IN THE BUSINESS OF YOUR SUCCESS℠

Time Sheet Import and RUN Powered by ADP®

Processing Your Payroll

GTSG - V0613A

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GTSG - V0613A

Contents

Time Sheet Import

Time Sheet Import is a feature that allows you to import data from your time and attendance system into RUN Powered by ADP® each payroll, saving you valuable time and reducing the risk of data entry errors. You can include imported payroll data in both regular and special payrolls.

The Payroll Support page on the Support Center includes time sheet import templates as well as a guide called *Processing Your Payroll with Time Sheet Import and RUN Powered by ADP* that you can use to help walk you through the process.

For information on how to set up Time Sheet Import for the company, contact your Payroll Support Team.

Choose an Employee Identifier

When you import data from your time and attendance system into RUN Powered by ADP®, the data is mapped to the correct employee using an employee identifier. You can choose to use one of the following identifiers:

- **Employee ID**, which is assigned by the payroll application
- **Employee Time Clock ID**, which is assigned by your time and attendance system

If you choose the Employee Time Clock ID, you need to assign the unique ID to each employee using the Employee Time Clock ID Entry page in the payroll application.

Assign Employee Time Clock IDs

Starting Point: Employees > Enter EE Time Clock IDs

If you add or change the Employee Time Clock ID while an import is in progress for the employee's pay frequency, the change won't be included until the next import.

1 Enter the employee's time clock ID in the **Clock ID** field.

The Clock ID field is displayed on both the Payroll Info page and the Employee Time Clock ID Entry page. If you enter or change the ID on one page it will be updated automatically on the other page.

2 Click **Save.**

Set Up Your Time Sheet Import File

Before you can import time and attendance data into the payroll application, you must configure your time and attendance system to output a properly formatted .csv file. The file specifications and record layout are included in the following sections.

Time Sheet Import Template

For your convenience, we have provided two .csv templates for you to customize. The template you choose is determined by the employee identifier you use:

- **Employee ID** - assigned automatically by the payroll application
- **Employee Time Clock ID** - assigned by your time and attendance system

You can access the templates after the feature has been activated for your company.

1. In the payroll application, go to the **Support Center**, and then open the **Payroll Support page**.

2. Under Time Sheet Import, click the template you want to open the file.

We recommend that you include the pay frequency and pay period start and end dates in the filename, for example: Biweekly-08172013-08302013.csv

Data Resources for Set Up

RUN Powered by ADP® includes a number of reports that provide the data you need to set up your time sheet import file:

- **Department Numbers Report** - Lists all the departments set up for your company, if any.
- **Employee Codes Report** - Includes the employee information (such as employee code, pay frequency, and status) necessary to integrate data maintained in your time and attendance system.
- **Earnings Codes Report** - Lists all the earnings codes available in the payroll application, which can be included in the time sheet import file.

For details on how to run a report, see *Run Reports* on page 17.

File Specifications

The pay data file you import into the payroll application must meet the following specifications:

- The file must be in **.csv format** (comma delimited).
- The **file type must be .csv**.
- There are no specifications for the filename you use, but we recommend that you **include the pay frequency and pay period start and end dates in the filename**, for example: Biweekly-08172013-08302013.csv.
- The file can include **data for only one pay frequency**.
- The file **can include only active employees**. Employees with a status of Leave of Absence will be excluded from payroll processing. Employees with a status of Terminated before the pay period start date will also be excluded from payroll processing.
- If a number includes a decimal, you must **enter the decimal.**
- Include a **minus sign in front of negative numbers.**
- Client code (IID, or branch code+ADP Code), pay frequency, and the pay period start date and pay period end date must be the same on every row of the file.
- The file must **include rate codes only**, not rate values.
- The first row of the data file must contain a version number. The second row must contain the column heading. The third row and subsequent rows must contain time sheet data.

Time Sheet File Record Layout Using a Payroll Assigned Identifier

Header Record

Name	Description	Example	Data Type	Length	Required	File Position
File Identifier	Identifies the file as a valid Time Sheet Import file. This row must contain a version number.	##GENERIC## V1.0	Text	16	Y	Row 1 Field 1

Title Record

Name	Description	Sample	Data Type	Length	Required	File Position
Company Code Label	Column Title	IID, or Branch Code+ADP Code	Alphanumeric	15	Y	Row 2 Field 1
Pay Frequency Label	Column Title	Pay Frequency	Alphanumeric	13	Y	Row 2 Field 2
Pay Period Start Date Label	Column Title	Pay Period Start Date	Alphanumeric	16	Y	Row 2 Field 3
Pay Period End Date Label	Column Title	Pay Period End Date	Alphanumeric	14	Y	Row 2 Field 4
Employee ID Label	Column Title	Employee ID	Alphanumeric	10	Y	Row 2 Field 5
Earnings Code Label	Column Title	Earnings Code	Alphanumeric	13	Y	Row 2 Field 6
Hours Label	Column Title	Pay Hours	Alphanumeric	9	Y	Row 2 Field 7
Dollars Label	Column Title	Dollars	Alphanumeric	7	Y	Row 2 Field 8
Separate Check Label	Column Title	Separate Check	Alphanumeric	14	Y	Row 2 Field 9
Worked In Dept Label	Column Title	Worked In Dept	Alphanumeric	17	Y	Row 2 Field 10
Rate Code Label	Column Title	Rate Code	Alphanumeric	9	Y	Row 2 Field 11

Detail Record

Name	Description	Example	Data Type	Length	Required	Value
Company Code	A unique code used to identify the client.	RFCAV or 20026487	Text	10	Y	
Pay Frequency	Pay frequency for the employees included in the file. The file can include only one pay frequency.	W	Text	10	Y	B = Biweekly W = Weekly S = Semimonthly M = Monthly Q = Quarterly
Pay Period Start	The first date of the pay period included in the file.	02/14/2012	Date	10	Y	
Pay Period End	The end date of the pay period included in the file.	02/18/2012	Date	10	Y	
Employee ID	A unique code, assigned by the payroll application, used to identify the employee.	2	Text	15	Y	
Earnings Code	Earnings code associate with hours on record.	REG	Text	10	Y	* See the Earnings Codes report
Pay Hours	Total hours worked in pay period for earnings code.	80.00	Numeric	[11.2]	N	
Dollars	Total dollars paid in the pay period for earnings code.	2000.00	Numeric	[11.2]	N	
Separate Check	Separate check value.	0	Numeric	2	Y	0-9
Worked Department	Department where employee worked. Applicable only if departments are set up for company.		Numeric	6	N	* See the Department Numbers report
Rate Code	Pay rate that should be applied to the hours worked.	BASE	Text	10	Y	**BASE:** First pay rate defined for hourly employee **RATE_2:** Second pay rate defined for hourly employee

Name	Description	Example	Data Type	Length	Required	Value
						RATE_3: Third pay rate defined for hourly employee **RATE_4:** Fourth pay rate defined for hourly employee **RATE_5:** Fifth pay rate defined for hourly employee **HRLY4SLRY1:** First hourly rate defined for salaried employee

* For more information about these reports, see *Data Resources* on page 3.

Sample Data

Company code ABC must create a time sheet import file to pay two employees for the bi-weekly pay period starting on April 17, 2013.

Pay details for employee 001

- Payroll Check, Department 100, 40 Regular Hours, $2000 Salary amount
- Payroll Check, Department 100, 4 Overtime Hours
- Payroll Check, Department 100, 40 Vacation Hours

Pay details for employee 002

- Payroll Check, Department 200, 80 Regular Hours, $2000 Salary amount
- Separate Check, Department 200, $2000 Bonus Amount

Here is an example of company code ABC's time sheet import file, including the header, title, and detail rows:

```
##GENERIC## V1.0
Branch Code/ADP Code, Pay Frequency, Pay Period Start Date, Pay period End Date, Employee Id,
R1ABC,B,08/17/2013,08/30/2013,001,REG,40.00,2000.00,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,001,OVT,4,,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,001,VAC,40.00,2000.00,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,002,REG,80.00,,0,200,BASE
R1ABC,B,08/17/2013,08/30/2013,002,BON,,2000.00,1,200,BASE
```

Time Sheet File Record Layout Using Your Own Assigned Identifier

Header Record

Name	Description	Example	Data Type	Length	Required	File Position
File Identifier	Identifies the file as a valid Time Sheet Import file. This row must contain a version number.	##GENERIC## V1.0	Text	16	Y	Row 1 Field 1

Title Record

Name	Description	Sample	Data Type	Length	Required	File Position
Company Code Label	Column Title	IID, or Branch Code+ADP Code	Alphanumeric	15	Y	Row 2 Field 1
Pay Frequency Label	Column Title	Pay Frequency	Alphanumeric	13	Y	Row 2 Field 2
Pay Period Start Date Label	Column Title	Pay Period Start Date	Alphanumeric	16	Y	Row 2 Field 3
Pay Period End Date Label	Column Title	Pay Period End Date	Alphanumeric	14	Y	Row 2 Field 4
Employee Time Clock ID Label	Column Title	Employee Time Clock ID	Alphanumeric	22	Y	Row 2 Field 5
Earnings Code Label	Column Title	Earnings Code	Alphanumeric	13	Y	Row 2 Field 6
Hours Label	Column Title	Pay Hours	Alphanumeric	9	Y	Row 2 Field 7
Dollars Label	Column Title	Dollars	Alphanumeric	7	Y	Row 2 Field 8
Separate Check Label	Column Title	Separate Check	Alphanumeric	14	Y	Row 2 Field 9
Worked In Dept Label	Column Title	Worked In Dept	Alphanumeric	17	Y	Row 2 Field 10
Rate Code Label	Column Title	Rate Code	Alphanumeric	9	Y	Row 2 Field 11

Detail Record

Name	Description	Example	Data Type	Length	Required	Value
Company Code	A unique code used to identify the client.	RFCAV or 20026487	Text	10	Y	
Pay Frequency	Pay frequency for the employees included in the file. The file can include only one pay frequency.	W	Text	10	Y	B = Biweekly W = Weekly S = Semimonthly M = Monthly Q = Quarterly
Pay Period Start	The first date of the pay period included in the file.	02/14/2012	Date	10	Y	
Pay Period End	The end date of the pay period included in the file.	02/18/2012	Date	10	Y	
Employee Time Clock ID	A unique code, assigned by your time and attendance system, used to identify the employee.	JSmith1	Text	15	Y	
Earnings Code	Earnings code associate with hours on record.	REG	Text	10	Y	* See the Earnings Codes report
Pay Hours	Total hours worked in pay period for earnings code.	80.00	Numeric	[11.2]	N	
Dollars	Total dollars paid in the pay period for earnings code.	2000.00	Numeric	[11.2]	N	
Separate Check	Separate check value.	0	Numeric	2	Y	0-9
Worked Department	Department where employee worked. Applicable only if departments are set up for company.		Numeric	6	N	* See the Department Numbers report
Rate Code	Pay rate that should be applied to the hours worked.	BASE	Text	10	Y	**BASE:** First pay rate defined for hourly employee **RATE_2:** Second pay rate defined for hourly

Name	Description	Example	Data Type	Length	Required	Value
						employee **RATE_3:** Third pay rate defined for hourly employee **RATE_4:** Fourth pay rate defined for hourly employee **RATE_5:** Fifth pay rate defined for hourly employee **HRLY4SLRY1:** First hourly rate defined for salaried employee

* For more information about these reports, see *Data Resources* on page 3.

Sample Data

Company code ABC must create a time sheet import file to pay two employees for the bi-weekly pay period starting on April 17, 2013.

Pay details for employee RSmith1

- Payroll Check, Department 100, 40 Regular Hours, $2000 Salary amount
- Payroll Check, Department 100, 4 Overtime Hours
- Payroll Check, Department 100, 40 Vacation Hours

Pay details for employee JPatel1

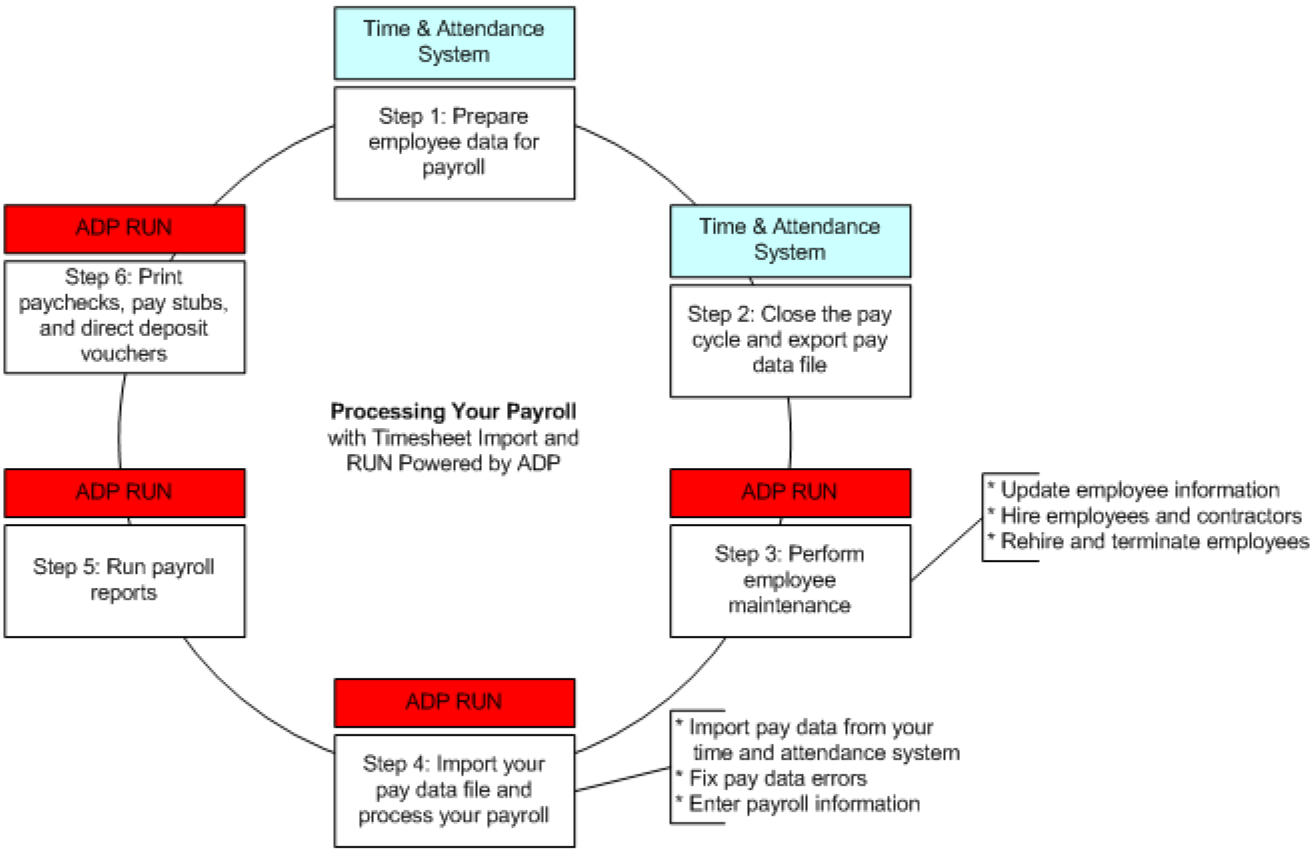
- Payroll Check, Department 200, 80 Regular Hours, $2000 Salary amount
- Separate Check, Department 200, $2000 Bonus Amount

Here is an example of company code ABC's time sheet import file, including the header, title, and detail rows:

```
##GENERIC## V1.0
Branch Code/ADP Code,Pay Frequency,Pay Period Start Date,Pay period End Date,Employee Time Cl
R1ABC,B,08/17/2013,08/30/2013,RSmith1,REG,40.00,2000.00,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,RSmith1,OVT,4,,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,RSmith1,VAC,40.00,2000.00,0,100,BASE
R1ABC,B,08/17/2013,08/30/2013,JPatel1,REG,80.00,,0,200,BASE
R1ABC,B,08/17/2013,08/30/2013,JPatel1,BON,,2000.00,1,200,BASE
```

The Payroll Process

The following diagram provides an overview of the steps you will take to pay your employees with the payroll application using data imported from your time and attendance system.



Perform Employee Maintenance

Before you process your payroll, you must update any employee information in the payroll application that has changed since the last payroll.

Update Employee and Contractor Information

To ensure that paychecks are accurate, make sure you update information for all employees and contractors before you process the payroll. For example, if an employee moves from one jurisdiction to another, the taxation rules for that new jurisdiction may impact the employee's paycheck. It is easier to change the jurisdiction before you process the payroll instead of tracking down and correcting any errors later. You should also complete the New Hire Wizard for any new employees or contractors that you want to include in the payroll.

Add Employees

The New Hire Wizard guides you through each of the pages that you need to complete to set up your employees successfully. For help on a particular field or page, click the **Help** icon (?). The Help window includes help for the current page. To search for additional help, click the **Search** tab.

Starting Point: Employees > Add Employee

The steps to add the employee are displayed across the top of the page. The highlighted step shows you where you are in the process.

1. On each page, complete each of the required fields, and any additional fields as necessary for the employee.

2. When you complete a page, click **Next** to go to the next page.

Tip: If you need to take a break, click **Finish Later** in the bottom-right corner of the page. When you are ready to continue hiring the employee, click the next task in the **Tasks** section on the Payroll Home page. The New Hire Wizard opens on the page where you left off.

Hire Contractors

Before You Begin: This procedure describes how to hire a contractor after you set up your company and employees and begin processing payrolls. If you are setting up the payroll application and have not yet set up your employees or contractors, see **How Do I Set Up Employees and Contractors** in the online Help.

Starting Point: Employees > Add Contractor

The New Hire Wizard that is displayed guides you through each of the pages that you need to complete to set up your contractor successfully. For help on a particular field or page, click the **Help** icon (?) in the upper-right corner of the page. The Help window includes help for the current page. You can also select the **Search** tab to search for additional help.

1 On each page, complete each of the required fields, and any additional fields as necessary. The steps to set up the contractor are displayed across the top of the page. The highlighted step shows you where you are in the process.

2 When you complete a page, click **Next** to go to the next page.

Tip: If you need to take a break, click **Finish Later** in the bottom-right corner of the page. When you are ready to continue, click **Complete {Contractor Name}** in the **Tasks** section on the Payroll Home page. The New Hire Wizard opens on the page where you left off.

Rehire Employees

Important: It is recommended that you follow the steps below rather than use the New Hire Wizard to rehire an employee. Following these steps ensures that the employee's former earnings, deductions, and tax information are reactivated.

Starting Point: Employees > Directory

1 Click the employee to open the Employee Info page.

2 In the left menu, click **Personal Info > Employment Info**.

3 Clear the **Termination Reason** field by selecting the blank option.

4 To the right of the Termination Reason field, click **Rehire**.

In the Employee Status field, the status changes automatically from Terminated to Active.

5 In the **Hire Date** field, enter the date the employee was rehired.

6 Review the remaining fields and make any necessary changes.

7 Click **Save** to save your changes.

8 Verify the employee's information on each of the Employee pages and make updates as necessary.

The employee is now included in the Payroll Worksheet when you process the payroll.

Terminate Employees

Starting Point: Employees > Directory

1. Click the employee to open the Employee Info page.
2. In the left menu, click **Personal Info > Employment Info**.
3. In the **Employee Status** field, select **Terminated** as the employee's new status.
4. In the **Termination Date** field, enter the date of the employee's last day of work.
5. In the **Termination Reason** field, select the reason that best explains why the employee was terminated.
6. Click **Save** to save your changes.

Pay Your Employees and Contractors

The following tasks outline the process of paying your employees using the payroll application. Details are provided for each task.

- *Import Time Sheet Data from Your Time and Attendance System* on page 15
- *Fix Errors in the Time Sheet Import File* on page 16
- *Enter Payroll Information* on page 16

Import Time Sheet Data from Your Time and Attendance System

Important: You can only import time sheet data for one pay frequency at a time. If there is already a file for the pay frequency that is Pending or Approved, you must finish importing that file before you can import another one. You can import multiple files only if each one is for a different pay frequency.

Starting Point: Payroll Home > Time Sheet Import

1. On the Time Sheet Import page, if your company has only one pay frequency, go to Step 3.

2. If your company has more than one pay frequency, select the pay frequency for the time sheet data you want to import from your time and attendance system.

3. On the Pay Data Import page, click **Browse**, and then locate the file you want to import**.**

4. Click **Import Pay Data**.

   If there are errors, the Pay Data Errors page is displayed. See *How Do I Fix Errors in the Time Sheet Import File* on page 16.

   If there are no errors or warnings, the Pay Data Approval page is displayed.

5. On the Pay Data Approval page, review the time sheet import data and verify that it is correct.

   The Regular Hours Payroll column lists any hours that were generated automatically or entered in the Payroll Worksheet.

   The Regular Hours Import column lists the hours that were imported from your time and attendance system.

   If you imported the wrong time sheet import file, click **Delete this Pay Data File** to delete the file and go back to the Pay Data Import page.

6. To combine the Regular Hours Imported and the Regular Hours Payroll for all employees, click **Combine Payroll and Import**.

   To use only the Regular Hours Imported and not the Regular Hours Payroll, click **Accept Import Only**.

7. Click **Approve** to open the Payroll Worksheet for this payroll.

The data displayed in the grid includes imported data, plus any data that was already entered for this payroll or that was generated automatically. If there are employees who are paid in this pay frequency but are not set up in your time and attendance system, they will be included in the Payroll Worksheet.

8 Make any necessary changes, and continue processing your payroll.

Fix Errors in the Time Sheet Import File

When you import your time sheet import file from your time and attendance system, you may encounter file and data errors on the Pay Data Errors page.

For some errors, you will have to import another time sheet import file or make configuration changes. For other errors, you may want to:

- **Fix the data in your time and attendance system.** If you need fix the error in your time and attendance system, you will need to re-create the file in that system and then import the new time sheet import file into the payroll application.
- **Fix the error in the payroll application.** You can cancel the import and fix the errors in the payroll application. When the errors are fixed, you can continue with the import where you left off.
- **Ignore the error and continue importing the time sheet import file.** If the error is for a specific employee, earning, or rate, you can ignore the error and continue. Depending on the error, you may be able to fix it for the payroll by entering or changing data in the Payroll Worksheet.

Important: If you make a change in the payroll application, make sure you make the same change in your time and attendance system.

Enter Payroll Information

After you import the time sheet import file from your time and attendance system and correct any import error, the Payroll Worksheet is displayed.

Active employees and contractors are listed in rows down the left side of their respective pages in the Worksheet. If you are entering payroll information for both employees and contractors, you must enter the employee information first. When you have completed all employee payroll entries, click **Next** to go to the contractor page of the Payroll Worksheet.

Earnings are listed in columns across the top of the Worksheet. There is a column representing each earning that is set up for the company on the Earnings and Deductions Info page. For contractors, there is a column representing each type of 1099 earning. The Payroll Worksheet is already filled in with the standard hours set up for employees on the Payroll Info page, and any data that you imported from your time and attendance system.

For each employee and contractor, review the amount or number of hours for each applicable earning and make changes as necessary.

For details on how to change an employee's taxes or deductions for this pay period only, set up a second check for an employee, or pay an employee who works in more than one department or who has more than one pay rate, click the **Help** icon (?) in the upper-right corner of the page.

Run Reports

Before You Begin: You must install Adobe Acrobat on your computer, and also process at least one payroll before you can run most reports.

Starting Point: Reports

1. Click the name of the report you want to run. The report is displayed using the default report parameters.
2. In the Report Parameters area, select the parameters you want to use to run the report, and then click **Refresh**.
3. Some reports include blue links that you can click to display additional report information. For example, the Payroll Summary report lists a summary of the employer tax and deductions totals, which are listed by check date. To see detail amounts for a specific employee, click **Check Date** in the Summary report to open the detailed report for that employee.
4. To print the report, click **Print Report** in the bottom-left corner of the report page. To export the report, click **Export to Excel** in the bottom-left corner of the report page.
5. When you are done, click **Close** to close the report and go back to the Reports Home page.

Printing Paychecks

After you process the payroll, you can print the paychecks. You can also print vouchers for any employees or contractors who have some or all of their net pay deposited directly to a bank or financial institution (for example, a credit union).

For more information on printing paychecks, pay stubs, or pay vouchers, search for **How Do I Print Paychecks?**, **How Do I Print Pay Stubs?**, or **How Do I Print Direct Deposit Vouchers?** in the online help.

Print Paychecks

This topic applies only to clients who print their own paychecks.

Before You Begin: Load your check stock and, if necessary, print a test check. For more information, see How Do I Print a Test Check?

Starting Point: Payroll Home > Checks

1. On the Print Checks page, in the **Check Stock Type**, **Next Check No**, and **Printer** fields, verify the information and make any necessary changes. The Date and the Pay Frequency of the payroll are displayed at the top of the page.

2. Select the check box for each of the checks you want to print. Checks are listed alphabetically by the employee's or contractor's name. You can only select checks with a status of Ready in the Status column on the grid. To print all the paychecks in your payroll that are ready for printing, select the check box at the top of the check box column in the grid.

3. Click **Print** to print the checks you selected. After each check is printed, the word Printed is displayed in the Status column on the grid.

4. If you have checks to print for another payroll, click **Next** to go to the Print Checks page. If you don't want to print any more checks, click **Cancel** to go back to the Payroll Home page.

Print Direct Deposit Vouchers

This topic applies only to clients who print their own paychecks.

Starting Point: Payroll > Direct Deposit Vouchers

1 Verify the information in the Printer field, and make any necessary changes.

The date and the pay frequency of the payroll are displayed at the top of the page. To select a different pay frequency, click **Next**.

2 Select the check box for each of the direct deposit vouchers you want to print.

Note: Vouchers are listed alphabetically by the employee's or contractor's last name. To print all the vouchers that are ready for printing, select the check box at the top of the column in the grid. The check box is unavailable for any voucher that has already been printed.

3 Click **Print.** A single direct deposit voucher is printed for employees and contractors who deposit all of their pay into a single account in a bank or other financial institution. A single direct deposit voucher is also printed for employees and contractors whose pay is distributed among multiple direct deposit accounts. All direct deposit distributions for the employee or contractor are shown on the single voucher.

Important: A direct deposit voucher is not available for employees and contractors who directly deposit some of their pay and who receive the remainder as a paycheck. When you print the check for these employees and contractors, the direct deposit information is listed on the pay stub for the check.

4 When all the direct deposit vouchers you selected have printed, click **Next** to display another pay frequency with the same check date. If your payroll does not include another pay frequency, direct deposit voucher information for your next payroll is displayed and vouchers are available for printing. When all direct deposit vouchers have been printed, click **Cancel** to go back to the Payroll Home page.

Move the Pay Cycle to the Next Pay Period

After you verify that your paychecks are accurate, move the pay cycle to the next pay period in your time and attendance system.

Appendix: Understanding Time Sheet Import Errors

The following chart provides information on how to fix the errors you might encounter when you import time sheet import files. Errors are listed in the order of the error number, for example 34612.

Information that changes depending on the message, such as a company code, pay frequency, or employee identifier is represented using the %% symbol.

Message	What to Do Next
35015: The company code for the pay data you selected is blank. Please select a different file.	The time sheet import file must include a company code. Make sure you selected the correct file. If the file is correct, export it again from your time and attendance system or update the data to include the correct company code, and then import it again.
35096: The time sheet import file you selected includes more than one company code. Please select a pay data file that includes only one company code.	The time sheet import file can include only one company code. Make sure you selected the correct file. If the file is correct, export it again from your time and attendance system, or update the file to include data for only one company code, and then import it again.
34608: The file type for the pay data file you selected is not valid. Please select a different file.	The file type must be .csv. Make sure you select the same file that you exported from your time and attendance system. If you continue to get this error, contact your Payroll Support Team.
34609: The company code, %%1, is not valid. Please select a different file.	Make sure you selected the correct file. If the file is the right one, export the file again from your time and attendance system. If you continue to get this error, contact your Payroll Support Team.
34610: The pay data file includes a company code (%%1) that is not valid. Pay data was not imported for %%1.	The file you selected includes data for more than one company code. Data was imported only for the company code that matches the current company in the payroll application.
34611: The pay frequency (%%1) included in the pay data file is not valid. Please select a different file.	Make sure you selected the same file you exported from your time and attendance system for this pay frequency. If the file is the right one, export the file again from your time and attendance system. If you continue to get this error, contact your Payroll Support Team.
34612: The pay period start and end dates (%%1 - %%2) in the pay data file do not match the pay period start and end dates (%%3 - %%4) for the next regular payroll. %%3 - %%4 will be used for the pay data.	Make sure you imported a current time sheet import file. If the file is correct, you can either change the pay period start and end dates in the payroll application, or contact your Payroll Support Team to change the pay period start and end dates in your time and attendance system. If you change the dates in your time and attendance system, you will have to export the time sheet import file again.

Message	What to Do Next
34613: The pay data file includes an employee identifier (%%1) that is not valid. Pay data was not imported for this employee.	To pay the employee, hire him or her in the payroll application and then enter the hours in the Payroll Worksheet. If you added the employee manually in your time and attendance system instead of in the payroll application, you may have chosen the wrong employee ID. If this is possible, contact your Payroll Support Team.
34614: The employee's hire date (%%1) is after the end date (%%2) for the next regular payroll. Pay data was not imported for this employee. To pay the employee, change the hire date in the payroll application.	If you need to pay the employee, go to the Employment Info page and change the employee's hire date so that it is before the end date for the current pay period. Then, enter the employee's hours in the Payroll Worksheet.
34616: There are no valid employees for the pay frequency (%%1) in this pay data file.	Make sure you selected the same file you exported from your time and attendance system for this pay frequency. If the file is the right one, export the file again from your time and attendance system. If you continue to get this error, contact your Payroll Support Team.
34617: This employee is paid at a %%1 pay frequency, but the pay data file includes only a %%2 pay frequency. Pay data was not imported for the employee.	If you want to pay the employee in the current payroll, change the employee's pay frequency on the Payroll Info page and if necessary, adjust the pay rate. Then, enter the employee's hours in the Payroll Worksheet. For the next payroll, make sure the pay frequency is correct on the Payroll Info page in the payroll application and that the pay group is correct in your time and attendance system.
35102: In the timesheet you imported, the employee's status is Active. In the payroll application, the status is Leave of Absence. Pay data was not imported for this employee.	If you want to pay the employee, go to the Employment Info page and change the Employee Status to Active, and then enter the employee's hours in the Payroll Worksheet.
35105: In the timesheet you imported, the employee's status is Active. In the payroll application, the status is Terminated. Pay data was imported if the employee's termination date is after the start date of the next regular payroll.	If time sheet data was not imported but you want to pay the employee in the current payroll, change the termination date on the Employment Info page so it is during or after the pay period dates. Then, enter hours for the employee in the Payroll Worksheet. If time sheet data was imported but you do not want to pay the employee in the current payroll, delete the pay data for the employee in the Payroll Worksheet.
34622: Earnings code %%1 is not valid. Pay data was not imported for this earning.	Contact your Payroll Support Team for assistance with this earning.
34623: Earnings code %%1 is not active for this client. Pay data was not imported for this earning.	If you want to pay the employee for this earning, go to the Company Earnings and Deductions page and make sure the earning is set up and active for the company. Enter pay data for the employee in the Payroll Worksheet.

Message	What to Do Next
34624: The %%1 earning is not valid for this employee. The payroll application supports an amount, not hours, for this earning. The hours were not imported.	The earning must be either an amount or hours in both applications. You can update the earning on Company Earnings and Deductions page in the payroll application, or contact your Payroll Support Team to update the earning in your time and attendance system. If the earning is updated in your time and attendance system, you must regenerate the pay data file, and import it into the payroll application again.
34625: The %%1 earning is not valid for this employee. The payroll application supports hours, not an amount, for this earning. The amount was not imported.	The earning must be either an amount or hours in both applications. You can update the earning on Company Earnings and Deductions page in the payroll application, or contact your Payroll Support Team to update the earning in your time and attendance system. If the earning is updated in your time and attendance system, you must regenerate the time sheet import file, and import it into the payroll application again.
34626: Department %%1 is not valid. Pay data was not imported for this department.	If you want to pay the employee for hours worked in this department, you need to set up the department in the payroll application and assign it to the employee. If you add a new department in the payroll application, you must add it manually in your time and attendance system.
34631: The format for the pay data file you selected is not valid. Please select a different file.	There is a problem with the format of the file you selected. Export the file again from your time and attendance system and then import it. If you continue to get this error, contact your Payroll Support Team.
34636: The %%1 earning %%2 is not valid for an independent contractor. Pay data was not imported for this earning.	Time sheet data was not imported because this earning is used for employees, not for contractors. To pay the contractor in the current payroll, enter pay data in the Payroll Worksheet. For the next payroll, assign a different earnings code in the time card, or contact your Payroll Support Team to set up a new earnings code.
34637: The %%1 earning %%2 is not valid for an employee. Pay data was not imported for this earning.	Time sheet data was not imported because this earning is used for contractors, not for employees. To pay the employee in the current payroll, enter pay data in the Payroll Worksheet. For the next payroll, assign a different earnings code in the time card, or contact your Payroll Support Team to set up a new earnings code.
34638: The %%1 hours earning must be from %%2 to %%3. The hours were not imported.	The value for this earning is not a valid number of hours. To pay the employee for this earning, enter the correct number of hours in the Payroll Worksheet. Or correct the earnings hours in your time and attendance system, regenerate the time sheet import file, and import it into the payroll application again.

Message	What to Do Next
34639: The %%1 earnings amount must be from %%2 to %%3. The amount was not imported.	The value for this earning is not a valid amount. To pay the employee for this earning, enter the correct amount for the earning in the Payroll Worksheet. Or correct the earnings hours in your time and attendance system, regenerate the time sheet import file, and import it into the payroll application again.
34640: Separate check %%1 is not valid. Pay data was not imported for this check.	To pay the employee, create an additional check for the employee in the Payroll Worksheet. You can enter up to nine additional checks for an employee in the payroll application.
34656: Rate code %%1 is not valid. Pay data was not imported for this rate.	Contact your Payroll Support Team for assistance with this error.
34680: The %%1 rate %%2 is not valid for this employee. Pay data was not imported for this rate.	To pay the employee, enter the rate in the Payroll Worksheet. For the next payroll, enter the rate on the Payroll Info page in the payroll application. If you need to correct the rate configuration in your time and attendance system, contact your Payroll Support Team.