



Pay eXpert.®
Internet Payroll Services

Release 18.5

Importing Paydata

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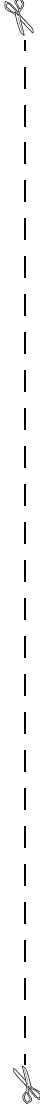
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Release #: 18.5

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Chapter 1

Understanding the Paydata Import Process

What's in This Guide

This guide provides information about the paydata import process, including the following:

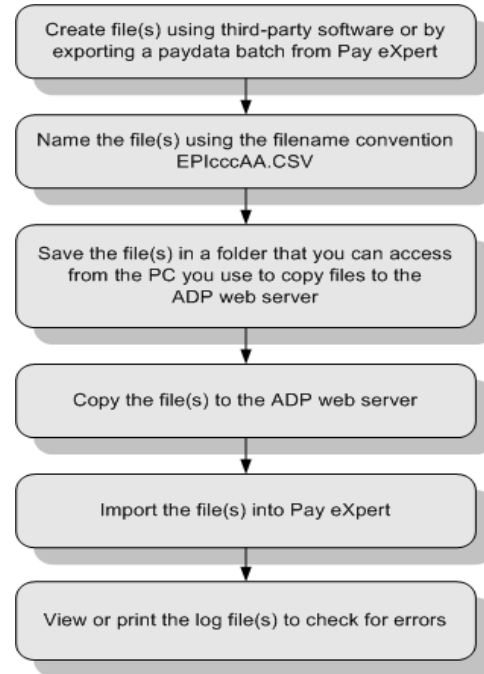
- How to set up ADP's Pay eXpert® for paydata import
- How to format the file for Pay eXpert
- Sample file layouts
- Detailed field requirements
- How to import the file into Pay eXpert
- How to resolve any problems that might occur

What Is Paydata Import?

If you create paydata using an external source, such as a Microsoft® Excel® spreadsheet or time clock application, you can import that data into your Pay eXpert database without rekeying it. Importing paydata already entered elsewhere frees you from time-consuming entry. After you finish importing the paydata, you treat it like any other data entered directly.

Process of Importing Paydata

The paydata that you import must be in an ADP-specified format, assigned an ADP-specified file-name, and located in a folder that you can access when you are online using Pay eXpert. After you establish a method for these preparations, paydata import can become a routine part of every pay cycle. The following is an illustration of the paydata import process.

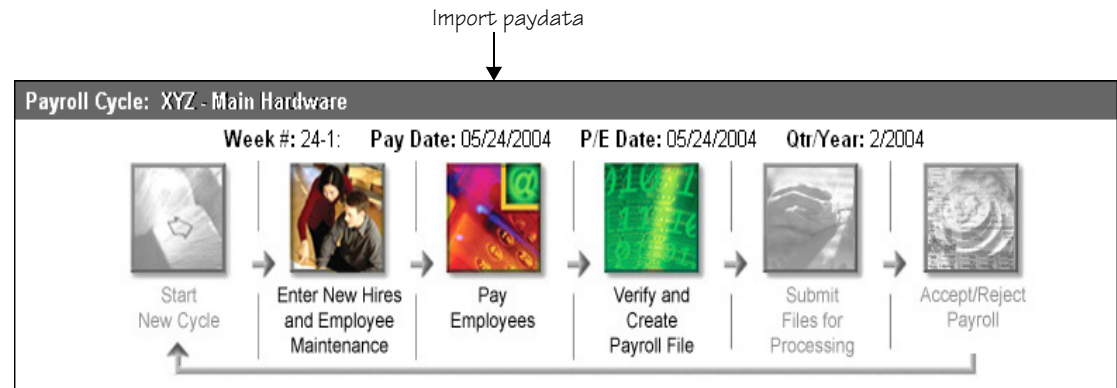


Tasks for Importing Paydata

Note: After importing paydata, use the Verify Totals option on the Paydata Batches page to verify totals. For more information see [“Locating the Imported Batch”](#) on page 46.

When to Import Paydata

You should know the payroll cycle and when to import paydata. You import paydata during the paydata entry part of the payroll cycle. Typically, this is after you add new hire information and enter any changes to employee information. After paydata tasks are complete and all paydata batches are in balance, you create the Payroll Transmission file. If you prematurely create the Payroll Transmission file before importing paydata, you must reset the payroll cycle to allow for paydata import. For more information on resetting the payroll cycle, refer to the online Help.



When to Import Paydata during the Payroll Cycle

Chapter 2

Setting Up for Paydata Import

Before you can import paydata into ADP's Pay eXpert®, your company and your user profiles must be set up for paydata import.

How to Set Up the Company

To import paydata for a company, open the Company Options page by selecting **Setup→General→Company Options**. Click a company name and select **Paydata** in the Import section.

■ Import	
<input checked="" type="checkbox"/> Paydata	<input type="checkbox"/> Employee
<input type="checkbox"/> Validation Tables	
■ New Hire Defaults	
Rate Type:	<input type="text"/>
Pay Frequency:	▶ Weekly
Premium Rate Factor:	▶ 1.5 * 1.0
State Worked In:	<input type="text"/>
SUI/SDI State:	<input type="text"/>
Gender:	Not Specified
<input type="checkbox"/> Use Standard Hours on New Hires	

Company Options Page

How to Set Up the User Profile

To set up a user profile to import paydata, open the User Profiles page by selecting **Setup→Users→User Profiles**. Click a profile name and select **Import Paydata** and **View Log Files** on the Utilities tab.

User Profiles ? Help

User Profile Name:

■ **Field Masking**

Field	In User Interface	On Reports
Social Security Number	Masked (XXX-XX-6789) ▼	Masked (XXX-XX-6789) ▼
Bank Deposit Account Number	Masked (XXXXXXXXXXXX4567) ▼	Masked (XXXXXXXXXXXX4567) ▼

■ **Function Access**

Each tab listed below corresponds to the top level application tabs. Click on each tab and then select the functions that will apply to this user profile.

Employee
Payroll
Reports
Utilities
Setup

- ☐ Import Employee Data
- ☐ Import Time & Labor Mgmt Paydata
- ☐ Load Signatures & Logos
- ☐ Export MR/GLI Data
- ☐ Erase Employees To Be Deleted
- ☐ CheckView by Person
- ☐ Print Checks & Vouchers
- ☐ Resequence Time & Labor Mgmt Companies
- ☒ View Log Files

- ☒ Import Paydata
- ☐ Import Validation Tables
- ☐ Export Time & Labor Mgmt Employee Data
- ☐ Archive CheckView Detail
- ☐ Auto Calculate Rate 2
- ☐ Create Funds Disbursement File
- ☐ Reprint Checks
- ☐ View Future-Dated Changes
- ☐ View ADP Shared Services Log Files

User Profiles Page

Chapter 3

Understanding Paydata Import Files

In general, each Paydata Import file is structured like a table. One record contains column headings while all other records contain rows of data. The items are separated from each other by a comma or tab. The end of a record is indicated by a carriage return and line feed.

An import file contains data for a single company.

Supported File Format

You can import a file prepared in the comma-separated variable (CSV) file format specified for ADP's Pay eXpert®. You can prepare a CSV file using Microsoft® Excel® or by exporting a paydata grid from Pay eXpert into an Excel spreadsheet.

What Filename to Use

Name your Paydata Import files PRcccEPI.CSV, where ccc is the company code. For 2-position company codes, use cc followed by an underscore (cc_).

When your payroll process requires multiple files (for example, salaried in one file and hourly in another), use the filename EPIcccAA.CSV, where ccc is the company code (cc_ for two-position company codes) and AA is a two-position, user-defined, alphanumeric file identifier (A-Z, 0-9) that you assign.

Note: All paydata grids exported into Microsoft Excel use the default filename EPIccc00.CSV. You can change the last two characters as described above.

Types of Records

There are two types of records:

- Header
- Data

Note: After importing paydata, use the Verify Totals option on the Paydata Batches page to verify totals.

Header Records

The record containing the column headings is called the header record. There can be only one header record in a file and it must appear at the beginning of the file. ADP specifies the first three fields in the header record and the order in which they appear. You determine the remaining fields. The required fields and their order are as follows:

- Co Code
- Batch ID
- File #

Data Records

The second record and all subsequent records in a Paydata Import file are the data records. The data records contain the actual data for the fields listed in the header record. The following conditions apply to data records:

- There is no maximum number of data records in a file.
- The company code entered in the data record must match the company code in the filename, except that an underscore is not used for 2-position company codes in the data record. (See [“What Filename to Use” on page 7](#) for information about the filename.)

Record Layout Illustration

The following illustration shows the components of a Paydata Import file.

```

Header record - [field,field,field,field,field,field,field,field<CR/LF>
Data records - [data,data,data,data,data,data,data<CR/LF>
                data,data,data,data,data,data,data<CR/LF>
                data,data,data,data,data,data,data<CR/LF>

```

└─┘
└─┘
 Comma delimiter Carriage return/
 Line feed

Components of a Paydata Import File

Delimiting Information

You use a comma (ASCII 44) or tab (ASCII 9) to delimit field names and data. The carriage return and line feed delimit the last field or data item of a record. You also can use a delimiter to skip over empty fields within a record or the carriage return and line feed to skip over empty fields at the end of a record.

Select one delimiter and apply it consistently. Do not mix the comma and tab in a file.

Example of Delimiting All Data

This example shows a file with data entered for all fields. The comma separates the field names and data.

Note: In the following examples, <CR/LF> indicates a carriage return and line feed for visual display purposes only. You do not enter these characters in an actual record.

```
Co Code,Batch ID,File #,Reg Hours,O/T Hours,Temp Dept<CR/LF>
ABC,123,111111,40.00,5.00,689<CR/LF>
ABC,123,222222,40.00,2.00,689<CR/LF>
ABC,123,333333,40.00,3.00,689<CR/LF>
```

Example of Delimiting Data Not Entered between Fields

This example shows a file where one of the records has no overtime hours entered. Note that there is no space between the delimiters where overtime hours normally would be entered. Delimiters with no space between them indicate that there is no data for the employee for that field.

```
Co Code,Batch ID,File #,Reg Hours,O/T Hours,Temp Dept<CR/LF>
ABC,123,111111,40.00,5.00,689<CR/LF>
ABC,123,222222,40.00,,689<CR/LF>
ABC,123,333333,40.00,3.00,689<CR/LF>
```

Do not enter a zero to indicate the absence of data.

Example of Delimiting Data Not Entered at the End of the Record

This example shows a file where one of the records has no overtime hours or temporary department code entered. Because these fields are together at the end of the record, the comma delimiters are not required. Only the carriage return and line feed are required to end the record.

```
Co Code,Batch ID,File #,Reg Hours,O/T Hours,Temp Dept<CR/LF>
ABC,123,111111,40.00,5.00,689<CR/LF>
ABC,123,222222,40.00,2.00,689<CR/LF>
ABC,123,333333,40.00<CR/LF>
```

Do not enter a zero to indicate the absence of data.

Data Format Requirements

The following are the requirements for data formats in Paydata Import files:

- Valid values are any ASCII characters 32 through 91 and 93 through 122.
- Field names are not case-sensitive. They can be in uppercase, lowercase, or mixed case characters.
- Positive amounts do not have a sign (for example, 465.00).
- Negative amounts require a negative sign (-) either before or after the amount (for example, -465.00 or 465.00-).
- Decimal amounts require a decimal in the correct position. (Paydata import assumes a whole number if a decimal is missing.)
- Any data field may be enclosed in double quotes (for example, "Jones").
- When double quotes are used as data in a field, the entire field must be enclosed in double quotes and the double quotes that are data must be preceded by double quotes. (For example, a batch description of Dept. 100 - "Hourly" Employees is entered as "Dept. 100 - ""Hourly"" Employees" if you want "Hourly" to be enclosed in quotes.)
- Use double quotes to import leading spaces or when a valid character in a field is a comma. For example, enter "10,111" for a Department code that contains a comma.

Using Expanded Fields Format

You can enter larger amounts and longer code sizes in certain Pay eXpert amount and code fields if your organization is set up to use the Expanded Fields format. Use of this format is controlled by the Expanded Fields system option. This option is activated automatically when your ADP region starts to use Expanded Field sizes.

Note: Your ADP service team will contact you when Expanded Fields format becomes available in your region.

Simple and Compound Fields

Using Simple Field Names

When you create a paydata grid in Pay eXpert, hours, earnings, deduction, and memo amounts can be displayed using a separate columns for each code. The following is an example of a paydata grid that contains one Other Earnings Code column.

File #	Name	Reg Hours	Other Earnings-Commission
001130	Barbato, Sam...		
001003	Brown, Robe...		
001160	Conti, Patricia		

If you want to display the column this way in an imported batch, use an import file that is formatted as follows.

File #	Name	Reg Hours	Earnings 3 Code	Earnings 3 Amount
001130	Barbato, Samuel		C	
001003	Brown, Roberta			
001160	Conti, Patricia			

Using Compound Field Names

When you create a paydata grid in Pay eXpert, you can specify that certain codes can be entered at runtime. Then, during paydata entry, you can select any code from a drop-down list within the column instead of creating a separate column for each code. This option is useful if you have many different codes to enter for the employees in the batch, or if you want to limit the number of columns in the grid.

This option applies to the following codes:

- Other Hours (3 and 4)
- Other Earnings (3, 4, and 5)
- Adjust Deduction
- Replace Deduction
- Memo

The following is an example of a paydata grid using the Enter at Runtime option for the Adjust Deduction column.

Adjust Deduction	
Code	Amount
M	50.75
A	25.00
<input type="text"/>	<input type="text"/>

If you export a paydata batch that uses the Enter at Runtime option, the applicable field names in the exported CSV file begin with the word **Compound**. These compound field names then result in columns with the Enter at Runtime option when you import the file back into a batch.

If you are creating a CSV file from scratch and you want to use the Enter at Runtime option in the imported batch, use the field names beginning with **Compound** in the CSV file. For example, to select various Adjust Deduction codes within the same column in a paydata grid, use the **Compound Adjust Ded Code** and **Compound Adjust Ded Amount** fields in import file. The following is an example of an import file using Compound field names in the header record.

Name	Pay #	Compound Adjust Ded Code	Compound Adjust Ded Amount
Allen, Robert	1	M	50.75
Cook, Joyce	1	A	80.00

Important: The import file cannot contain a particular code, for example "M", in both a simple column and a compound column.

See ["Compound Field Names" on page 67](#) for a list of paydata import fields that have an alternate compound field name.

Chapter 4

Detailed Field Requirements

This chapter lists all the field names, their descriptions, lengths (if defined), valid values, and any requirements or conditions for using the fields in a Paydata Import file. The following guidelines apply:

- When both simple and compound column names are supported for a field, both header records are shown.
- Certain fields in the import file are validated against employee records in the database. If your company uses Effective Dating, data in the import file is validated against employee records that are in effect as of the current pay period end date.
- If your company uses Effective Dating, paydata for future new hires is not imported.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Adjust Ded Code Compound Adjust Ded Code Deduction code to use when making a one-time adjustment to a deduction amount that may or may not be scheduled.	<u>Without Expanded Fields</u> 1-2 <u>With Expanded Fields</u> 1-3	<u>Without Expanded Fields</u> A-Z or 01-96 (except 07, 40, 50, 60, and 61) <u>With Expanded Fields</u> A-Z, 0-9. Leading zeros are always invalid. Deduction code 0 is always invalid. 2 position numeric codes in the range of 81-96 are always reserved for special calculation deductions.	<p>A specific Deduction code can be used only once within a record. If your organization uses Expanded Fields, there is no limit on the number of occurrences.</p> <p><u>Deposit Deductions</u> If the code is one of the company's deposit Deduction codes, the employee must have a bank account that uses the code. The code cannot be a full-net type of deposit Deduction code.</p> <p><u>Lien Deductions</u> If the code is one of the company's lien Deduction codes, the employee must have a lien that uses the code (lien deduction or result deduction).</p> <p>The Pay Number must be 1 or the import file must contain a valid Advance Pay Date.</p> <p>If the lien Deduction code is set up to have funds disbursed by ADP, the company must be set up for Funds Disbursement.</p> <p><u>Paired Field</u> The Deduction code must be followed immediately by a deduction amount adjustment.</p> <p><u>Table Validation</u> The code must be in the company's Deduction table.</p>

Field Name/Description	Length	Valid Values	Requirements/Conditions
Adjust Ded Amount Compound Adjust Ded Amount Adjust the scheduled or one-time deduction by adding or subtracting this amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 unless a deposit deduction <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	<u>Deposit Deductions</u> If the Deduction code is a deposit Deduction code that is used by one of the employee's bank accounts, the minimum is 0. If the Deduction code is a full-net type of deposit Deduction code, then a deduction amount should not be entered. <u>Paired Field</u> A deduction amount must be preceded by an adjustment Deduction code.
Adjust Federal Adjust the federal tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	
Adjust Lived Local Adjust the local lived-in tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount		<u>Without Expanded Fields</u> Min: -40500.00 Max: 99999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The company must be set up for Local Reciprocity. The employee's lived-in locality must be a taxing locality. There must be a Local Lived In code for the employee in the database.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Adjust Lived State Adjust the state lived-in tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount		<u>Without Expanded Fields</u> Min: -40500.00 Max: 99999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The company must be set up for State Reciprocity. The employee's lived-in state must be a taxing state. There must be a State Lived In code for the employee in the database.
Adjust Local 4 Adjust the amount of Local 4 tax by adding this amount to or subtracting this amount from the calculated amount.		<u>Without Expanded Fields</u> Min: -40500.00 Max: 99999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The company must be set up for PA Local Tax. The employee must be set up for Local 4. The employee cannot be exempt from tax for the current year.
Adjust Local 5 Adjust the amount of Local 5 tax by adding this amount to or subtracting this amount from the calculated amount.		<u>Without Expanded Fields</u> Min: -40500.00 Max: 99999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The company must be set up for PA Local Tax. The employee must be set up for Local 5. The employee cannot be exempt from tax for the current year.
Adjust Medicare Adjust the Medicare amount ADP calculates by adding this amount to or subtracting this amount from the calculated amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the company uses Tax Filing. If the employee is set up to calculate Social Security only, a Medicare adjustment is not allowed.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Adjust Soc Sec Adjust the Social Security amount ADP calculates by adding this amount to or subtracting this amount from the calculated amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the company uses Tax Filing. If the employee is set up to calculate Medicare only, a Social Security adjustment is not allowed.
Adjust SUI/SDI Adjust the SUI/SDI tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the employee's SUI/SDI tax and SUI/SDI taxable are both blocked. The employee's SUI/SDI Tax code must be for a taxing state.
Adjust Worked Local Adjust the local worked-in tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The employee's worked-in locality must be a taxing locality.
Adjust Worked State Adjust the state worked-in tax ADP calculates by adding this amount to or subtracting this amount from the calculated amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The employee's worked-in state must be a taxing state.

Detailed Field Requirements

Field Name/Description	Length	Valid Values	Requirements/Conditions
Advance Pay Date The advance pay date to use with the Wage Garnishment Processing Service	6-10	Format is m/d/yy where m is a 1 or 2-digit month (1-12), d is a 1 or 2-digit day (1-31), and yy is a 2 or 4-digit year Must be a valid date	The company must be set up with the Wage Garnishment Processing Service. The date must be plus or minus one year from the current pay date. If a 6-digit date does not include slashes, the year is assumed to be 2 digits. Slashes are required if entering a single-digit day and/or month. Note: The year 2005 is assumed if you enter 2/29/05.
Allocation Position The number of the allocation that is associated with an entry		<u>Expanded Fields Only</u> 1-99	The company must be set up for both Automatic Labor Allocation and Expanded Fields. Not allowed if Allocation Type is blank. Value must be 1 or blank if the company is set up for allocation by percentage only. A value of 1 indicates the Home Department or Home Cost Number, depending on the Allocation Type selected for the company. This field is ignored if the same row also contains an entry for Temporary Department or Temporary Cost Number.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Batch Description Batch description	1-20	A-Z, 0-9, space [\] ^ _ ` { } ! # % & ' () * + , - . / : ; < = > ? ~ "	Informational field; can appear anywhere in the header record between the File # field and the paydata entry fields. Note: If you do not enter a batch description, the paydata import process generates the description EPIPBATCH.
Batch ID Batch identification	1-8	A-Z, 0-9, space \$ @ [\] ^ _ ` { } ! # % & ' () * + , - . / : ; < = > ? ~ "	Batch ID is required in the second position of the header record. When a file contains multiple Batch IDs, the import process creates a new batch for every new Batch ID encountered. To prevent a Batch ID from being treated as a duplicate, you should group all records that have the same Batch ID. Note: If you do not enter a Batch ID or if a duplicate exists, the paydata import process generates a new one in the format EPIPnnnn, where nnnn is the first available number from 1 to 9999.
Cancel Pay Cancel Automatic Pay	1	Y = Cancel Automatic Pay (for all the employee's entries) N = Remove cancellation	The company must be set up for Automatic Pay.
Clock Clock			Informational field; can appear anywhere in the header record between the File # field and the paydata entry fields. Note: After the file is imported, the value you enter will be replaced with the clock number from the Employee record.

Detailed Field Requirements

Field Name/Description	Length	Valid Values	Requirements/Conditions
Co Code Company code	3	A-Z, 0-9, &, - A blank in the third position is allowed only for a 2-character company code	<p>Company code is required in the first position of the header record.</p> <p>The company code must exist in the database, be set up for paydata import, and be at a phase in the payroll cycle when paydata tasks can be performed.</p> <p>The company code must match the code in the import file-name, except for 2-position company codes. A 2-position company code requires an underscore in the third position of the import filename; the underscore is not allowed in the Co Code field in the import file.</p>
Data Control Data control			<p>Informational field; can appear anywhere in the header record between the File # field and the paydata entry fields.</p> <p>Note: After the file is imported, the value you enter will be replaced with the data control from the Employee record.</p>
Deduction by Week Nb The payroll week numbers(s) for which scheduled deductions are in effect for this paycheck.	10	00 - 55	<p>Up to 5 sets of 2- position payroll week numbers are allowed. Leading and trailing spaces are ignored. Embedded spaces are not allowed.</p> <p>Note: This field can be used instead of the set of 5 Ded Forecast Wk fields.</p>
Ded Forecast Wk1 The first week number for which scheduled deductions are in effect for this paycheck. Deduction forecasting week 1	2	00-55	
Ded Forecast Wk2 Deduction forecasting week 2	2	00-55	

Field Name/Description	Length	Valid Values	Requirements/Conditions
Ded Forecast Wk3 Deduction forecasting week 3	2	00-55	
Ded Forecast Wk4 Deduction forecasting week 4	2	00-55	
Ded Forecast Wk5 Deduction forecasting week 5	2	00-55	

Detailed Field Requirements

Field Name/Description	Length	Valid Values	Requirements/Conditions
Earnings 3 Code Compound Earnings 3 Code Other Earnings 3 code	<u>Without Expanded Fields</u> 1-2 <u>With Expanded Fields</u> 1-3	<u>Without Expanded Fields</u> A-Z, 0-79 (except 40, 50, 60, and 61), and blank <u>With Expanded Fields</u> A-Z, 0-9, and blank	A specific Hours/Earnings code can be used only once within a record. There can be only four occurrences of Hours/Earnings codes in a record used with the Hours/Earnings fields. Hours 3 corresponds to Earnings 3. Hours 4 corresponds to Earnings 4. If your organization uses Expanded Fields, there is no limit on the number of occurrences. <u>Examples</u> You can enter four Hours 3 codes and no Earnings 3 codes. You can enter three Hours 3 codes and one Earnings 3 code. <u>Paired Field</u> An Earnings 3 code must be followed immediately by an Earnings 3 amount. <u>Table Validation</u> Optionally validates to company's Hours/Earnings table.
Earnings 3 Amount Compound Earnings 3 Amount Other Earnings 3 amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	If the Tax Frequency is D or F, the range is -40500.00 to 99999.99. If your organization uses Expanded Fields, there is no Tax Frequency restriction. <u>Paired Field</u> An Earnings 3 amount must be preceded by an Earnings 3 code.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Earnings 4 Code Compound Earnings 4 Code Other Earnings 4 code	<u>Without Expanded Fields</u> 1-2 <u>With Expanded Fields</u> 1-3	<u>Without Expanded Fields</u> A-Z, 0-79 (except 40, 50, 60, and 61), and blank <u>With Expanded Fields</u> A-Z, 0-9, and blank	<p>A specific Hours/Earnings code can be used only once within a record.</p> <p>There can be only four occurrences of Hours/Earnings codes in a record used with the Hours/Earnings fields. Hours 3 corresponds to Earnings 3. Hours 4 corresponds to Earnings 4.</p> <p>If your organization uses Expanded Fields, there is no limit on the number of occurrences.</p> <p><u>Examples</u> You can enter four Hours 3 codes and no Earnings 3 codes. You can enter three Hours 3 codes and one Earnings 3 code.</p> <p><u>Paired Field</u> An Earnings 4 code must be followed immediately by an Earnings 4 amount.</p> <p><u>Table Validation</u> Optionally validates to company's Hours/Earnings table.</p>
Earnings 4 Amount Compound Earnings 4 Amount Other Earnings 4 amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	<p>If the Tax Frequency is D or F, the range is -40500.00 to 99999.99. If your organization uses Expanded Fields, there is no Tax Frequency restriction.</p> <p><u>Paired Field</u> An Earnings 4 amount must be preceded by an Earnings 4 code.</p>

Detailed Field Requirements

Field Name/Description	Length	Valid Values	Requirements/Conditions
Earnings 5 Code Compound Earnings 5 Code Other Earnings 5 code	<u>Without Expanded Fields</u> 1-2 <u>With Expanded Fields</u> 1-3	<u>Without Expanded Fields</u> A-Z, 0-79 (except 40, 50, 60, and 61), and blank <u>With Expanded Fields</u> A-Z, 0-9, and blank	<p>A specific Hours/Earnings code can be used only once within a record.</p> <p>There can be only four occurrences of Hours/Earnings codes in a record used with the Hours/Earnings fields. Hours 3 corresponds to Earnings 3. Hours 4 corresponds to Earnings 4.</p> <p>If your organization uses Expanded Fields, there is no limit on the number of occurrences.</p> <p><u>Examples</u> You can enter four Hours 3 codes and no Earnings 3 codes. You can enter three Hours 3 codes and one Earnings 3 code.</p> <p><u>Paired Field</u> An Earnings 5 code must be followed immediately by an Earnings 5 amount.</p> <p><u>Table Validation</u> Optionally validates to company's Hours/Earnings table.</p>
Earnings 5 Amount Compound Earnings 5 Amount Other Earnings 5 amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	<p>If the Tax Frequency is D or F, the range is -40500.00 to 99999.99. If your organization uses Expanded Fields, there is no Tax Frequency restriction.</p> <p><u>Paired Field</u> An Earnings 5 amount must be preceded by an Earnings 5 code.</p>
Employee Name Employee name			<p>Informational field; can appear anywhere in the header record between the File # field and the paydata entry fields.</p>
File # File number	6	51-999999	<p>The file number is required in the third position of the header record.</p>

Field Name/Description	Length	Valid Values	Requirements/Conditions
FLSA Special Processing Code Indicates whether the transaction is processed as "Exclude" or "Compare Rates"	1	E , C, and blank	The company and the employee must be set up for FLSA Overtime. Entry is not allowed if Special Effects is 10, 13, 14, or 15. Entry is not allowed if Special Action code = Y or F, or if pay number is X.
FLSA Workweek Indicates whether the hours entered are for week 1 or week 2 for biweekly employees.	1	1, 2, or blank Note: A blank is processed as 1.	The company and the employee must be set up for FLSA Overtime. The employee's pay frequency must be Biweekly. Tax frequency, if used in this entry, must be B or C. The FLSA Special Processing code cannot be E, and the pay number cannot be X. Entry is not allowed for Bonus payrolls, or if Special Action code = Y or F for this entry.
Home Cost Number Home cost number			Informational field; can appear anywhere in the header record between the File # field and the paydata entry fields. Note: After the file is imported, the value you enter will be replaced with the home cost number from the Employee record.
Home Department Home department			Informational field; can appear anywhere in the header record between the File # field and the paydata entry fields. Note: After the file is imported, the value you enter will be replaced with the home department from the Employee record.

Detailed Field Requirements

Field Name/Description	Length	Valid Values	Requirements/Conditions
Hours 3 Code Compound Hours 3 Code Other Hours 3 code	<u>Without Expanded Fields</u> 1-2 <u>With Expanded Fields</u> 1-3	<u>Without Expanded Fields</u> A-Z, 0-79 (except 40, 50, 60, and 61), and blank <u>With Expanded Fields</u> A-Z, 0-9, and blank	<p>A specific Hours/Earnings code can be used only once within a record.</p> <p>There can be only four occurrences of Hours/Earnings codes in a record used with the Hours/Earnings fields. Hours 3 corresponds to Earnings 3. Hours 4 corresponds to Earnings 4.</p> <p>If your organization uses Expanded Fields, there is no limit on the number of occurrences.</p> <p><u>Examples</u> You can enter four Hours 3 codes and no Earnings 3 codes. You can enter three Hours 3 codes and one Earnings 3 code.</p> <p><u>Paired Field</u> An Hours 3 code must be followed immediately by an Hours 3 amount.</p> <p><u>Table Validation</u> Optionally validates to company's Hours/Earnings table.</p>
Hours 3 Amount Compound Hours 3 Amount Other Hours 3 amount		Min: -40500.00 Max: 99999.99	<p><u>Paired Field</u> An Hours 3 amount must be preceded by an Hours 3 code.</p>

Field Name/Description	Length	Valid Values	Requirements/Conditions
Hours 4 Code	<u>Without Expanded Fields</u>	<u>Without Expanded Fields</u>	A specific Hours/Earnings code can be used only once within a record.
Compound Hours 4 Code	<u>With Expanded Fields</u>	<u>With Expanded Fields</u>	There can be only four occurrences of Hours/Earnings codes in a record used with the Hours/Earnings fields. Hours 3 corresponds to Earnings 3. Hours 4 corresponds to Earnings 4.
Other Hours 4 code	1-2	A-Z, 0-79 (except 40, 50, 60, and 61), and blank	If your organization uses Expanded Fields, there is no limit on the number of occurrences.
	1-3	A-Z, 0-9, and blank	<u>Examples</u> You can enter four Hours 3 codes and no Earnings 3 codes. You can enter three Hours 3 codes and one Earnings 3 code.
			<u>Paired Field</u> An Hours 4 code must be followed immediately by an Hours 4 amount.
			<u>Table Validation</u> Optionally validates to company's Hours/Earnings table.
Hours 4 Amount		Min: -40500.00	<u>Paired Field</u>
Compound Hours 4 Amount		Max: 99999.99	An Hours 4 amount must be preceded by an Hours 4 code.
Other Hours 4 amount			

Detailed Field Requirements

Field Name/Description	Length	Valid Values	Requirements/Conditions
Memo Code Compound Memo Code Memo code	<u>Without Expanded Fields</u> 1 <u>With Expanded Fields</u> 1-3	A-Z, 0-9, and blank	<p>A specific Memo code can be used only once within a record. If your organization uses Expanded Fields, there is no limit on the number of occurrences.</p> <p>If the company is set up for Third Party Sick Pay, codes 6, 7, 8, and 9 are not allowed.</p> <p>The code cannot be the same as the company's Wage Garnishment Advance Pay Memo code.</p> <p><u>Paired Field</u> A Memo code must be followed immediately by a memo amount.</p> <p><u>Table Validation</u> Optionally validates to company's Memo Code table.</p>
Memo Amount Compound Memo Amount Memo amount	<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	<u>Paired Field</u>	<p>A memo amount must be preceded by a Memo code. If the tax frequency is D or F, the range is -40500.00 to 99999.00.</p> <p>If your organization uses Expanded Fields, there is no restriction.</p> <p>If the associated Memo code is a 2 (employee gross receipts) or a 4 (charged receipts) then the memo amount must be a whole dollar amount (that is, no decimals except .00).</p>
O/T Earnings Overtime earnings	<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99		

Field Name/Description	Length	Valid Values	Requirements/Conditions
O/T Hours Overtime hours		Min: -40500.00 Max: 99999.99	
Pay # Pay number	1	1-9, N, X	If a Pay Number is not entered, a Pay Number of 1 is assumed.
Paycheck Tax Frequency The number of weeks in the pay	1	0-9, S, M, T, B, H, C	<p>The company must be set up for Proportionate Labor Distribution.</p> <p>Entry is not allowed if the employee has an entry for Tax Frequency for the same Pay # in this file or in another batch.</p> <p>Entry is not allowed if the current payroll schedule includes Special Effects 10, 13, 14, or 15.</p> <p>Use only if you are paying an employee for a pay period other than the current pay period and you want labor distribution applied to deductions, taxes, and net pay.</p>
Rate Rate			<p>Informational field; can appear anywhere in the header record between the File # field and the paydata entry fields.</p> <p>Note: After the file is imported, the value you enter will be replaced with the rate from the Employee record.</p>

Detailed Field Requirements

Field Name/Description	Length	Valid Values	Requirements/Conditions
Rate Code Temporary Rate code	1	4-9, A-Z	<p>Value of 1 is not allowed.</p> <p>Value of 2 is allowed only if a value also exists in the employee's Rate 2 field in the database; value of 2 is not allowed if the company uses the Schoolboard/Allow Input of Paydata 2 option and the import record contains Hours 3 or Earnings 3 codes.</p> <p>Value of 3 is allowed only if a value also exists in the employee's Rate 3 field in the database; value of 3 is not allowed if the company uses the Schoolboard/Allow Input of Paydata 2 option.</p> <p>Values of 4 - 9 are allowed if an amount exists in the corresponding employee Rate field, or if the code exists in the company's Rate Code validation table. If both conditions are true, then the employee amount is used to calculate the pay.</p> <p>Values of A through Z are allowed only if the Rate Code exists in the company's Rate Code validation table.</p> <p>A Temporary Rate code is not allowed if a temporary rate amount exists in the import file.</p>
Reg Earnings Regular earnings		<p><u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99</p> <p><u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99</p>	<p>If the Tax Frequency is D or F, the range is -40500.00 to 99999.99.</p> <p>If your organization uses Expanded Fields, there is no restriction.</p>
Reg Hours Regular hours		<p>Min: -40500.00 Max: 99999.99</p>	

Field Name/Description	Length	Valid Values	Requirements/Conditions
Repl Ded Code Compound Repl Ded Code Scheduled Deduction code to use when replacing a scheduled deduction amount	<u>Without Expanded Fields</u> 1-2 <u>With Expanded Fields</u> 1-3	<u>Without Expanded Fields</u> A-Z, 01-79 (except 07, 40, 50, 60, and 61) <u>With Expanded Fields</u> A-Z, 0-9	<p>A specific Deduction code can be used only once within a record. If your organization uses Expanded Fields, there is no limit on the number of occurrences.</p> <p>The employee must have this code as a scheduled Deduction code.</p> <p><u>Deposit Deductions</u> If the code is one of the company's deposit Deduction codes, the employee must have a bank account that uses the code. The code cannot be a full-net type of deposit Deduction code.</p> <p><u>Lien Deductions</u> If the code is one of the company's lien Deduction codes, the employee must have a lien that uses the code (lien deduction or result deduction). The Pay Number must be 1 or the import file must contain a valid Advance Pay Date. If the lien Deduction code is set up to have funds disbursed by ADP, the company must be set up for Funds Disbursement.</p> <p><u>Paired Field</u> The Deduction code must be followed immediately by a deduction amount replacement.</p> <p><u>Table Validation</u> The code must be in the company's Deduction table and be a scheduled code.</p>

Detailed Field Requirements

Field Name/Description	Length	Valid Values	Requirements/Conditions
Repl Ded Amount Compound Repl Ded Amount Replace the scheduled deduction with this amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 unless a deposit deduction <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	<u>Deposit Deductions</u> If the Deduction code is a deposit Deduction code used by one of the employee's bank accounts, the minimum is 0. If the Deduction code is a full-net type of deposit Deduction code, a deduction amount should not be entered. <u>Paired Field</u> The deduction amount must be preceded by a replacement Deduction code.
Repl Federal Replace the federal tax ADP calculates with this amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	
Repl Lived Local Replace the local lived-in tax ADP calculates with this amount		<u>Without Expanded Fields</u> Min: -40500.00 Max: 99999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The company must be set up for Local Reciprocity. The employee's lived-in locality must be a taxing locality. There must be a Local Lived In code for the employee in the database.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Repl Lived State Replace the state lived-in tax ADP calculates with this amount		<u>Without Expanded Fields</u> Min: -40500.00 Max: 99999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The company must be set up for State Reciprocity. The employee's lived-in state must be a taxing state. There must be a State Lived In code for the employee in the database.
Repl Local 4 Replace the Local 4 tax ADP calculates with this amount.		<u>Without Expanded Fields</u> Min: -40500.00 Max: 99999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The company must be set up for PA Local Tax. The employee must be set up for Local 4. The employee cannot be exempt from tax for the current year.
Repl Local 5 Replace the Local 5 tax ADP calculates with this amount.		<u>Without Expanded Fields</u> Min: -40500.00 Max: 99999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The company must be set up for PA Local Tax. The employee must be set up for Local 5. The employee cannot be exempt from tax for the current year.
Repl Medicare Replace the Medicare amount ADP calculates with this amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the company uses Tax Filing. If the employee is set up to calculate Social Security only, Medicare replacement is not allowed.

Detailed Field Requirements

Field Name/Description	Length	Valid Values	Requirements/Conditions
Repl Soc Sec Replace the Social Security amount ADP calculates with this amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the company uses Tax Filing. If the employee is set up to calculate Medicare only, Social Security replacement is not allowed.
Repl SUI/SDI Replace the SUI/SDI tax ADP calculates with this amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	Entry is not allowed if the employee's SUI/SDI tax and SUI/SDI taxable are both blocked. The employee's SUI/SDI Tax code must be for a taxing state.
Repl Worked Local Replace the local worked-in tax ADP calculates with this amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The employee's worked-in locality must be a taxing locality.
Repl Worked State Replace the state worked-in tax ADP calculates with this amount		<u>Without Expanded Fields</u> Min: -9999999.99 Max: 9999999.99 <u>With Expanded Fields</u> Min: -99999999.99 Max: 99999999.99	The employee's worked-in state must be a taxing state.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Shift Shift code	1	2-9	
Social Security Number Social Security number			Informational field; can appear anywhere in the header record between the File # field and the paydata entry fields. Note: After the file is imported, the value you enter will be replaced with the Social Security number from the Employee record.
Special Action Special action	1	F, K, W, X, Y, Z	
Standard Hours Standard hours			Informational field; can appear anywhere in the header record between the File # field and the paydata entry fields. Note: After the file is imported, the value you enter will be replaced with the standard hours from the Employee record.
Tax Frequency The number of weeks in the pay	1	0-9, S, M, D, T, B, F, H, C	Entry is not allowed if the employee has an entry for Paycheck Tax Frequency for the same Pay # in this file or in another batch. Value cannot be D or F if any of the quantitative fields in the import file are greater than 99999.99 or less than -40500.00. If your organization uses Expanded Fields, this restriction does not apply. Quantitative fields are fields that have the same valid values as the Reg Earnings field, such as the Reg Earnings, O/T Earnings, and Earnings 3 Amount fields.

Detailed Field Requirements

Field Name/Description	Length	Valid Values	Requirements/Conditions
Temp Cost Number Temporary cost number	50	A-Z, 0-9, Space \$, - . /	The company must be set up for Labor Distribution by Cost Number. The first position cannot be blank. A value in this field overrides any value in the Allocation Position field in this record. <u>Table Validation</u> Optionally validates to company's Cost Number table.
Temp Dept Temporary department number	3 or 6	A-Z, 0-9 \$ / - . ,	Department length depends on the company setup. If set up for 3 characters, the length must be 3; if set up for 6 characters, the length must be 6. A value in this field overrides any value in the Allocation Position field in this record. <u>Table Validation</u> Optionally validates to company's Department table.
Temp Lived Local Lived-in Local code	4	<u>Without Expanded Fields</u> Positions 1, 2, 3: 001-255, 301-799 (except 325, 400, 425, 500, 525, 600, 625, 700, and 725). Position 4: A-Z, 0-9 <u>With Expanded Fields</u> User defined 3 or 4 positions with no restrictions.	The company must be set up for both Local Reciprocity and Multi-Jurisdiction. <u>Table Validation</u> The code must be in the company's Local Tax Jurisdiction table.

Field Name/Description	Length	Valid Values	Requirements/Conditions
Temp Lived State Lived-in State code	2	Valid ADP State Tax Jurisdiction code (See Appendix A for the ADP State Tax Jurisdiction codes)	The company must be set up for both State Reciprocity and Multi-Jurisdiction. <u>Table Validation</u> The code must be in the company's State Tax Jurisdiction table.
Temp Rate Temporary rate amount		Min: -405.0000 Max: 999.9999 Precision is 4	A temporary rate amount is not allowed if a Temporary Rate code exists in the import file.
Temp Recip State State Reciprocity Allocation code	1	1-4	The company must be set up for both State Reciprocity and Multi-Jurisdiction. The employee must have a Lived-in State code set up in the database.
Temp School Code School District Tax code	4	0001-9999	The company must be set up for both Local Reciprocity and Multi-Jurisdiction. If a temporary Worked-in State code or temporary Lived-in State code does not exist in the import file, a Worked-in or Lived-in State Tax code must exist in the database with a value of OH (Ohio). If there is a temporary Worked-in or Lived-in State Tax code in the import file, the value must be OH (Ohio). <u>Table Validation</u> The code must be in the company's School District Tax Jurisdiction table.

Detailed Field Requirements

Field Name/Description	Length	Valid Values	Requirements/Conditions
Temp State Code Worked-in State code	2	Valid ADP State Tax Jurisdiction code (See Appendix A for the ADP State Tax Jurisdiction codes)	The company must be set up for Multi-Jurisdiction. Table Validation The code must be in the company's State Tax Jurisdiction table.
Temp Worked Local Worked-in Local code	4	<u>Without Expanded Fields</u> Positions 1, 2, 3: 001-255, 301-799 (except 325, 400, 425, 500, 525, 600, 625, 700, and 725). Position 4: A-Z, 0-9 <u>With Expanded Fields</u> User defined 3 or 4 positions with no restrictions.	The company must be set up for Multi-Jurisdiction. Table Validation The code must be in the company's Local Tax Jurisdiction table.

Chapter 5

Importing Paydata Files

You must copy paydata files to the ADP web server before you can import them into ADP's Pay eXpert®. Before you copy and import files to ADP, make sure of the following:

- The files reside in a folder that can be accessed from the PC you use to run Pay eXpert.
- The files are formatted correctly and named according to ADP specifications.
- The files have been scanned for viruses.

How to Import Paydata

Use the Import Paydata page to copy and import paydata files into Pay eXpert.

Tip: To import multiple files at the same time, zip these files first. The import process will extract the import files from the compressed zipped files.

- 1 To open the Import Paydata page, select **Utilities→Import→Paydata**.
- 2 Click **Add New** to copy your files to the Pay eXpert server.

- Choose one of the following actions.

To Copy	Do the Following
A single file	Click Browse to select the folder and filename. Click Copy to Pay eXpert Server .
Multiple files (contained in a zipped file)	Click Browse to select the folder and filename of the zipped file. Click Copy to Pay eXpert Server .

Result: The files you copied are added to the Files Copied This Session list. Copied files that have viruses are deleted immediately from the ADP Web Server and a message is displayed in the Status column.

Tip: If you copy a file in error, you can remove it from the server by selecting the check box next to the file and clicking **Recall Selected Files**.

- When you finish copying files, click **Back to Import Page** to return to the Import Paydata page.
- Select the check box next to the file(s) you want to import.

Note: If the file you want to import is listed with an Exclusion, see [“Importing Paydata with Exclusions” on page 44](#).

- Select **Add New Values in Import File to Validation Tables** if you want to import a paydata file that contains new Department, Hours/Earnings, or Memo table codes.
- Click **Start**.
- On the View Log Files page, click to open the log file.
- Click **Print** to print the log file.

- 10 Review the messages in the log file.

If a Message Indicates That	Then
An error occurred	Correct the errors and import the data again, or enter the data online. For more information, see “Error Messages” on page 50 . Note: An error is written to the log file for any record that is bypassed because of a data error.
New codes were added to a validation table	Enter descriptions for the codes on the Validation Tables page and contact ADP, if necessary.

Deleting Paydata Import Files

You can delete paydata import files that you no longer need.

- 1 To open the Import Paydata page, select **Utilities→Import→Paydata**.
- 2 Click to select the check box next to the file you want to delete.
- 3 Click **Delete**.
- 4 Click **OK** at the deletion confirmation message to delete the file.

Importing Paydata with Exclusions

If any file you want to import is listed with an Exclusion, choose one of the following options.

Exclusion	Options
Company in use	Wait until batch processing is completed for this company.
Not ready to run	<p>Wait until the payroll cycle status is Entering Payroll Information.</p> <p>Note: If you want to include this file in the current payroll, choose one of the following options:</p> <ul style="list-style-type: none"> • If the payroll cycle status is Payroll Transmission File Created, reset the cycle status to Entering Payroll Information. Then import the file and create the payroll file again. • If the payroll cycle status is Preview Pending, reject the payroll. Then import the file and create the payroll file again. • If the payroll cycle status is Payroll File Sent to ADP, contact your ADP service team.
User does not have read/write access.	Contact your payroll administrator to gain the proper access.

Chapter 6

Locating Imported Paydata

Viewing the Log File

After you import paydata, you may need to change or enter data for those fields that, for some reason, failed the import process. View or print the paydata import log file to check for data that was not imported. (See [“Troubleshooting Paydata Import” on page 49](#) for more information on the log file.)

Locating the Imported Batch

To locate imported paydata in ADP's Pay eXpert®, open the Paydata Batches page by selecting **Payroll**→**Paydata Tasks**→**Paydata**. Then click the Batch ID of the imported paydata.

Note: The Batch ID you entered in the import file is listed in the Batch ID column. The filename of the import file is listed in the Grid column. If you import the file more than once, or if the Batch ID is not in the file, the Batch ID and Grid are renamed and incremented by 0001 each time.

Paydata Batches
Help

4 Found
Rows per page: 10
Add New

	Batch ID	Description	Grid	Status
<input type="checkbox"/>	ADDA15	Hourly	ADP basic paydata	Out of balance
<input type="checkbox"/>	BATCHERE	EPIPBATCH	EPIA1513	In balance
<input type="checkbox"/>	epip002	Export Batch	EPIA15130002	In balance
<input type="checkbox"/>	BFD516E	New City Plant	EPIA1516	In balance
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Verify Totals
Import from File
Export to File
Delete

Paydata Batches Page

Example of an Imported Paydata Batch

Following is an example of imported paydata in a custom paydata grid on the Paydata Entry Batch page. The columns that you see in the grid reflect the paydata fields contained in the import file. You can edit any of the imported data in the paydata grid and sort the records by File Number, Name, or other informational fields.

Paydata Entry Batch							
Brown, Roberta		Co/File #: E10/1003 Rate: H 7.9500	Status: Active Rate 2:		SSN: XXX-XX-XXXX Rate 3:		
5 Found 1 - 5		Rows per page: 10					
Insert Delete View Options Find Employee							
File #	Name	Rate	Temp Rate	Reg Hours	Reg Earnings	O/T Hours	O/T Earnings
001003	Brown, Robe...	H 7.9500				6.00	
001002	Carr, Stephen	H 23.0000			500.00		
001005	Duncan, Heat...	H 20.0000					50.00
001006	French, Kevin	H 10.3166		36.00			
003100	Harper, Laura	H 15.0000	18.0000	40.00			
Batch Total			18.0000	76.00	500.00	6.00	50.00

Imported Paydata using a Custom Paydata Grid

Chapter 7

Troubleshooting Paydata Import

Viewing or Printing the Log File

You can view or print the log file after the paydata import process finishes. The log file lists processing statistics, errors, and warnings related to files that you process. You can access the log file from the View Log File page by selecting **Utilities**→**Other Tasks**→**View Log Files** and clicking to open the log file. You can print the log file by clicking **Print** from the opened log file.

For more information on log files, refer to the online Help. To access Help, type **log files** in the Search Help field.

Correcting Imported Paydata

You can correct imported paydata in two ways:

- Correct the data directly in ADP's Pay eXpert® on the Paydata Entry Batch page. (See ["Locating the Imported Batch" on page 46](#) for information about locating imported paydata.)
- Delete the entire batch record for the import file, enter changes in the CSV import file, and then copy and import the file again.

Error Messages

The following chart lists some of the error messages that may be sent to the log file, the impact of the errors, and solutions for how to correct them. A number enclosed in braces { } represents a parameter for information that varies from message to message.

Error Message	Cause	Impact	Possible Solution
The header record is invalid. It must have Co Code as the first field and File # as the second field. The required field {0} is either missing or in the wrong position in the header record.	The Company Code, Batch ID, or File # field is either missing from the header record or in the wrong position.	The file is not processed and the data is not loaded into the database.	Correct the header record according to file specifications and then import the paydata file again.
Co Code {0} does not match required Co Code {1}.	The company code in the import file does not match the company code in the import filename.	The file is not processed and the data is not loaded into the database.	Correct the company code in the import file or the import filename and then import the paydata file again.
Field name {0} is not provided together with its paired field name in the header record.	A paired field is either missing or in the wrong position. For example, Memo Code and Memo Amount must appear together with Memo Code preceding Memo Amount.	The file is not processed and the data is not loaded into the database.	Do the following: <ul style="list-style-type: none"> • Correct the field name or position according to the file specifications. • Correct the data value according to the field requirements. • Add the missing field name and corresponding data according to the field requirements.
eTime Header encountered for company whose options are not turned on.	The header record indicates this is an eTime [®] company, but it is not currently set up for this feature.	The file is not processed and the data is not loaded into the database.	Set up the eTime feature in Pay eXpert or remove the data from the header record.

Error Message	Cause	Impact	Possible Solution
Company has Multi-Jurisdiction feature turned off and is not allowed to have a column for Temp State Worked in Tax Code in the grid.	The Temp State Worked in Tax Code field is only valid in conjunction with the Multi-Jurisdiction feature. If this feature is turned off, this column cannot be imported.	The file is not processed and no data is loaded into the database.	Set up the Multi-Jurisdiction feature in Pay eXpert, or remove the Temp State Code column from the import file.
Company has Wage Garnishment Processing Service (WGPS) feature turned off and is not allowed to have a column for Advance Pay Date in the grid.	The Advance Pay Date field is only valid in conjunction with the WGPS feature. If this feature is turned off, this column cannot be imported.	The file is not processed, and no data is loaded into the database.	Set up the WGPS feature in Pay eXpert, or remove the Advance Pay Date column from the import file.
Cannot import {0} because {1} and {2} are not set up for the company.	The field cannot be imported because two options are not set up for the company. For example, the company must be set up for Multi-Jurisdiction and Local Reciprocity to import a temporary Lived in Locality code.	The file is not processed and no data is loaded into the database.	Set up the options in Pay eXpert or remove the field and data from the file.
Cannot import {0} because {1} is not set up for the company.	The field cannot be imported because an option is not set up for the company. For example, the company must be set up for State Reciprocity to import an adjustment to the state lived in tax.	The file is not processed and no data is loaded into the database.	Set up the option in Pay eXpert or remove the field and data from the file.
Column for FLSA Workweek is not allowed because company is not set up for FLSA Overtime.	The FLSA Workweek field cannot be imported because FLSA Overtime is not set up for the company.	The file is not processed and no data is loaded into the database.	Set up FLSA Overtime in Pay eXpert or remove the FLSA Workweek field and data from the file.

Error Message	Cause	Impact	Possible Solution
Column for Allocation Position is not allowed because the system is not set up for Expanded Fields.	Your organization does not use Expanded Fields.	The file is not processed and no data is loaded into the database.	Use Temporary Cost Number or Temporary Department instead. Note: You can contact your ADP service team if your company needs larger pay fields (Expanded Fields).
File number {0} is invalid. File number does not exist for company.	The file number does not exist in the database for the company code.	None of the data in the entire data record for this file number is loaded into the database.	Enter a valid 6-position file number that already exists in the database. New hires must be entered in Pay eXpert before you import paydata.
The {0} field contains invalid characters.	The value entered for this field contains invalid characters.	The data for the field is not loaded into the database.	Enter a valid value for the field according to field requirements.
{0} is an invalid value for {1}. Field will be dropped.	The value entered for this field is invalid.	The data for the field is not loaded into the database.	Enter a valid field value according to field requirements.
{0} is an invalid value for {1}. Paired field will be dropped.	The value entered for this field is invalid.	The data for both of the paired fields is not loaded into the database.	Enter a valid value for the field according to field requirements.
If the employee is set up to calculate Medicare only, social security replacement is not allowed.	An entry exists to replace social security cumulative amounts when social security is blocked.	The data for the field is not loaded into the database.	Remove the entry in the file for social security replacement.

Error Message	Cause	Impact	Possible Solution
Tax frequency F is not valid for this employee because one of the employee's amounts is less than -40,500 or greater than 99,999.99.	<p>Your organization does not use Expanded Fields. If the Tax Frequency is F (Daily - based on a 5-day week), the range for all quantitative fields is -40500.00 to 99999.99.</p> <p>Quantitative fields are all fields that have the same valid values as the Reg Earnings field, such as the Reg Earnings, O/T Earnings, and Earnings 3 Amount fields.</p>	The data for the field is not loaded into the database.	Enter a valid field value according to field requirements.
Earnings code {0} doesn't exist in the validation table in the record with file number {1}.	The Earnings code entered for this file number does not exist in the validation table.	The data for the field is not loaded into the database.	Add the Earnings code to the company's Hours/Earnings table or select Override Validation Table on the Import External Paydata page and reimport the file.
You have reached the maximum number of Hours/Earnings codes for field {0}. If you need to enter more codes in field {0}, split the information into two calculations.	<p>Your organization does not use Expanded Fields. There are more than four codes entered for Hours 3 and Earnings 3 codes or more than four codes entered for Hours 4 and Earnings 4 codes. A maximum of four codes is allowed for any combination of Hours/Earnings 3 codes or combination of Hours/Earnings 4 codes.</p> <p>Note: There is no limit to the number of Hours/Earnings codes if your organization uses Expanded Fields.</p>	Neither the data for this field nor the data for the paired amount field that goes with it is loaded into the database.	Remove one or more Hours 3, Hours 4, Earnings 3, or Earnings 4 codes to be within the limit of four codes or create another data record to accommodate the extra Hours/Earnings code.

Error Message	Cause	Impact	Possible Solution
The Deduction code {0} is not scheduled for the employee. Replace can only be used to override a scheduled deduction.	The Deduction code entered is not one of the employee's scheduled deductions.	Neither the data for this field nor the data for the paired deduction amount field that goes with it is loaded into the database.	Enter a valid Deduction code. If the employee does not have the scheduled Deduction code, add the code on the Deductions tab in the employee folder.
The code you entered is a deposit deduction. The amount cannot be less than zero. Either change the code or the amount.	The amount entered for a bank deposit is a negative amount.	The data for the field is not loaded into the database.	Enter a valid value for the field according to field requirements.
The input Deduction code does not exist for this employee's current account number.	The employee does not have a bank account that uses this Deduction code for bank deposits.	Neither the data for this field nor the data for the paired deduction amount field that goes with it is loaded into the database.	Assign a valid Deduction code for this employee on the Deposits side tab accessed from the Deductions tab in the employee folder.
A Deduction amount is not allowed when using Deduction code {0} for full deposit banking.	A deduction amount was entered for a full-net type of deposit. Specifying an amount for full-net type of deposit Deduction code is not allowed.	The data for the field is not loaded into the database.	Remove the amount.
Memo code {0} is not valid for Third Party Sick Pay companies.	The Memo code entered is 6, 7, 8, or 9, which is not allowed when Third Party Sick Pay is set up for the company.	Neither the data for this field nor the data for the paired amount field is loaded into the database.	Enter a Memo code that is valid for a company set up with Third Party Sick Pay.
Pay number must be 'X' when using Deduction code {0} for full deposit banking.	The Deduction code entered is a full-net type of deposit code, but the Pay # field contains a value other than X. X is required in the Pay # field when using a full-net deposit Deduction code. Alternatively, the Deduction code may be incorrect.	The data for the field is not loaded into the database.	Enter X in the Pay # field or change the Deduction code.

Error Message	Cause	Impact	Possible Solution
Department codes for this company must be {1} characters long. Modify the temporary department code.	The Department number length is incorrect for the company code.	The data for the field is not loaded into the database.	Determine whether the Department code length is 3 or 6 characters for the company and correct the code accordingly.
{0} must be greater than or equal to {1}.	The value is below the minimum requirement for the field.	The data for the field is not loaded into the database.	Enter a valid value for the field according to field requirements.
Paydata Transactions with the same File # and Pay # must not have both Paycheck Tax Frequency values and Tax Frequency values.	Paycheck Tax Frequency and Tax Frequency cannot be used for the same Pay # for an employee.	The data for these fields will be blank in the imported batch.	Determine whether to use Tax Frequency or Paycheck Tax Frequency for this entry. Note: Paycheck Tax Frequency is used for Proportionate Labor Distribution.
Cannot enter a value for Paycheck Tax Frequency when the current payroll schedule includes Special Effects codes 10, 13, 14 or 15.	You cannot enter Paycheck Tax Frequency for a Bonus payroll.	The data for the field will be blank in the imported batch.	Either remove the Bonus payroll setting for the current payroll, or leave this field blank.

Chapter 8

Examples of File Layouts

This chapter contains examples of Paydata Import files in CSV format. It includes correct layouts that may be used for a specific kind of paydata entry, as well as files that cannot be processed due to errors in the formats.

Examples of Correct File Layouts

The following examples show correctly formatted Paydata Import files.

Note: In the following examples, <CR/LF> indicates a carriage return and line feed for visual display purposes only. You do not enter these characters in an actual record.

Regular Hours

The following example shows a correctly formatted Paydata Import file that includes regular hours.

```
Co Code,Batch ID,File #,Reg Hours<CR/LF>
XYZ,Batch02,111111,40.00<CR/LF>
XYZ,Batch02,222222,40.00<CR/LF>
XYZ,Batch02,333333,40.00<CR/LF>
XYZ,Batch02,444444,40.00<CR/LF>
XYZ,Batch02,555555,40.00<CR/LF>
```

One-Time Deduction Adjustment

The following example shows a correctly formatted Paydata Import file that includes a one-time deduction adjustment for the first two employees. Because the other employees do not need the adjustment, their records do not require values in the Adjust Ded Code and Adjust Ded Amount fields. The carriage return and line feed delimit those employees' records.

```
Co Code,Batch ID,File #,Reg Hours,O/T Hours,Adjust Ded
Code,Adjust Ded Amount<CR/LF>
XYZ,Batch02,111111,40.00,5.00,U,10.00<CR/LF>
XYZ,Batch02,222222,40.00,2.00,U,5.00<CR/LF>
XYZ,Batch02,333333,40.00,4.00<CR/LF>
XYZ,Batch02,444444,40.00,3.00<CR/LF>
XYZ,Batch02,555555,40.00,8.00<CR/LF>
```

Multiple Records for One File Number

The following example shows a correctly formatted Paydata Import file that has three records on different lines for one file number. This allows the overtime hours for different shifts to be identified.

```
Co Code,Batch ID,File #,Reg Hours,O/T Hours,Shift<CR/LF>
XYZ,Batch02,111111,40.00,5.00,4<CR/LF>
XYZ,Batch02,111111,16.00,1.00,2<CR/LF>
XYZ,Batch02,111111,10.00,2.00,3<CR/LF>
XYZ,Batch02,222222,40.00,2.00,4<CR/LF>
XYZ,Batch02,333333,40.00,5.00,4<CR/LF>
XYZ,Batch02,444444,40.00,5.00,4<CR/LF>
XYZ,Batch02,555555,40.00,5.00,4<CR/LF>
```

Examples of Incorrect File Layouts

The following examples show incorrectly formatted Paydata Import files.

Note: In the following examples, <CR/LF> indicates a carriage return and line feed for visual display purposes only. You do not enter these characters in an actual record.

Invalid Paydata Import File

The following example shows an invalid Paydata Import file. Because Co Code must always be the first field name in the header record, the field names are out of order. The result is that the file is not processed at all and a message is written to the log file.

```
Batch ID,Co Code,File #,Reg Earnings<CR/LF>
Batch02,XYZ,111111,400.00<CR/LF>
Batch02,XYZ,222222,425.00<CR/LF>
Batch02,XYZ,333333,415.00<CR/LF>
Batch02,XYZ,444444,400.00<CR/LF>
Batch02,XYZ,555555,425.00<CR/LF>
```

Invalid File Number

The following example shows an invalid file number in the Paydata Import file. Because valid values are 000051-999999, the value of !11111, which mistakenly includes an exclamation point, is invalid. The result is that the entire data record for that file number will be dropped and a message written to the log file.

```
Co Code,Batch ID,File #,Reg Hours,O/T Hours,Shift<CR/LF>
XYZ,Batch02,!11111,10.00,2.00,3<CR/LF>
XYZ,Batch02,222222,40.00,2.00,4<CR/LF>
XYZ,Batch02,333333,40.00,5.00,4<CR/LF>
XYZ,Batch02,444444,40.00,5.00,4<CR/LF>
XYZ,Batch02,555555,40.00,5.00,4<CR/LF>
```

Invalid Hours 3 Code

The following example shows an invalid Hours 3 code in the Paydata Import file for a company that does not use the Expanded Fields format. Because valid values are A-Z, 01-79 excluding 40, 50, 60, and 61, the value of 80 is invalid. The result is that the Hours 3 code and hours 3 amount for file number 555555 will be dropped and a message written to the log file.

```
Co Code,Batch ID,File #,Reg Hours,Hours 3 Code,Hours 3
Amount<CR/LF>
XYZ,Batch02,111111,40.00,V,8.00<CR/LF>
XYZ,Batch02,222222,40.00,V,40.00<CR/LF>
XYZ,Batch02,333333,40.00,20,5.00<CR/LF>
XYZ,Batch02,444444,40.00,20,5.00<CR/LF>
XYZ,Batch02,555555,40.00,80,2.00<CR/LF>
```


Appendix A

ADP State Tax Jurisdiction Codes

You may need to use State Tax Jurisdiction codes when importing paydata. The following fields require a valid State Tax Jurisdiction code:

- Temp Lived State
- Temp State Code

The following chart provides a list of the State Tax Jurisdiction codes.

State	Code	State	Code
Alabama	AL	District of Columbia	DC
Alaska	AK	Florida	FL
Arizona	AZ	Georgia	GA
Arkansas	AR	Guam	GU
California	CA	Hawaii	HI
Colorado	CO	Idaho	ID
Connecticut	CT	Illinois	IL
Delaware	DE	Indiana	IN

ADP State Tax Jurisdiction Codes

State	Code	State	Code
Iowa	IA	North Carolina	NC
Kansas	KS	North Dakota	ND
Kentucky	KY	Ohio	OH
Louisiana	LA	Oklahoma	OK
Maine	ME	Oregon	OR
Maryland	MD	Pennsylvania	PA
Massachusetts	MA	Puerto Rico	PR
Michigan	MI	Rhode Island	RI
Minnesota	MN	South Carolina	SC
Mississippi	MS	South Dakota	SD
Missouri	MO	Tennessee	TN
Montana	MT	Texas	TX
Nebraska	NE	Utah	UT
Nevada	NV	Vermont	VT
New Hampshire	NH	Virgin Islands	VI
New Jersey	NJ	Virginia	VA
New Mexico	NM	Washington	WA
New York	NY	West Virginia	WV

State	Code	State	Code
Wisconsin	WI	Foreign	XX
Wyoming	WY		

Appendix B

Compound Field Names

The following chart lists the paydata import fields that have an alternate compound field name.

Simple Field Name	Compound Field Name
Hours 3 Code	Compound Hours 3 Code
Hours 3 Amount	Compound Hours 3 Amount
Hours 4 Code	Compound Hours 4 Code
Hours 4 Amount	Compound Hours 4 Amount
Earnings 3 Code	Compound Earnings 3 Code
Earnings 3 Amount	Compound Earnings 3 Amount
Earnings 4 Code	Compound Earnings 4 Code
Earnings 4 Amount	Compound Earnings 4 Amount

Compound Field Names

Simple Field Name	Compound Field Name
Earnings 5 Code	Compound Earnings 5 Code
Earnings 5 Amount	Compound Earnings 5 Amount
Adjust Ded Code	Compound Adjust Ded Code
Adjust Ded Amount	Compound Adjust Ded Amount
Repl Ded Code	Compound Repl Ded Code
Repl Ded Amount	Compound Repl Ded Amount
Memo Code	Compound Memo Code
Memo Amount	Compound Memo Amount

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