

# Deltek Costpoint®

Version 7.1.1 Interface

**June 30, 2016**



While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

This publication contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published June 2016.

© Deltek, Inc.

Deltek's software is also protected by copyright law and constitutes valuable confidential and proprietary information of Deltek, Inc. and its licensors. The Deltek software, and all related documentation, is provided for use only in accordance with the terms of the license agreement. Unauthorized reproduction or distribution of the program or any portion thereof could result in severe civil or criminal penalties.

All trademarks are the property of their respective owners.

# **EXPORT TIMESHEETS TO ADP**



# Table of Contents

MANAGE ADP 2.5 MAPPING VALUES .....	1
MANAGE ADP MAPPING VALUES.....	4
EXPORT TIMESHEETS TO ADP.....	6



## MANAGE ADP 2.5 MAPPING VALUES

---

Use this screen to map Deltek Costpoint pay types and accounts to field IDs in ADP for Windows versions 2.5, 3.1, 4.0, 4.5, 5.0, or 5.1. You must set up all accounts and pay types in the appropriate Costpoint screens before adding them to the ADP 2.5 mappings.

### Location

- People
- Labor
- ADP Interface

### Identification

#### ADP Map Code

You can use this field with the **Use Expanded Fields** check box to enable expanded fields for certain locations and not for others. For example, if your office is in an area where use of expanded fields is allowed by ADP, select a **Map Code** that has the **Use Expanded Fields** check box selected when you execute the Export Timesheets to ADP Transfer screen.

Enter a maximum of three characters for an ADP map code.

#### ADP Map Description

Enter a maximum of 30 characters to describe your **ADP Map Code**.

#### Use Expanded Fields

Select this check box to use expanded fields in the ADP paydata file generated by Costpoint. If you select this check box, you can enter a three-character value in the **ADP Hours Code** and **ADP Earnings Code** fields.

### Table Window

#### Map Type

From the drop-down list, select the type of value to be mapped. Valid options are:

- **Pay Type** — Select this option if the value to be mapped is a Costpoint pay type.
- **Account** — Select this option if the value to be mapped is a Costpoint account.
- **Bonus Pay Type** — Select this option if the value to be mapped is a bonus payment. Bonuses must be mapped by a Costpoint pay type.

#### Costpoint Source Pay Type

Enter, or click  to select, the pay type to be mapped. The pay type must exist in the Pay Type table (the Manage Pay Types screen).

#### Costpoint Source Description/Name

The pay type description defaults into this field when you enter the **Costpoint Source Pay Type** code.

#### Costpoint Source Account

Enter, or click  to select, the account to be mapped. The account must exist in the Account table (the Manage Accounts screen).

#### Costpoint Source Description/Name

The account description defaults into this field when you enter the **Costpoint Source Account** code.

#### ADP Hours Type

From the drop-down list, select an hours type. Valid options are:

- None
- Reg Hours

- O/T Hours
- Hours 3 Code
- Hours 4 Code

See the ADP Fields table in the Processing Details section.

**ADP Hours Code**

Specify the ADP hours code that applies to the selected **ADP Hours Type**. This field is available only if the **ADP Hours Type** is set to **Hours 3 Code** or **Hours 4 Code**.

**ADP Earnings Type**

From the drop-down list, select an ADP earnings type. Valid options are:

- None
- Reg Earnings
- O/T Earnings
- Earnings 3 Code
- Earnings 4 Code
- Earnings 5 Code

See the ADP Fields table in the Processing Details section.

**ADP Earnings Code**

Specify the ADP earnings code, which applies to the selected **ADP Earnings Type**. This field is available only if the **ADP Earnings Type** is set to **Earnings 3 Code**, **Earnings 4 Code**, or **Earnings 5 Code**.

**Shift Code**

Enter a one-digit shift code in this optional field. You can use values **1** through **9**.

**Tax Frequency**

Enter the one-digit ADP tax frequency code that applies to the **ADP Hours Type** and **ADP Earnings Type**. When you export the pay type or account in the Export Timesheets to ADP application, the corresponding tax frequency is also exported. You can use values 0 through **9, S, M, D, T, B, F** or **H**. This is an optional field.

This value cannot be **D** or **F** if any of the quantitative fields in the import file are greater than 99,999.99 (or 99,999,999.99, if you are using expanded fields) or less than -40,500.00. 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. The ADP Timesheet Transfer process generates an error if this scenario occurs.

**Processing Details**

**ADP Fields**

Valid ADP field IDs and their ADP field names are as follows:

ADP Hours Type ID	ADP Hours Type Name	ADP Earnings Type ID	ADP Earnings Type Name
000	Do Not Send Hours	000	Do Not Send Earnings
012	Regular Hours	014	Regular Earnings
013	Overtime Hours	015	Overtime Earnings
016	Hours 3	020	Earnings 3
017	Hours 3	021	Earnings 3

## EXPORT TIMESHEETS TO ADP

018	Hours 4	022	Earnings 4
019	Hours 4	023	Earnings 4
		024	Earnings 5
		025	Earnings 5

Set up special pay types for adjustments that affect only Costpoint by mapping both hours and earnings to an ADP field ID of "000." These fields are not included in the paydata file transferred to ADP.

All timesheet lines that map to a unique combination of employee ID, **ADP Hours Type ID**, **ADP Earnings Type ID**, and **Shift Code** are rolled up into one record in the external paydata file.

---

- [Table Information](#)

Changes to this screen update the following tables:

- X\_ADP\_MAP\_25\_HDR
- X\_ADP\_MAP\_25

## MANAGE ADP MAPPING VALUES

---

Use this screen to enter mapping information that matches Deltek Costpoint pay types and accounts with ADP field IDs. Each pay type used in Costpoint must have a mapping entry to specify the proper ADP field ID for both hours and earnings. For Costpoint accounts that must be broken out separately for ADP, such as vacation or sick leave, you can create a mapping entry for a specific account.

You must set up a separate pay type to transfer bonus timesheets.

You must set up all accounts and pay types in the appropriate Costpoint screen before adding them to the ADP mappings.

### Location

- People
- Labor
- ADP Interface

### Identification

#### Map Type

Select the record type from the drop-down list, with **Pay Type** as the default. The possible choices are:

- **Pay Type** — Select this option if the value to be mapped is a Costpoint pay type.
- **Account** — Select this option if the value to be mapped is a Costpoint account.
- **Bonus Pay Type** — Select this option if the value to be mapped is a bonus payment. Bonuses must be mapped by a Costpoint pay type.

#### Account or Pay Type

Enter the Costpoint value to be mapped. Accounts must exist in the Account table (the Manage Accounts screen), and pay types must exist in the Pay Type table (the Manage Pay Types screen). Click  to query these tables and select values.  displays accounts and pay types based on your selection in the **Map Type** field.

### ADP Values

#### Hours Field

Select the ADP field ID for hours from the drop-down list. See the ADP Fields table in the Processing Details section.

#### Earnings Field ID

Select the ADP field ID for earnings from the drop-down list. See the ADP Fields table in the Processing Details section.

#### User Code

Enter a single or two-character ADP pay type code. Use values **1 - 79** or **A - Z**, but not **40, 50, 60, or 61**. The **User Code** must be used with field IDs **016** through **025**, but not with regular and overtime entries (field IDs **12** through **15**).

#### Shift Code

Enter a one-digit shift code in this optional field. Use values **1 - 9**.

### Processing Details

#### ADP Fields

Valid ADP field IDs and their ADP field names are as follows:

Hours Field ID	Hours Field Name	Earnings Field ID	Earnings Field Name
----------------	------------------	-------------------	---------------------

## EXPORT TIMESHEETS TO ADP

000	Do Not Send Hours	000	Do Not Send Earnings
012	Regular Hours	014	Regular Earnings
013	Overtime Hours	015	Overtime Earnings
016	Hours 3	020	Earnings 3
017	Hours 3	021	Earnings 3
018	Hours 4	022	Earnings 4
019	Hours 4	023	Earnings 4
		024	Earnings 5
		025	Earnings 5

Set up special pay types for adjustments that affect only Costpoint by mapping both hours and earnings to an ADP field ID of "000." These fields are not included in the paydata file transferred to ADP.

All timesheet lines that map to a unique combination of employee ID, **Hours Field ID**, **Earnings Field ID**, **User Code**, and **Shift Code** are rolled up into one record in the external paydata file.

---

▶ [Table Information](#)

Changes to this screen update the X\_ADP\_MAP table.

## EXPORT TIMESHEETS TO ADP

---

Use this screen to produce the external paydata file that carries data to the ADP system. The external paydata file is a flat data file in ADP format with a single header record, followed by paydata records. If you selected **1** in the **ADP Version** drop-down list, one or two trailer records follow the paydata records, depending on the data sent.

The external paydata file is broken into batches. For each new batch, there is an additional header, additional paydata records, and a trailer (if you selected **1** in the **ADP Version** drop-down list). If more than one batch is necessary, the batch ID is incremented in each header record.

You can establish multiple ADP timesheet transfer parameters in this screen. When you save the information, you are asked for a parameter name to identify the entry.

Before executing this application, set up mapping information to match Costpoint pay types and accounts with ADP field IDs using the Manage ADP Mapping Values screen or the Manage ADP 2.5 Mapping Values screen, depending on which ADP version you are using.

Before running this screen, please see this ADP Transfer Overview.

This is separately licensed product for the current release of Deltek Costpoint.

There are two ways to work with export files in Costpoint:

- You can export the file to an Alternate File Location.
- You can export the file to the Costpoint database.

If you decide to use the first option, click  in the **File Location** field to select the alternate file location to which you want to save the file. If you choose the second option, leave the **File Location** field blank when you export the file.

### Location

- People
- Labor
- ADP Interface

### Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using Query.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. You can change any of the associated selection defaults as necessary.

#### Parameter ID

Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to produce reports and run processes more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

#### Description

Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.

## Selection Ranges

### Timesheet Cycle

#### Options

This field always displays **One**, but you can include all timesheet cycles in the **Start** field.

#### Start

Enter, or click  to select, the timesheet cycle code. If you like to include all timesheet cycles, enter **ALL**.

### Timesheet Dates

#### Options

This field always displays **Range**.

#### Start

Enter, or click  to select, the starting timesheet date to be included in the transfer. You must update these dates every pay period. Use the MMDDYYYY format.

#### End

Enter, or click  to select, the ending timesheet date to be included in the transfer. You must update these dates every pay period. Use the MMDDYYYY format.

## Options

### ADP Version

From the drop-down list, select the ADP version that is compatible with the ADP product you are currently using. The following table lists the valid options:

ADP Version	Compatible with ADP Version(s)
1	DOS versions 4, 5, and 6 and Windows versions 1 and 2
2.5	Windows versions 2.5, 3.1, 4.0, 5.0, and 5.1

If you select **1** in the this drop-down list, the program generates the fixed-file format using the ADP Mappings; if you select **2.5**, the program generates the comma-separated file format using the ADP 2.5 Mappings.

If you select version **2.5**, the **File ID** (a two-character code) field becomes available and the **Batch ID** allows up to eight digits (rather than three).

Select **1** if you use ADP Windows Version 2. Both ADP Windows products accept the DOS format file this application generates. If you select the Windows product, Deltek Costpoint creates a DOS version 6 file. Do NOT change the file name to match the ADP Windows documentation. The ADP Windows products recognize and accept the DOS file format when they find the DOS version file name (EXTPAYDT.xxx).

### Suppress Rate 1

If you select this check box, your ADP product suppresses calculations based on the ADP Rate 1. This allows you to send hours and dollars to ADP.

If you selected **1** for your **ADP Version**, selecting the **Suppress Rate 1** check box adds **007X** to each paydata record.

If you selected **2.5** for your **ADP Version**, selecting the **Suppress Rate 1** check box appends **Special Action** to the output header record and supplies an X at the end of every detail output record.

## Map Code

If your office is in an area where use of expanded fields is allowed by ADP, select a **Map Code** that has the **Use Expanded Fields** check box selected in the Manage ADP 2.5 Mapping Values screen.

Enter, or click , to select the ADP mapping code. This code determines the mapping rules used by the application when creating the ADP paydata file. You set up these rules in the Manage ADP 2.5 Mapping Values screen. This field is available only if you selected **2.5** as your **ADP Version**.

## Set Payroll Computed/Posted Flags

This flag is set in the ADP Timesheet Transfer process only if you are not licensed for Costpoint Payroll.

### No Timesheets

Select this option if you do not want the Payroll Computed and Payroll Posted flags set for any timesheets.

### Timesheets Without Mapping Errors

Select this option to have the timesheets marked as "payroll computed" and "payroll posted" after they have been selected for the download. If you select this option, the timesheets are marked with the pay period code **ADP**. The timesheet's pay period **Start Date** is the start date specified on the screen. The timesheet's pay period **End Date** is the end date specified on the screen.

### Any Timesheet with Exported Lines

Select this option to flag timesheets (that had at least one timesheet line exported) as being computed and posted in Costpoint Payroll.

## Salaried Employees

Select only one of the options in this group box.

### Autopay

Select this check box if ADP is set up for automatic payment of salaried employees. If you select this check box, neither hours nor earnings are sent to ADP for salaried employees unless the pay type or account is mapped to a field other than regular hours or earnings (codes 012 and 014).

### Send Hours

Select this check box to send hours and gross pay to ADP for salaried employees.

## Hourly Employees

You must select at least one of the check boxes in this group box.

### Send Dollars

Select this check box to send earnings information for hourly employees.

### Send Hours

Select this check box to send hours for hourly employees.

If you select only the **Send Dollars** check box, Costpoint computes the earnings and sends the amount to ADP. If you select only the **Send Hours** check box, ADP pays for hours at the hourly rate in ADP.

If you select both **Send Dollars** and **Send Hours**, ADP pays for hours sent at the hourly rate in ADP and adds the earnings computed by Costpoint to the earnings computed by ADP. See the documentation for the **Suppress Rate 1** check box.

## Generate

### File Data

#### File ID

## EXPORT TIMESHEETS TO ADP

If you selected **2.5** for **ADP Version**, enter a two-character code to identify the output file. Valid values are A-Z and 0-9. If you selected **1** for your **ADP Version**, this field is disabled.

### Company

Enter the three-character code assigned to you by ADP in this required field. This code is the file extension in the EXTPAYDT.xxx File, if you selected **1** in the **ADP Version** field. If you selected **ADP Version 2.5**, this code is the xxx in the EPIxxxAA.CSV File.

### Batch Number

Enter the ADP batch number to be assigned to the first batch in the transfer file. If you selected **1** as your **ADP Version**, enter any number from **1** to **99**. If you selected **2.5** for your **ADP Version**, enter an ID using any combination of eight characters from these values:

**A-Z, a-z, 0-9, #, \$, @, \_**

## File Information

### File Location

Enter the location of the file you are exporting. There are two ways to do this:

- In the **File Location** field, enter, or click to select, the alternate file location where you want to store the export file. Alternate file locations are set up on the Manage Alternate File Locations screen.
- or
- Leave the **File Location** field blank. When you execute this application, the export file is saved to the Costpoint database. Use the Export Files application to retrieve it and save it to a location on the network.

### File Name

Enter an output file name in this field.

If you enter an existing file name, the application displays an error when the export process begins. In this way, previously exported files will not be overwritten.

Please see the "What Filename to Use" section of your ADP PC/Payroll for Windows Data Exchange Guide for information on file naming guidelines.

### Process

Click  to initiate the transfer process. Run this application for each pay period after all timesheets are entered. This application also generates an Error report.

### Print

You must always process (create the paydata file) before printing.

Click  to print the Edit Report. You can do this any time after clicking  (which creates the paydata File).

## Processing Details

A list of the Costpoint tables used by this preprocessor and their corresponding Costpoint screens can be found at the end of this page.

### ADP File Layouts for EXTPAYDT.xxx File (ADP Version 1)

#### Header Record (ADP Version 1)

Field Description	Type	Value
Record Type	Character (1)	A
Field ID for Company Code	Character (3)	001

Company Code	Character (3)	Provided by user
Field ID for Batch Number	Character (3)	002
Batch Number	Character (3)	Provided by user
Version Number	Character (1)	Provided by user. <b>6</b> is provided for Windows versions
End of Logical Record	Character (1)	z
Spaces	To fill out record to 80 characters	
Carriage Return/Line Feed		

**Paydata Record (ADP Version 1)**

Field Description	Type	Value
Record Type	Character (1)	B
Field ID for Employee ID	Character (3)	003
Employee ID	Character (6)	Payroll service employee ID or first six characters of the Costpoint employee ID
Field ID for Pay Number	Character (3)	004
Pay Number	Integer (1)	1 for regular timesheets, 2 for bonus timesheets

If a Shift Code is present:

Field Description	Type	Value
Field ID for Shift Code	Character (3)	010a
Shift Code	Character (1)	From Mapping table
Field ID for Hours	Character (3)	From Mapping table

If a User Code is present:

Field Description	Type	Value
User Code	Character (2)	From Mapping table
Hours	Integer (7)	From Timesheet Line table
Hours Sign	Character (1)	Blank if positive, "-" if negative
Field ID for Earnings	Character (3)	From Mapping table

EXPORT TIMESHEETS TO ADP

User Code	Character (2)	From Mapping table
Earnings	Integer (7)	From Timesheet Line table
Earnings Sign	Character (1)	Blank if positive, "-" if negative

Additional sets of hours and earnings for the same employee, pay number, and shift code are added, unless there is a repetition of a field ID with a different user code. If more than 80 characters are required, the next record has a **B** in column 1 and then continues.

Field Description	Type	Value
End of Logical Record	Character (1)	z
Spaces	Up to 80 characters	
Carriage Return/Line Feed		

**Trailer Record (ADP Version 1)**

Field Description	Type	Value
Record Type	Character (1)	C
Field ID (may occur up to five times)	Character (3)	Derived - see the Paydata to Trailer Field ID table following.
Total (may occur up to five times)	Integer (11)	Total of hours or dollars for Field IDs
Sign	Character (1)	Blank if positive, "-" if negative
End of Logical Record	Character (1)	z
Spaces	To fill out record to 80 characters	
Carriage Return/Line Feed		

The field IDs of the trailer record are determined according to the following table:

Paydata Field ID	Trailer Field ID
012	030
013	031
016 & 017	032
018 & 019	033
014	034

015	035
020 & 021	036
022 & 023	037
024 & 025	038

**ADP File Layouts for EPIxxxAA.CSV File (ADP Version 2.5)**

**Header Record (ADP Version 2.5)**

Field Description	Type	Value
Company Code	Character (3)	Co Code
Batch ID	Character (8)	Batch ID
File Number	Character (6)	File #
Pay Number	Character (1)	Pay #
Shift	Character (1)	Shift
Regular Hours	Character (9)	Reg Hours
Regular Earnings	Character (11) Character (12) with expanded field option	Reg Earnings
Overtime Hours	Character (9)	O/T Hours
Overtime Earnings	Character (11)	O/T Earnings
Hours 3 Code	Character (2) Character (3) with expanded field option	Hours 3 Code
Hours 3 Amount	Character (9)	Hours 3 Amount
Earnings 3 Code	Character (2) Character (3) with expanded field option	Earnings 3 Code
Earnings 3 Amount	Character (11) Character (12) with expanded field option	Earnings 3 Amount
Hours 4 Code	Character (2)	Hours 4 Code

EXPORT TIMESHEETS TO ADP

	Character (3) with expanded field option	
Hours 4 Amount	Character (9)	Hours 4 Amount
Earnings 4 Code	Character (2) Character (3) with expanded field option	Earnings 4 Code
Earnings 4 Amount	Character (11) Character (12) with expanded field option	Earnings 4 Amount
Earnings 5 Code	Character (2) Character (3) with expanded field option	Earnings 5 Code
Earnings 5 Amount	Character (11) Character (12) with expanded field option	Earnings 5 Amount
Special Action Flag	Character (1)	Special Action  (Included in header file only if you selected the <b>Suppress Rate 1</b> check box)
Tax Frequency	Character (1)	Tax Frequency

Paydata Record (ADP Version 2.5)

Field Description	Type	Value
Company Code	Character (3)	<b>Company</b> code specified on the screen.
Batch ID	Integer (8)	<b>Batch ID</b> specified on the screen.
File Number	Character (6)	Payroll service employee ID or first six characters of the Costpoint employee ID.
Pay Number	Character (1)	If the <b>Pay Type</b> or <b>Account</b> has a <b>Map Type</b> of <b>Pay Type</b> or <b>Account</b> in the Manage ADP 2.5 Mapping Values screen, this field is populated with <b>1</b> .  If the <b>Pay Type</b> or <b>Account</b> has a <b>Map Type</b> of <b>Bonus Pay Type</b> in the Manage ADP 2.5 Mapping Values screen, this field is populated with <b>2</b> .
Shift	Integer (1)	If a <b>Shift Code</b> was specified for the <b>Account</b> or <b>Pay Type</b> in the Manage ADP 2.5 Mapping Values screen, that shift code is used. Otherwise, the field is not populated.

<p><b>Regular Hours</b></p>	<p>Numeric (9)</p>	<p>If employee is <b>Hourly</b> and the <b>Send Hours</b> check box in the <b>Hourly Employees</b> group box is selected, this field is populated with the regular hours from the Timesheet Line table.</p> <p>If employee is <b>Hourly</b> and the <b>Send Hours</b> check box in the <b>Hourly Employees</b> group box is not selected, this field is not populated.</p> <p>If employee is <b>Salaried</b> and the <b>Send Hours</b> check box in the <b>Salaried Employees</b> group box is selected, this field is populated with the regular hours from the Timesheet Line table.</p> <p>If employee is <b>Salaried</b> and the <b>Send Hours</b> check box in the <b>Salaried Employees</b> group box is not selected, this field is not populated.</p> <p><b>Note: This field is populated only if the timesheet line Pay Type or Account was mapped to Reg Hours in the ADP Hours Type field in the Manage ADP 2.5 Mapping Values screen.</b></p>
<p><b>Regular Earnings</b></p>	<p>Character (11) Character (12) with expanded field option</p>	<p>If employee is hourly and the <b>Send Dollars</b> check box is selected in the <b>Hourly Employees</b> group box, this field is populated with the regular earnings from the Timesheet Line table.</p> <p>If employee is hourly and the <b>Send Dollars</b> check box is not selected in the <b>Hourly Employees</b> group box, this field is not populated.</p> <p>If the employee is salaried and the <b>Send Hours</b> check box in the <b>Salaried Employees</b> group box is selected, this field is populated with the regular earnings from the Timesheet Line table.</p> <p>If employee is salaried and the <b>Send Hours</b> check box in the <b>Salaried Employees</b> group box is not selected, this field is not populated.</p> <p><b>Note: This field is populated only if the timesheet line Pay Type or Account was mapped to Reg Earnings in the ADP Hours Type field in the Manage ADP 2.5 Mapping Values screen.</b></p>
<p><b>Overtime Hours</b></p>	<p>Numeric (9)</p>	<p>If employee is hourly and the <b>Send Hours</b> check box in the <b>Hourly Employees</b> group box is selected, this field is populated with the overtime hours from the Timesheet Line table.</p> <p>If employee is hourly and the <b>Send Hours</b> check box in the <b>Hourly Employees</b> group box check box is not selected, this field is not populated.</p> <p>If employee is salaried and the <b>Send Hours</b> check box in the <b>Salaried Employees</b> group box is selected, this field is populated with the overtime hours from the Timesheet Line table.</p> <p>If employee is salaried and the <b>Send Hours</b> check box in the <b>Salaried Employees</b> group box is not selected, this field is not populated.</p> <p><b>Note: This field is populated only if the timesheet line Pay Type or Account was mapped to O/T Hours in the ADP Hours Type field in the Manage ADP 2.5 Mapping Values screen.</b></p>

<p><b>Overtime Earnings</b></p>	<p>Character (11) Character (12) with expanded field option</p>	<p>If employee is hourly and the <b>Send Dollars</b> check box is selected in the <b>Hourly Employees</b> group box, this field is populated with the overtime earnings from the Timesheet Line table.</p> <p>If employee is hourly and the <b>Send Dollars</b> check box is not selected, this field is not populated.</p> <p><b>Note: Paydata records for salaried employees always contain the overtime earnings amount where applicable.</b></p> <p><b>Note: This field is populated only if the timesheet line Pay Type or Account was mapped to O/T Earnings in the ADP Hours Type field in the Manage ADP 2.5 Mapping Values screen.</b></p>
<p><b>Hours 3 Code</b></p>	<p>Character (2) Character (3) with expanded field option</p>	<p>If the timesheet line <b>Pay Type</b> or <b>Account</b> was mapped to <b>Hours 3 Code</b> in the <b>ADP Hours Type</b> field in the Manage ADP 2.5 Mapping Values screen, the assigned <b>ADP Hours Code</b> is inserted here.</p>
<p><b>Hours 3 Amount</b></p>	<p>Character (9)</p>	<p>If employee is hourly and the <b>Send Hours</b> check box in the <b>Hourly Employees</b> group box is selected, this field is populated with the <b>Hours 3 Code</b> hours from the Timesheet Line table.</p> <p>If employee is hourly and the <b>Send Hours</b> check box in the <b>Hourly Employees</b> group box is not selected, this field is not populated.</p> <p>If employee is salaried and the <b>Send Hours</b> check box in the <b>Salaried Employees</b> group box is selected, this field is populated with the <b>Hours 3 Code</b> hours from the Timesheet Line table.</p> <p>If employee is salaried and the <b>Send Hours</b> check box in the <b>Salaried Employees</b> group box is not selected, this field is not populated.</p> <p><b>Note: This field is populated only if the timesheet line Pay Type or Account was mapped to Hours 3 Code in the ADP Hours Type field in the Manage ADP 2.5 Mapping Values screen.</b></p>
<p><b>Earnings 3 Code</b></p>	<p>Character (2) Character (3) with expanded field option</p>	<p>If the timesheet line <b>Pay Type</b> or <b>Account</b> was mapped to <b>Earnings 3 Code</b> in the <b>ADP Earnings Type</b> field in the Manage ADP 2.5 Mapping Values screen, the assigned <b>ADP Earnings Code</b> is inserted here.</p>
<p><b>Earnings 3 Amount</b></p>	<p>Character (11) Character (12) with expanded field option</p>	<p>If employee is hourly and the <b>Send Dollars</b> check box is selected in the <b>Hourly Employees</b> group box, this field is populated with the <b>Earnings 3 Code</b> earnings from the Timesheet Line table.</p> <p>If employee is hourly and the <b>Send Dollars</b> check box is not selected, this field is not populated.</p> <p><b>Note: Paydata records for salaried employees always contain the earnings 3 amount where applicable.</b></p> <p><b>Note: This field is populated only if the timesheet line Pay Type or Account was mapped to Earnings 3 Code in the ADP Hours Type field in the Manage ADP 2.5 Mapping Values screen.</b></p>

<b>Hours 4 Code</b>	Character (2) Character (3) with expanded field option	If the timesheet line <b>Pay Type</b> or <b>Account</b> was mapped to <b>Hours 4 Code</b> in the <b>ADP Hours Type</b> field in the Manage ADP 2.5 Mapping Values screen, the assigned <b>ADP Hours Code</b> is inserted here.
<b>Hours 4 Amount</b>	Character (9)	<p>If employee is hourly and the <b>Send Hours</b> check box in the <b>Hourly Employees</b> group box is selected, this field is populated with the <b>Hours 4 Code</b> hours from the Timesheet Line table.</p> <p>If employee is hourly and the <b>Send Hours</b> check box in the <b>Hourly Employees</b> group box is not selected, this field is not populated.</p> <p>If employee is salaried and the <b>Send Hours</b> check box in the <b>Salaried Employees</b> group box is selected, this field is populated with the <b>Hours 4 Code</b> hours from the Timesheet Line table.</p> <p>If employee is salaried and the <b>Send Hours</b> check box in the <b>Salaried Employees</b> group box is not selected, this field is not populated.</p> <p><b>Note: This field is populated only if the timesheet line Pay Type or Account was mapped to Hours 4 Code in the ADP Hours Type field in the Manage ADP 2.5 Mapping Values screen.</b></p>
<b>Earnings 4 Code</b>	Character (2) Character (3) with expanded field option	If the timesheet line <b>Pay Type</b> or <b>Account</b> was mapped to <b>Earnings 4 Code</b> in the <b>ADP Earnings Type</b> field in the Manage ADP 2.5 Mapping Values screen, the assigned <b>Earnings Code</b> is inserted here.
<b>Earnings 4 Amount</b>	Character (11) Character (12) with expanded field option	<p>If employee is hourly and the <b>Send Dollars</b> check box is selected in the <b>Hourly Employees</b> group box, this field is populated with the <b>Earnings 4 Code</b> earnings from the Timesheet Line table.</p> <p>If employee is hourly and the <b>Send Dollars</b> check box is not selected, this field is not populated.</p> <p><b>Note: Paydata records for salaried employees always contain the earnings 4 amount where applicable.</b></p> <p><b>Note: This field is populated only if the timesheet line Pay Type or Account was mapped to Earnings 4 Code in the ADP Hours Type field in the Manage ADP 2.5 Mapping Values screen.</b></p>
<b>Earnings 5 Code</b>	Character (2) Character (3) with expanded field option	If the timesheet line <b>Pay Type</b> or <b>Account</b> was mapped to <b>Earnings 5 Code</b> in the <b>ADP Earnings Type</b> field in the Manage ADP 2.5 Mapping Values screen, the assigned <b>Earnings Code</b> is inserted here.
<b>Earnings 5 Amount</b>	Character (11) Character (12) with expanded field option	<p>If employee is hourly and the <b>Send Dollars</b> check box is selected in the <b>Hourly Employees</b> group box, this field is populated with the <b>Earnings 5 Code</b> earnings from the Timesheet Line table.</p> <p>If employee is hourly and the <b>Send Dollars</b> check box is not selected, this field is not populated.</p> <p><b>Note: Paydata records for salaried employees always contain the earnings 5 amount where applicable.</b></p> <p><b>Note: This field is populated only if the timesheet line Pay Type or Account was mapped to Earnings 5 Code</b></p>

		<b>in the ADP Hours Type field in the Manage ADP 2.5 Mapping Values screen.</b>
<b>Special Action Flag</b>	Character (1)	X  (Included in the paydata file only if you selected the <b>Suppress Rate 1</b> check box)
<b>Tax Frequency</b>	Character (1)	If you specified a <b>Tax Frequency</b> for the account or pay type in the Manage ADP 2.5 Mapping Values screen, that tax frequency code is used. Otherwise, the field is not populated.

Timesheets from the Timesheet Line table are selected if the date falls within the chosen range, and if (a) the employee is flagged with the timesheet cycle in the Employee Basic table, and (b) the Payroll Processed flag is set to **N** (No).

For each timesheet row selected, the program assigns the ADP field IDs, codes, and pay number and inserts the row into the ADP Paydata table.

The application checks to see whether the account on the timesheet line is found in the ADP Mappings table and, if a match is found, the associated field IDs and codes are assigned and the pay number is set to **1**. If no match is found for the account, the application checks to see whether the pay type on the timesheet line is found in the ADP Mapping table and, if a match is found, the associated field IDs and codes are assigned. If the pay type is a bonus pay type, the pay number is set to **2**. Otherwise, the pay number is set to **1**. If no match is found, the record is written to the Error table and an error message is written to the Error Report.

If the employee is salaried and you selected the **Autopay** check box, the timesheet line is mapped to regular hours or earnings (field IDs 12 or 14) and is not included in the external paydata file. However, if the timesheet line maps to one of the other hours or earnings fields (such as overtime or vacation), it is included in the external paydata file. Field types that map to a bonus pay type are included regardless of the **Autopay** check box.

Cost-only pay type records (timesheet rows with hours equal to zero and labor cost not equal to zero) send earnings only to ADP.

After the ADP Paydata Table is created, the application uses it to generate the external paydata File. The file is created in the location you selected in the **File Information** group box. If you selected **1** in the **ADP Version** drop-down list, the application generates three record types in the external paydata File for each batch: a header record, paydata records, and one or two trailer records. If you selected **2.5** in the **ADP Version** drop-down list, the application generates two record types in the external paydata File for each batch: a header record and paydata records.

The application generates one or more logical paydata records for each check an employee receives. Timesheet records are rolled up for each employee, field ID, user code, and shift code change. Correcting timesheets are included with regular timesheets to prevent ADP from printing a separate check for the correcting timesheet. Labor-only timesheets are not included in the paydata file.

### Screen Error Messages

A list of the Costpoint tables used by this preprocessor and their corresponding Costpoint screens can be found at the end of this page.

Message	Description
<b>Cannot open EXTPAYDT file.</b>	This is a system error. The external paydata file cannot be opened. The file must be created in the output file path you specified earlier, and you must first have rights to this directory.
<b>Ending Date is earlier than beginning date.</b>	The <b>Timesheet Dates</b> group box does not allow an ending date earlier than a beginning date.

<p><b>Errors have occurred that may need correcting.</b></p>	<p>Errors have occurred and are reported on the error report.</p>
<p><b>Errors occurred while trying to update the Timesheet Header table with posting data. Some timesheets have not been flagged. Please see the Error Report for details.</b></p>	<p>Errors occurred while updating the timesheet Header table. Run the error report to determine which errors have occurred.</p>
<p><b>&lt;&lt;File name&gt;&gt; Invalid file name.</b></p>	<p>Your file name is invalid. Check the file name, extension, and number of characters.</p>
<p><b>No records exist in the ADP Mapping table. Mapping data must be entered before the download can be processed.</b></p>	<p>In order for timesheets to be selected for the download, you must map the pay type or account to the ADP fields. Use the Manage ADP Mapping Values or Manage ADP 2.5 Mapping Values applications.</p>
<p><b>No records have been selected to transfer to ADP.</b></p>	<p>There are no timesheet lines to be transferred. This may be due to incorrect parameters (usually the date range was not updated) or incorrect setup (that is, all records were rejected).</p>
<p><b>Requested Company Code does not exist in the PDD Table.</b></p>	<p>The <b>Company</b> code on the screen does not match that in the Paydata table.</p> <p>You must always process (create the paydata file) before printing. To create the ADP Paydata table, click the  button.</p>
<p><b>Requested dates do not exist in the PDD Table.</b></p>	<p>The date range on the screen does not match the date range used to select timesheets to create the Paydata table.</p> <p>You must always process (create the paydata file) before printing. To create the ADP Paydata table, click the  button.</p>
<p><b>Requested Timesheet Period Code does not exist in the PDD Table.</b></p>	<p>The Timesheet Cycle on the preprocessor screen does not match that in the Paydata table.</p> <p>You must always process (create the paydata file) before printing. To create the ADP Paydata table, click the  button.</p> <p>This message does not occur if you select ALL for the Timesheet Cycle on the preprocessor screen.</p>
<p><b>You must send at least one type of field for hourly employees.</b></p>	<p>Neither of the check boxes in the <b>Hourly Employees</b> group box is selected. Select either <b>Send Dollars</b> or <b>Send Hours</b> in the <b>Hourly Employees</b> group box.</p>
<p><b>You cannot send hours if Autopay is selected.</b></p>	<p>You have selected both the <b>Autopay</b> and the <b>Send Hours</b> check boxes in the <b>Salaried Employees</b> group box. You can select only one of these check boxes or none.</p>

Report Error Messages

The following messages may appear on the Error report:

Message	Description
Employee ID Not Numeric.	The first six characters of the Costpoint employee ID must be numeric if the <b>Payroll Service Employee ID</b> is blank.
Changed by another user.	The timesheet was changed by another user since the download process was started. The original timesheet information is in the external paydata file, but may no longer be correct. The timesheet was not flagged as posted to payroll. Please note that this message is received only when the <b>Set PR Computed Flag</b> check box is selected.
Incomplete pay pd data	The pay period code or the pay period start and end dates were not retrieved. The employee must have a pay period code in the Manage Employee Taxes screen. The pay period code must have one range of dates marked as open in the Manage Pay Periods screen.
Not in Mapping Table.	A selected timesheet cannot be mapped to any of the hours or earnings IDs set up in the ADP Mapping or ADP 2.5 Mapping table.
More than 30 lines.	The <b>ADP Version</b> is <b>1</b> and the employee's data has more than 30 lines. ADP is limited to 30 lines of data per employee.
Earnings out of range for tax freq	The Reg Earnings, O/T Earnings, Earnings 3 Amount, Earnings 4 Amount, or Earnings 5 Amount is less than -40,500.00 or greater than 99,999.99 (or 99,999,999.99, if you are using expanded fields), and the tax frequency is <b>D</b> or <b>F</b> .

- [Table Information](#)

This screen uses the following tables:

**Tables read**

- Account (ACCT) (Manage Accounts)
  - Employee (EMPL) (Manage Employee Information)
  - Employee Tax (EMPL\_TAX) (Manage Employee Taxes)
  - Pay Period Schedule (PAY\_PD\_SCHEDULE) (Manage Pay Periods)
  - Pay Type (PAY\_TYPE) (Manage Pay Types)
  - Timesheet Line (TS\_LINE) (Manage Timesheets)

**Tables read and written**

- ADP Error (X\_ADP\_ERROR) (Export Timesheets to ADP)
- ADP Mappings (X\_ADP\_MAP) (Manage ADP Mapping Values)
- ADP Parameters (X\_ADP\_PARMS) (Export Timesheets to ADP)
- Functional Parameters Catalog (FUNC\_PARMS\_CATLG)
- Posting Semaphore (POST\_SEMAPHORE)

- Timesheet Header (TS\_HDR) (Manage Timesheets)

This following list provides this screen's other outputs:

- ADP Paydata (X\_ADP\_PDD)
- ADP External Paydata File (EXTPAYDT.[Company Code])
- ADP Error Report (printer or file)
- ADP Edit Report (printer or file)