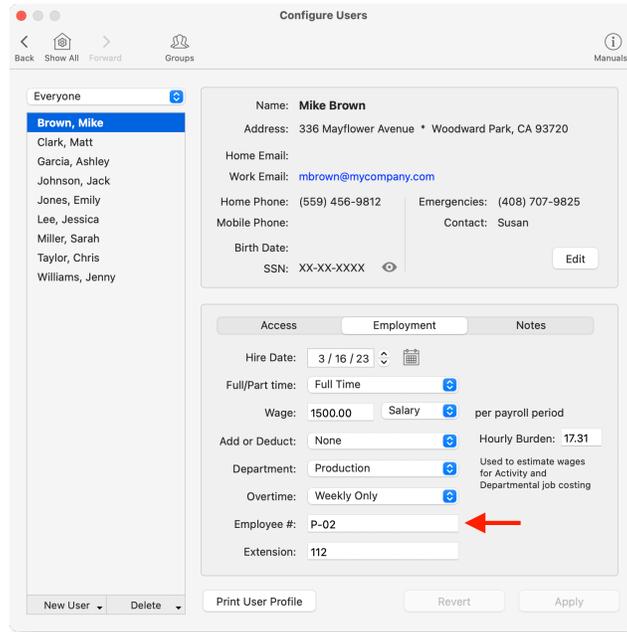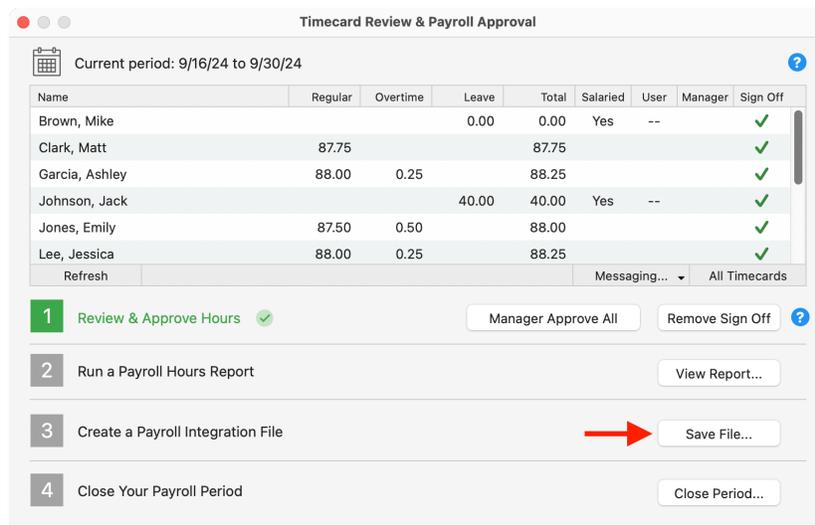

Note: Employee numbers in Virtual TimeClock must be identical to the employee numbers in ADP Run or payroll hours will not be imported.

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.
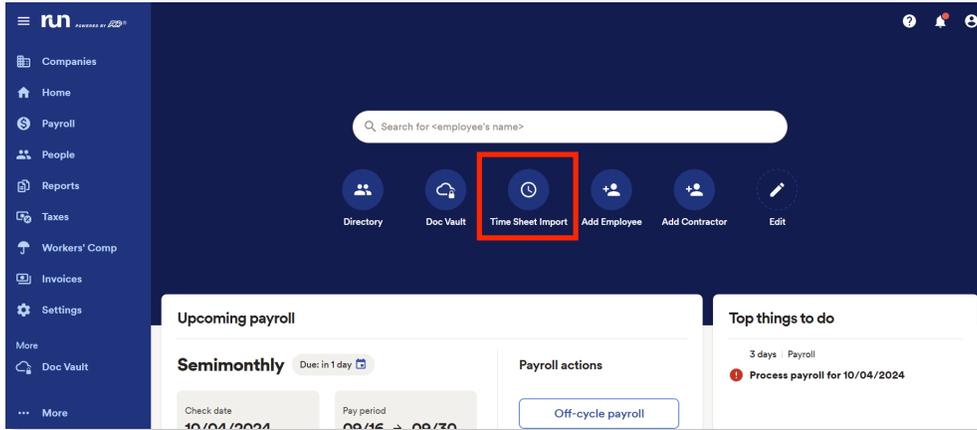
Exporting Payroll Hours from Virtual TimeClock

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 *Step 3: Create a Payroll Integration File*. Only signed-off timecards will be exported.

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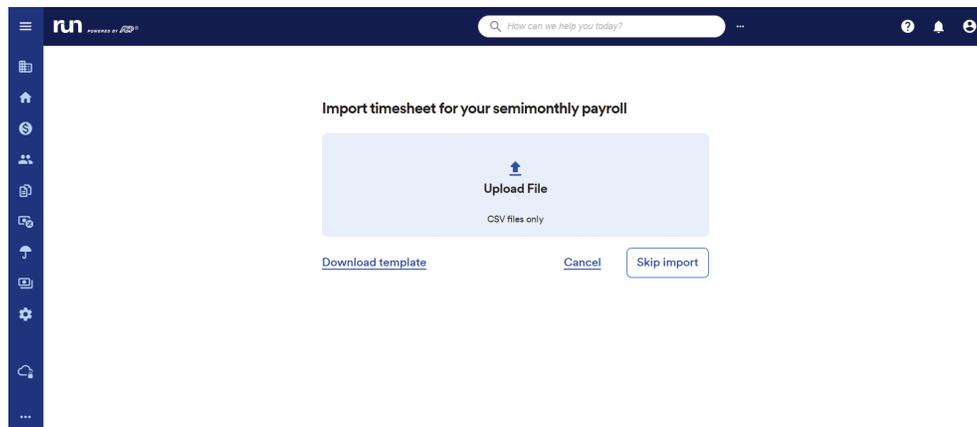
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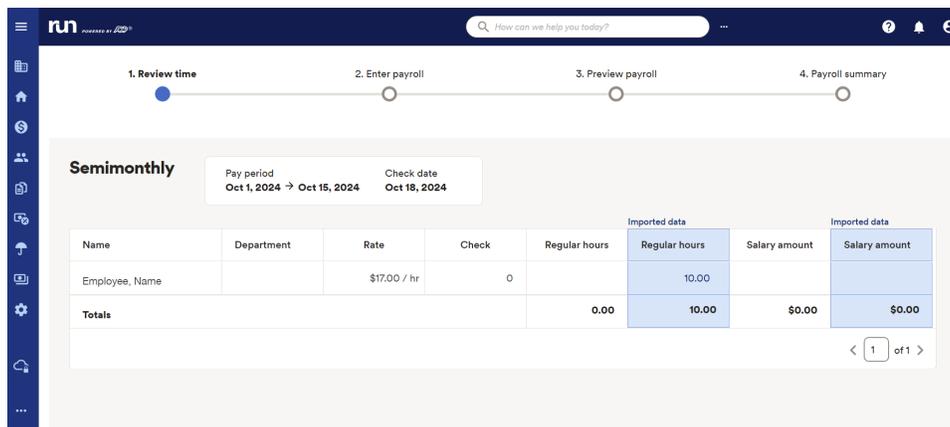# Importing Payroll Hours in ADP Run

1. From your ADP Run home screen, select Time Sheet Import.

2. In the Import Time Sheet window, drag and drop the exported integration file from the previous step onto the upload file section of this window.

3. After the file has finished uploading, review the imported data for accuracy and continue through steps 2 - 4 of the import window to confirm your import and process payroll.

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