

Easy Time Clock program excels in providing an accurate automated time & attendance system while reducing labor cost in processing payroll for your company. With Easy Time Clock you can save hours processing payroll with accurate results using the **Export File Setup** feature. Exporting employee's hours to import into ADP will eliminate manual time total entries when processing payroll. An export file link in the Summary Report will pull your employee's hours in the import data file format to be imported directly into your payroll software.

### Easy step by step instructions on how to setup your export file format.

Log in as Admin and go to **Main Menu | Time Card Maintenance | Export File Setup**

Payroll Company:	<input type="text" value="ADP"/>	Here are some things to remember for ADP:
Filename:	<input type="text" value="Hours.txt"/>	
Link Title:	<input type="text" value="Export to ADP"/>	
Show export codes on PTO Category Setup: <input type="radio"/> No <input checked="" type="radio"/> Yes <a href="#">[What's This?]</a> <a href="#">PTO Category Setup</a>		<ul style="list-style-type: none"> <li>• Update the Company Code field with your ADP Company Code and Batch Identifier</li> <li>• Be sure the Employee number matches your ADP account</li> <li>• Be sure and enter your ADP code for any PTO Categories you use</li> <li>• If you check the Option Requirements, the time card information will not export for employees that are missing the item</li> </ul>
Top of export file:	<input type="text" value="Co Code, Batch Id, File"/>	
Column codes:	<input type="text" value="AAA,99"/>	
Regular Time:	<input type="text"/>	
Overtime:	<input type="text"/>	
Double Time:	<input type="text"/>	
Set as required to export time and attendance data:	<input type="checkbox"/> Employee # (Enter data <a href="#">Payroll Setup</a> ) <input type="checkbox"/> Supervisor Approval (Set at the bottom of this page <a href="#">Report Optional Column Setup</a> )	<a href="#">Export to ADP help [pdf]</a>
<input type="button" value="Update"/>		

1. Select the **Payroll Company** from the drop down menu – **ADP**.
2. Click the **“Update”** button to save and go to the next step.
3. **Report Style, Default Filename, and Link Title** are grayed because they are already formatted for ADP.

## 4. Show Export Codes on PTO Category Setup:

- Select “Yes” if you use paid time off categories like Holiday, Vacation, Sick etc.
- Select “No” if you do not use paid time off categories.

Show export codes on  
PTO Category Setup:  No  Yes  
[What's This?] [PTO Category Setup](#)

## 5. Top line of export file:

Co Code, Batch Id, File #, Batch Description, Employee Name, Reg Hours, O/T Hours, Hours 3 Code, Hours 3 Amount, Reg Earnings, Pay #

These are column headings that need to match your import column headings. This is very important to match your import column fields in your software.

- **Company and Bath ID codes:** Each company has letter and number code. ADP should tell you what it is, or you can export a file from your software to capture the company code. (example: AAA, 99) . Click “Update” to save
- **File # is the Employee #.** Click on the “Payroll Setup” link to enter the Employee#.

See sample:

Employee	Employee#	Hire Date	Status Change Date	Tax Status	Exemptions	Pay Type	Pay Rate	Information
Bob	007	10/30/2001	8/13/2009	None	0	<input checked="" type="radio"/> Hourly <input type="radio"/> Salary	5	

- Enter the Employee ID number that is used in your payroll software. You enter them on the Payroll Setup page. When you are logged in as Admin, click on the Main Menu link in the upper right hand corner. Then, click on Employee Maintenance on the left and Payroll Setup on the right.
- Check the Employee’s Name Spelling. It should be entered the same way the payroll software (Example: First name space last name: John Doe)

- 6. **PTO (Paid Time Off) Export Codes** for Vacation, Sick, Holiday etc.) It needs to match your payroll software setup.

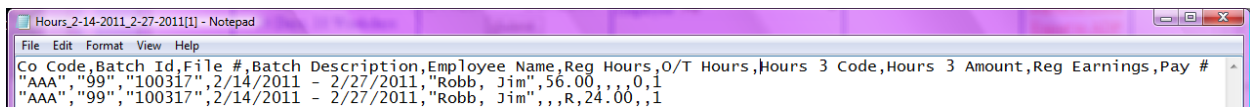
PTO Menu Accessible To Employees [\[What's This?\]](#)  
Use the [PTO Assignment and Accrual Settings](#) page to start using the PTO Categories

Short Name	Full Name	Administrator Reference	Export Code	Group PTO Payroll Hours
Hol	Holiday	Holiday Annually	A	<input type="radio"/> Grouped <input checked="" type="radio"/> Not Grouped
Sick	Sick Leave	Paid Sick Leave	R	<input checked="" type="radio"/> Grouped <input type="radio"/> Not Grouped
Vac	Vacation	Accrued Yearly	R	<input checked="" type="radio"/> Grouped <input type="radio"/> Not Grouped

- o **HOW TO ENTER YOUR PTO CATEGORY CODE** - If you are using Paid Time Off (PTO), be sure and add the paid time off code when creating the PTO Category. When you are logged in as Admin, click on the Main Menu link in the upper right hand corner. Then, click on PTO Maintenance on the left and PTO Category Setup on the right. That page has the column for Export Code. That is where you enter the code that your payroll software is using.

After you have completed the setup and your employees have started using the system for several weeks, to go the **Summary Report** link at the upper left corner to view the export file. You will only see the information after your employees have started using the system. If the export file is having trouble importing, it is because there is a missing step. We can customize the export file to fit any software that imports employee’s hours. Contact us immediately so we can help you troubleshoot.

Sample of the Export File.



- 7. **Optional Requirements:** Leave the boxes unchecked (recommended). If you check the box, your employees that do not have an employee number or supervisor approval will not export into the file. Check the box only if you want to export the employees that have an File # (Employee #)and/or Supervisor Approval.