

ADP Connect is a flexible integration service for clients not currently using ADP Payroll. It is designed to make transferring your employees’ payroll, demographic and compliance data easy, regardless of who you use for payroll services. It is our answer to integration that can save you time and money.

ADP will accept payroll data in many formats (excluding Word or PDF) and map them to our specifications. Because you will not need a special file format from your payroll service provider, programming fees may be avoided.

With ADP Connect you can set up an automated direct file transfer from your payroll service provider directly to ADP every pay period. You will also be able to schedule an automated feedback file that can be used to update employee 401(K) deduction changes and loans based on activity in the retirement plan. Payroll data can also be uploaded to the ADP Retirement Services Plan Sponsor Website if necessary. Employee deferral changes and loan payment information will also be available to download from the Plan Sponsor Website.

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| RETIREMENT SERVICES |
| Getting started  *ADP Connect ‒ Payroll integration simplified* |

This document contains the requirements for payroll data set up and transmission. If you are not building a file internally, please present this document to your payroll provider

ADP is here to help you every step of the way.

If you or your payroll provider need technical assistance with your ADP Connect File, please call our toll-free number 1-800-929-2170 between 8:30 am and 5:00 pm ET to speak to an ADP Connect Associate. 

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Processing Standards

|  |  |  |
| --- | --- | --- |
| **Description** | **No. of Files or Transmissions** | **Total Cost** |
| File Upload or FTP | Unlimited Transmissions per year | No charge |
| What you need to know:   * There is no charge for ADP to establish a file format or automated file transmissions from and to your payroll provider, if available. * Clients whose files received are either corrupted, not formatted correctly or out of balance cannot be accepted. ADP is not responsible for processing contribution data that is not received in the exact format that is initially set up. You will be notified by email if we are unable to process your file. * Contribution data cannot be submitted until a format has been created and you have been notified it passes edit testing on ADP’s system. * It is the Plan Sponsor’s responsibility to monitor Department of Labor contribution timing requirements. | | | |

Data Requirements

**Employee Population to Include in File:** All active employees and employees on leave of absence, regardless of eligibility, should be included in the file. Terminated employees should be included in the file through the end of the plan year during which they terminate employment.

**Catch Up Contributions:** Catch up contributions should be provided in the pretax or Roth 401(k) elective deferral contribution field of the file. If elective deferrals and catch up contributions are tracked separately by payroll, the two amounts must be added together and sent in the appropriate elective deferral contribution field.

**File Format:** ADP can accept data from your payroll records in Excel, .TXT or .CSV format. *NOTE: Once the file has been formatted to ADP, the same exact format must be submitted every pay period. If changes are necessary, please contact your ADP Client Service Team.*

# File Layout Guidelines

* The file must not contain any blank rows.
* All participant data must be on the same line.
* All YTD fields are based off of the Plan Year. If other than a calendar year, please confirm the plan year end date with the plan document.
* Be sure to use your plan’s adoption agreement/plan document as a guide when gathering data that is plan-specific (e.g., definitions of compensation, eligibility requirements for each contribution source) and should be included in your file. ADP will review and work with you to ensure all fields necessary to operate the plan are included.

# File Fields

The accompanying table identifies the minimum required Fields and Descriptions.

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| --- | --- | --- | --- |
| **FIELD NAME REQUIRED/OPTIONAL DESCRIPTION AND COMMENTS** | | | **Mapping** |
| Check Date | REQUIRED | Needed in order to process contributions | prgpaydate |
| SSN | REQUIRED | 9 digits. Cannot be high or low values (all O’s or 9’s ). Needed in order to process contributions | eepssn |
| Employee Name | REQUIRED | Needed in order to process contributions. First and Last Name in separate fields (preferred) but, can accept in one field if necessary. | eepnamefirst |
| Address Line 1 | REQUIRED | Employee Street address. Needed to properly report and communicate with participant. | Eepaddressline1 |
| Address Line 2 | REQUIRED | If applicable for additional address information | Eepaddressline2 |
| City | REQUIRED | Employee’s City. Needed to properly report and communicate with participant. | Eepaddresscity |
| State | REQUIRED | Employee’s state. Needed to properly report and communicate with participant. | Eepaddressstate |
| ZIP Code | REQUIRED | 5 digits. Needed to properly report and communicate with participant. | Eepaddresszipcode |
| Date of Birth | REQUIRED | Missing or incomplete information denies participant access to Voice Response and Web systems. If incorrect, affects participant age calculations and ability to make catch up contributions | eepdateofbirth |
| Date of Hire | REQUIRED | Missing or incomplete information denies participant access to Voice Response and Web systems. If incorrect, affects participant service and vesting | EecDateOfOriginalHire |
| Date of Termination | REQUIRED | May be used for compliance testing, Form 5500 filing and/or to determine vested percent. This field must be populated to allow the participant to request a distribution | eecdateoftermination |
| Date of Rehire | REQUIRED | If applicable. Must be provided if employee is a rehire | If EecDateOfOriginalHire does not = EecDateOfLastHire, send EecDateOfLastHire  Else leave blank |
| HCE Code | REQUIRED | Indicates Highly Compensated Employee. Used for compliance testing and Form 5500 Filing purposes | if EEPUDFIELD02 is not blank send Y  else leave blank |
| Key Employee | REQUIRED | Indicates Highly Compensated Employee. Used for compliance testing and Form 5500 Filing purposes | if EEPUDFIELD14 is not blank send Y  else leave blank |
| Employee Status | REQUIRED | Controls transactions available to the participant in the Voice Response and Web systems (ex. Active, Terminated, LOA, etc.). | if EecEmplStatus = L send LOA  if EecEmplStatus = T send Terminated  else send Active |
| YTD Gross Compensation | REQUIRED | Compensation before deductions. Required if deferrals allowed | sum (PehCurAmt) for all PehEarnCode for first percontrol of the year through the last closed percontrol |
| Pretax Elective Deferral $ | REQUIRED | Employee Elective deferral amount for the pay period (including Catch Up contributions if applicable). | If eeddedcode = 401CU, 401F or 401P send PdhEECurAmt |
| Roth Elective Deferrals $ | REQUIRED | Employee Elective deferral amount for the pay period (including Catch Up contributions if applicable). | If eeddedcode = ROTD, ROTP send PdhEECurAmt |
| Date of Plan Eligibility | CONDITIONAL | This date is used to determine when an employee is eligible to participate in the plan.  It controls when a PIN letter is mailed to an employee. PIN letters are generated 10 days before the Date of Plan Eligibility, provided in this field. For employees not yet eligible, enter a future eligibility date. Newly eligible employees will not receive a PIN letter unless there is a date. | Leave blank |
| Plan Compensation PTD | CONDITIONAL | Plan Defined compensation earned during the current pay period. Must be provided if Plan allows flat dollar contributions | PdhDedCalcBasisAmt where PdhDedCode is like (401CU, 401F, 401P, ROTD or ROTP) for percontrol within the date range of the file |
| Gross Compensation PTD | CONDITIONAL | Gross compensation, prior to deductions . Must be provided if Plan allows flat dollar contributions | sum (PehCurAmt) for all PehEarnCode for percontrol within the date range of the file |
| Plan Compensation YTD |  | Plan Defined compensation | PdhDedCalcBasisAmt where PdhDedCode is like (401CU, 401F, 401P, ROTD or ROTP) for first percontrol of the year through the last closed percontrol |
| Eligible Gross  Compensation YTD | CONDITIONAL | Gross compensation prior to deductions. This should only include compensation earned while the employee is eligible to participate in the plan | PdhDedCalcBasisAmt where PdhDedCode is like (401CU, 401F, 401P, ROTD or ROTP) for first percontrol of the year through the last closed percontrol  else  if PdhDedCalcBasisAmt <= 0 then sum (PehCurAmt) for all PehEarnCode for first percontrol of the year through the last closed percontrol |
| Date of Match Eligibility | CONDITIONAL | Must be provided if different than Plan Eligibility Date | Leave blank |
| Alt Eligibility Date | CONDITIONAL | This field is required if the Date Eligible for Entry for Company Contributions is different from the Date Eligible for Entry for Employee Contributions | Leave blank |
| Hours Worked PTD | CONDITIONAL | Must be provided if eligibility and/or Vesting is by actual hours | All hours |
| Hours Worked YTD | CONDITIONAL | Must be provided if eligibility and/or Vesting is by actual hours – calendar year | All hours |
| Company Code | CONDITIONAL | Required if there are multiple company codes on one file | cmpcompanycode |
| Loan Number(s) | CONDITIONAL | Loan Number for corresponding loan payment. If plan allows multiple loans please enter each in separate columns. | If eeddedcode = KLN1 send 1 |
| Loan Repayment Amount (s) | CONDITIONAL | Current repayment amount to be applied to loan. If plan allows multiple loans please enter each in separate columns. | If eeddedcode = KLN1 send PdhEECurAmt |
| Loan Number(s) | CONDITIONAL | Loan Number for corresponding loan payment. If plan allows multiple loans please enter each in separate columns. | If eeddedcode = KLN2 send 2 |
| Loan Repayment Amount (s) | CONDITIONAL | Current repayment amount to be applied to loan. If plan allows multiple loans please enter each in separate columns. | If eeddedcode = KLN2 send PdhEECurAmt |
| Union Indicator | CONDITIONAL | Union employees, if any, must be identified for compliance testing and Form 5500 Filing purposes | Leave blank |
| Employer Match | CONDITIONAL | If applicable, Employer Discretionary or Safe Harbor Matching contributions for the pay period | If eeddedcode = 401M send PdhERCurAmt |
| Non-Elective  Contributions | CONDITIONAL | If applicable, Non-Elective or Safe Harbor Non-Elective Employer Contributions for the pay period | Leave blank |
| Pay Frequency |  |  | PgrPayFrequency |

# File Delivery Specifications

With ADP Connect, you have the ability to upload your file directly to the Plan Sponsor Website (www.mykplan. com/sponsor) or using File Transfer Protocol (FTP) or Secure File Transfer Protocol (SFTP) directly to and from your payroll provider. Both FTP and SFTP are secure and reliable means of file sharing. ADP will work with you and your payroll provider to determine the best transfer option, exchange credentials, and test connectivity.

In order for ADP to receive your payroll data files directly from your provider and to send feedback files with employee election changes, loan information, indicative data changes directly to your payroll provider, the following information is required:

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| --- | --- |
| **ADP File Transfer Credentials** | **PROVIDER File Transfer Credentials** |
| Host Name or IP address: filetransfer1. adp.com Port – 22  Root Directory – this is the directory for FTP service and will be provided via email | Host Name or IP address  Port  Root Directory – this is the directory  for FTP service |

Once the Automated File Transmission has been setup, secure credentials will be sent to you or your payroll provider via email. You will also receive notification emails when your ongoing payroll files are received for processing.

# Feedback File Specifications

With ADP Connect, you will have access to a Payroll Feedback file. The feedback file will include changes that need to be updated in your payroll system as a result of participant activity. Activity can include changes in contribution deferral rates as well as loan repayment amounts when a new loan is taken or paid off.

You have the option of using our ADP standard feedback format or setting up your payroll provider’s format. Your Payroll Feedback file can either be downloaded from the Plan Resource Center or it can be setup to transmit to your payroll provider automatically using the FTP process detailed earlier in this document.

You have the ability to schedule your feedback file based on the frequency that works best for your plan and your provider. ADP will work with you to setup the format and frequency that works best for your plan.