

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**.

≡	സി	Q How can we help you today?	?	\$ 8
₿				
A		Integrated accounting		
6				
*		General ledger Post payroll data to your accounting software.		- 1
(C)				- 1
@		Oco General Settings		- 1
Ū				- 1
\$ -		 Features and services Review the features and services your company is signed up to use. 		- 1
4		International banking Add bank information for any payments funded by foreign banks, for your company or any employees.		

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

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₿	Payroll Features			0
f				
6	Select Payroll Feature		Started	
*	Payroll with Tax Filing 2		08/11/2022	
മി	Employment Verification 2		08/22/2022	
	Pay-by-Pay® Workers' Compensation 2		02/16/2023	
Ŀġ	Time Sheet Import 🔮		08/11/2022	
Ĵ	S Corp 🔮		12/07/2022	
١	HR411 Complete 😢		12/07/2022	
۵	Full Service Direct Deposit 😧		08/11/2022	
	ADP Check 🕐		10/07/2022	
ĉ	Employee Access 🔞		08/11/2022	
-	Paperless Payroll 🔮		09/09/2022	
	General Ledger 🔞		08/22/2022	

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.**

Configure P	ayroll Settings
K Back Show All Forward	(j) Manuals 🗸
Payroll Frequency Semi-Monthly 1st Period Start: 1st 16th C	Electronic Timecard Approval Hourly worker timecard approval Salaried worker leave approval Manager timecard approval
Current Payroll Period Start Date: 9/16/24 End Date: 9/30/24 Reopen Prior Period	Payroll Export ADP RUN Setup ?
	Revert Apply

2. In the **Company Code** field, enter your company code assigned by ADP[®]. Under the **Fields To Export** list, click the **+** button.

ADP RU	JN Setup
Lisers To Export	Fields To Export
Clark Matt	Code Field Name
Garcia, Ashley	
Johnson, Jack	
Jones, Emily	
🗹 Lee, Jessica	
🗹 Miller, Sarah	
Taylor, Chris	
Williams, Jenny	
All None	+ - (Drag fields to alter the order)
Company Code:	
Export To: /Users/rsi/Public	Select
Cancel	Save Changes

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.

Assign an export field to a ADP RUN Earnings Code.								
You can assign multiple export fields to one earning code. ADP RUN will total all assigned fields for the earning code.								
ADP RUN Earnings Code								
Virtual TimeClock Field:								
Cancel	ок							

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.

Show All Forward Gi	Ruoups	Ma
Everyone Everyone Everyone Everyone Everyone Clark, Matt Garcia, Ashley Johnson, Jack Jones, Emily Lee, Jessica Miller, Sarah Taylor, Chris Williams, Jenny	Name: Mike Brown Address: 336 Mayflower Avenue * Woodward Park, CA 9372 Home Email: Work Email: Work Email: mbrown@mycompany.com Home Phone: (559) 456-9812 Mobile Phone: Birth Date: SSN: XX-XX-XXXX ③	20 9825 Edit
	Access Employment Notes Hire Date: 3 / 16 / 23 \$ Im Full/Part time: Full Time Image: 1500.00 Salary Image: 1500.00 Add or Deduct: None Image: 1500.00 Hourly Burden: Department: Production Image: 1500.00 Image: 1500.00 Overtime: Weekly Only Image: 1500.00 Image: 1500.00 Employee #: P-02 Image: 1500.00 Extension: 112	d 17.31 wages costing
New Liser Delete	Print User Profile Revert	Apply

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.

lame	Regular	Overtime	Leave	Total	Salaried	User	Manager	Sign Off	
Brown, Mike			0.00	0.00	Yes			~	1
Clark, Matt	87.75			87.75				~	
Garcia, Ashley	88.00	0.25		88.25				~	
Johnson, Jack			40.00	40.00	Yes			~	
lones, Emily	87.50	0.50		88.00				~	
ee, Jessica	88.00	0.25		88.25				~	
1 Review & Approve Hours	0		Man	ager App	rove All	R	emove Sig	n Off	•
2 Run a Payroll Hours Report							View Repo	ort	
3 Create a Payroll Integration	File				-		Save File	ə	

Importing Payroll Hours in ADP Run

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

= run) ¢	θ
E Companies			
🔒 Home			
S Payroll	Q Search for <employee's name=""></employee's>		
A People			
Fill Reports			
🚱 Taxes	Directory Doc Vault Time Sheet Import Add Employee Add Contractor Edit		
🖵 Workers' Comp			
Invoices			
🔅 Settings	Upcoming payroll Top things to do		
More	3 days Payroll		
Ca Doc Vault	Semimonthly Due: in 1 day Decim 1 day Payroll actions Payroll actions Process payroll for 10/04/2024		
··· More	Oheck date Pay period Off-cycle payroll 10 (/02 / 2024) 0.9 / 15 ⇒ 0.9 / 30 0.9 / 15 ⇒ 0.9 / 30		

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.

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f		Import timesheet for your semir	nonthly payro	II			
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*		±					
Ð		Upload	File				
60		CSV files of	nly				
Ŧ		Download template	Cancel	Skip import			
۵							
۵							
4							

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.

≡				Q How co	m we help you today?			? •	
	1. Review time 2. Enter payroll				1. Review time 2. Enter payroll 3. Preview payroll		4. Pay	roll summary	
n	• • • • • • • • • • • • • • • • • • • •				0		0		
6									
*	Semimonthly	Pay period	Check da	ite					
Ð		Oct 1, 2024 → Oct 1	15, 2024 Oct 18, 2	024					
60						Imported data		Imported data	
	Name	Department	Rate	Check	Regular hours	Regular hours	Salary amount	Salary amount	
۵	Employee, Name		\$17.00 / hr	0		10.00			
٠	Totals				0.00	10.00	\$0.00	\$0.00	
4								< 1 of1 >	

Disclaimer: Redcort Software attempts to accurately describe and facilitate the process of integrating Virtual TimeClock with various payroll service providers. Redcort Software, due to factors outside of its control, makes no guarantee, stated or implied, that this integration guide will result in a successful import of time clock or payroll data to any other program or payroll system.

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