

## Downloading Employee Data and Badge Numbers to a Hosted Timeclock

## Objective:

• Learn to manually send employee information to hosted timeclock.

## Steps:

Access Time and Attendance

- Have RUN payroll? Log into RUN at <u>runpayroll.adp.com</u>, click **Time Management**.
- Time & Attendance Only? Log into Time & Attendance at <u>https://time.adp.com</u>.
- 1. Navigate to **Setup > Timeclocks > Timeclock Configuration.**

Global Settings	Message Center	Timeclocks	
Labor Charge Fields Wage Rate Programs Annual Summary Setup Holiday Programs Projected Pay Cycles System Options Additional Configuration	Configuration Message Notifications Manage Message Center	Timeclock Groups	
		Timeclocks	
	Location Settings		
	Mobile Geo Locations		
	Mobile Access Locations Website Access Locations		

2. If there are multiple clocks set up, select a specific clock by clicking the **drop-down arrow** on the right to expand.

Timeclock Cont	figuration 🛛	2			
Search	Q		MANAGE PROFILES	ADD NEW DEVICE	ADVANCED -
Device Name		Device Type 🔺	Last Transaction Date	Device Status	
ATS 70	0)	ADP700 Touchscreen		♥ ACTIVE	$\checkmark$



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3. On the timeclock page, click **Edit Device Settings**.

Timeclock Confi	guration 🛿 🖍			
Search	Q		MANAGE PROFILES - ADD NEW DEV	CE • ADVANCED •
(ATS 700)				^
VIEW ACTIVITY EDIT D	EVICE SETTINGS EDIT DEVIC	CE PROFILE		
Device Type ADP700 Touchscreen	Last Connection	Software Version	12:53*	
Assigned Profile CHANGE ADP Touchscreen	OS Version	Firmware Version 2.05.17E		
Date Added	Hardware Version			

4. On the Timeclock page, scroll to the bottom and ensure **Update timeclock now with these settings** is selected. Click **Submit**. Do not make any changes to this page.

You are here: Timeclocks > Timeclock		A Show Setup Instruction
Edit Timeclock		
🕐 English (US) 🛃		
ID:	ATS 700	
Description:		
Serial Number: *		
Timeclock Model:	ADP700 Touchscreen	
Timeclock Profile: *	ADPTouchscreen, ADP Touchscreen	*
Timeclock Setup Password:		
Confirm Password:		
Timeclock Firmware:	2.05.17E	
Disable Device Communication:		
Biometric Mode Enabled:	<b>v</b>	
<ul> <li>Update timeclock now with the</li> </ul>	ise settings	

The clock update will automatically start within 5-10 minutes. It should be complete within 20 minutes, depending on internet speeds.