

ADP Workforce Now

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Overview

The integration works via sFTP.

SFTP (Secure File Transfer Protocol) is a reliable and secure method for transferring files over the internet.

ADP will charge a recurring fee to set up a report automation that can be used across one or multiple reports.

Step 1: Identify the Required Fields

The SFTP integration relies on precise field matching to ensure successful data mapping. Any deviations could prevent us from mapping those fields correctly.

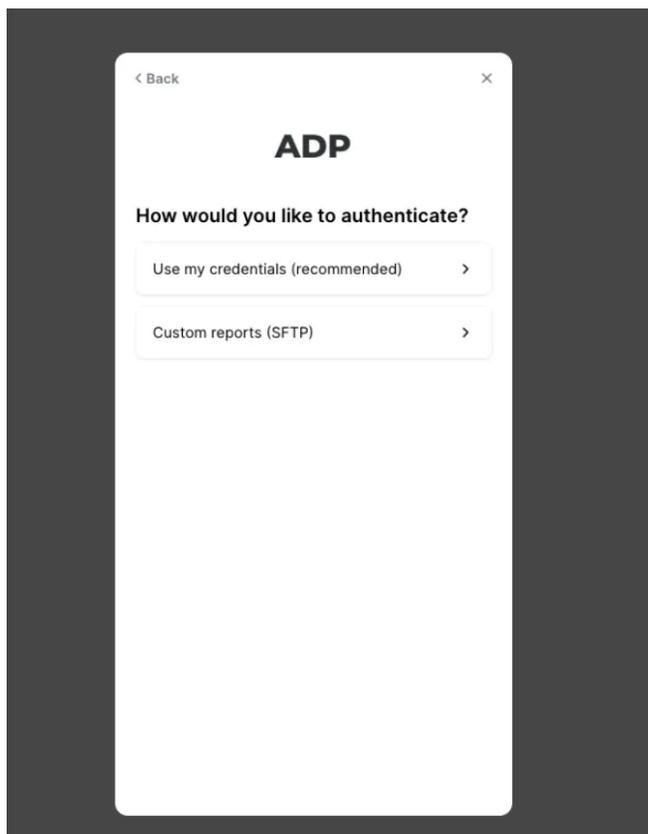
Configure the data from the below table in your report based on the mapping you would like to have with Rydoo.

Field Name	Supported ADP Field	Type of Data	Required
Employee ID	Associate ID	Employee data	Yes
First Name	Payroll First Name	Employee data	Yes
	First Name		
	Legal First Name		
	Payroll Name: First Name		
	First Name [Pay Statements]		
	First Name [Personal Profile]		
	Preferred or Chosen First Name		
Last Name	Payroll Last Name	Employee data	Yes
	Legal Last Name		
	Payroll Name: Last Name		
	Last Name [Pay Statements]		
	Last Name [Personal Profile]		
	Preferred or Chosen Last Name		
Work Email	Work Email	Employee data	Yes
	Work Contact: Work Email		
Manager	Reports To Associate ID	Employee data	Yes
	Manager ID		
	Manager Employee ID		
Employment Status	Position Status	Employee data	Yes
	Status		
Work Location Name	Location	Location data	No, only if field will be used as Group or Branch in Rydoo
Work Location Country	Country (Work Address)	Location data	No, only if field will be used as Group or Branch in Rydoo
	Work Address: Country Code		

Department Group	Home Department	Group data	No, only if field will be used as Group or Branch in Rydoo
	Home Department Code		
Business Unit Group	Business Unit	Group data	No, only if field will be used as Group or Branch in Rydoo
	Business Unit Code		
	Business Unit Description		
Company ID	Company Code	Company data	No, only if field will be used as Group or Branch in Rydoo
	Payroll Company Code		
	Payroll Company Name		

Step 2: How to select SFTP setup

To set up the SFTP connection, you must select the option "Custom Reports".



We support **manual CSV** upload for ADP, but if you'd prefer to have the data updated on a regular basis, you must select "**Automatically send report**".

Step 3: How to fill out ADP's SOW (For Automatic Data Transfer)

To establish an automatic connection with ADP, you must complete an SOW (Statement of Work) with ADP to formalize the connection.

SFTP Statement of Work

Company Name	Click here to enter text.	Company Code (to be billed):	Click here to enter text.
Contact Name:	Click here to enter text.	Technical Contact Name:	Click here to enter text.
Contact Phone:	Click here to enter text.	Technical Contact Phone	Click here to enter text.
Contact Email:	Click here to enter text.	Technical Contact Email	Click here to enter text.

Project Title:	Secure File Transfer - Push Connection
Project Prerequisites:	<ul style="list-style-type: none"> Client provides credentials required to securely transmit files to destination site. Destination Firewall open to 170.146.220.240 and 170.146.221.240 Destination Firewall must be open to Port 22 Required Permissions for Destination Directory: ls/dir, write, rename, delete, read.
Description of Project:	<ul style="list-style-type: none"> Configure SFTP destination endpoint Establish report execution schedule Test scheduling and transmission setup Client acceptance <p>NOTE: This Statement of Work is not inclusive of any ADP Report Development.</p>
Target completion date:	5 Business Days upon receipt of signed Statement of Work with all client supplied info.
Cost/Billing	\$350 per FTP connection

Client Supplied Information

File Transfer Information (Required)	
WFN Client ID	Click here to enter text.
WFN Security Master:	Click here to enter text.
Authentication Level	<input type="radio"/> Password (Client Provided) <input type="radio"/> SSH Key (ADP Provided)
Authentication Password (If selected)	Click here to enter text.
Require PGP Encryption	<input type="radio"/> Yes <input type="radio"/> No
FTP Username	Click here to enter text.
Directory	Click here to enter text.
Host Name / IP Address	Click here to enter text.
Port	Click here to enter text.
Date Stamp Required	<input type="radio"/> Yes <input type="radio"/> No
Date Stamp Format (reportname_yyyymmdd)	Click here to enter text.

Please Note: When Configuration has been completed, a test file will be sent to your SFTP site for review and approval.

I have read and understand the requirements outlined above. I agree to charges statement above. I understand that implementation of this file transfer request will commence once all required information and signed document is provided to ADP.

We will provide the necessary technical details, including the **username**, **host name**, **destination directory**, and **port** in the linking flow.

1. Please fill out the fields in Client Supplied Information:
 - a. **WFN Client ID:** the characters to the right of the @ symbol in your ADP login name
 - b. **WFN Security Master:** the person you chose as the Security Master in your ADP instance, this is likely your ADP Admin
 - c. **Authentication Level:** SSH Key (ADP Provided)
 - d. **Date Stamp Required:** No
 - e. **Required PGP Encryption:** Both are acceptable depending on your preferences
 - i. If PGP encryption is required, Rydoo will supply you with a PGP key, which you can then share with ADP. **Contact your CSM.**
2. You will find all other required information for the Statement of Work in your linking modal:
 - a. FTP Username
 - b. Directory
 - c. Host Name
 - d. Port

The screenshot shows a mobile application interface titled "ADP" with a "Back" button and a close icon. The main heading is "Automate sending your report". Below this is a list of six numbered items:

- 1 Protocol: SFTP
- 2 Authentication Level: Public Key
- 3 Require PGP Encryption: Up to you
- 4 Report Name: "employee-census.csv"
- 5 Date Stamp Required: No
- 6 Desired Schedule: Up to you

Below the list are four input fields, each with a copy icon:

- Host Name: sftp.merge.dev
- Destination Directory: /
- User Name: merge-zzpx99
- Port: 22

At the bottom, there is a blue link: "Stuck? See detailed instructions with screenshots" and a large black button labeled "Next".

Once you have all provided ADP the required credentials in the SOW, you can exit out of the linking connection.

Step 4: Authenticating the Connection via ADP-provided SSH

Key

Once the SOW is completed, ADP will typically respond in 3-4 weeks with confirmation on when the report is to be scheduled and provide the required SSH Key to authenticate the connection.

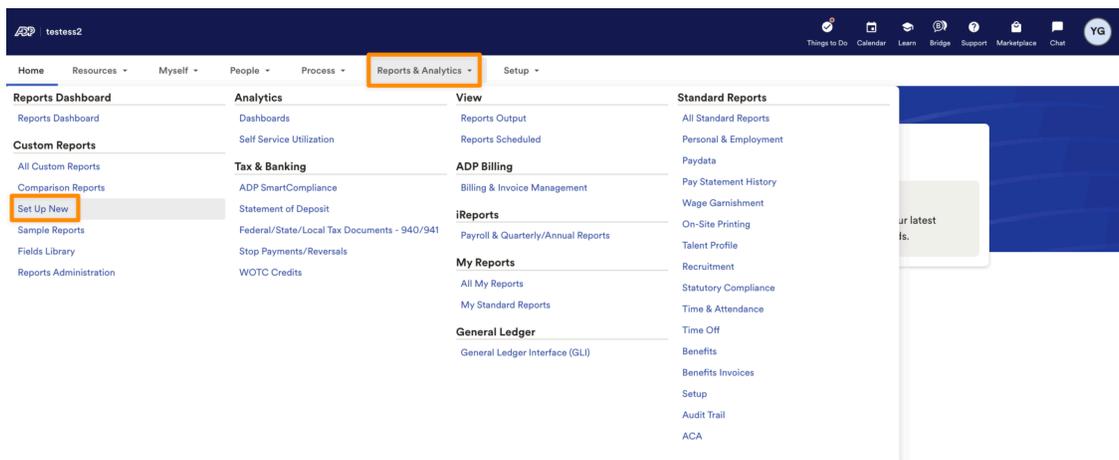
The SSH key is linked to the username provided in the SOW.

How do I send HRIS data via SFTP?

In this guide, you will be given detailed instructions on how to create a custom report in ADP with fields that you want to include for your use case.

Step 1: Create a custom report in ADP

1. Log into ADP and click Reports & Analytics
2. Click Set Up New under the Custom Reports



3. In **Set Up New Report** page, set the report title to **Employee-Census.csv** or **Employee_Census.csv**
4. Then clic **Select Fields** to continue

Step 2: Add fields to your custom report

Please add the fields mentioned in Step 1 – Overview.

Please note that the fields must ***exactly* match** how they appear in that file.

To add a field:

1. Search for a field name under ADD FIELDS
2. Click the + button to add it to the report on the right

CHECKPOINT:

Associate ID is required to sync Employees

3. When you are done, click **Save + Run**
4. This will take you to a View Report screen where you can choose to export as csv
5. Click **Run** to finalize this report

The screenshot displays the 'View Report' page for a report named 'employee-census'. The report is running on 06/26/2024 at 05:43:04 PM EST. The data is as of 06/25/2024. The table has three columns: 'Associate ID', 'Personal Contact: Personal Email', and 'Birth Date'. The 'Associate ID' column contains values from 000000000002MK to 0000000007. The 'Personal Contact: Personal Email' column contains 'esmith+roland9@makeshift.ca' for the row with Associate ID 0000000004. The 'Birth Date' column contains placeholder values 'XX/XX/XXXX'. An 'Export' dropdown menu is open, showing options for 'XLSX (Default)', 'PDF', and 'CSV'. A callout box points to the 'CSV' option with the text 'Step 1: Export as .csv if you'd like'. Another callout box points to the 'Run' button with the text 'Step 2: Run the report'.

Associate ID	Personal Contact: Personal Email	Birth Date
000000000002MK		XX/XX/XXXX
000000000001MK		XX/XX/XXXX
0000000001		XX/XX/XXXX
0000000002		XX/XX/XXXX
0000000003		XX/XX/XXXX
0000000004	esmith+roland9@makeshift.ca	XX/XX/XXXX
0000000005		XX/XX/XXXX
0000000006		XX/XX/XXXX
0000000007		XX/XX/XXXX

CHECKPOINT

1. Did you name the report Employee-Census.csv or Employee_Census.csv
This is required!
2. Did you add the **ASSOCIATE ID** field to your report?
This is required to sync Employees!

3. Sometimes ADP will append a Report Totals to your custom report.
If that is the case, please also delete this row.

Report Totals:	Count Of Employees In Report: 383		
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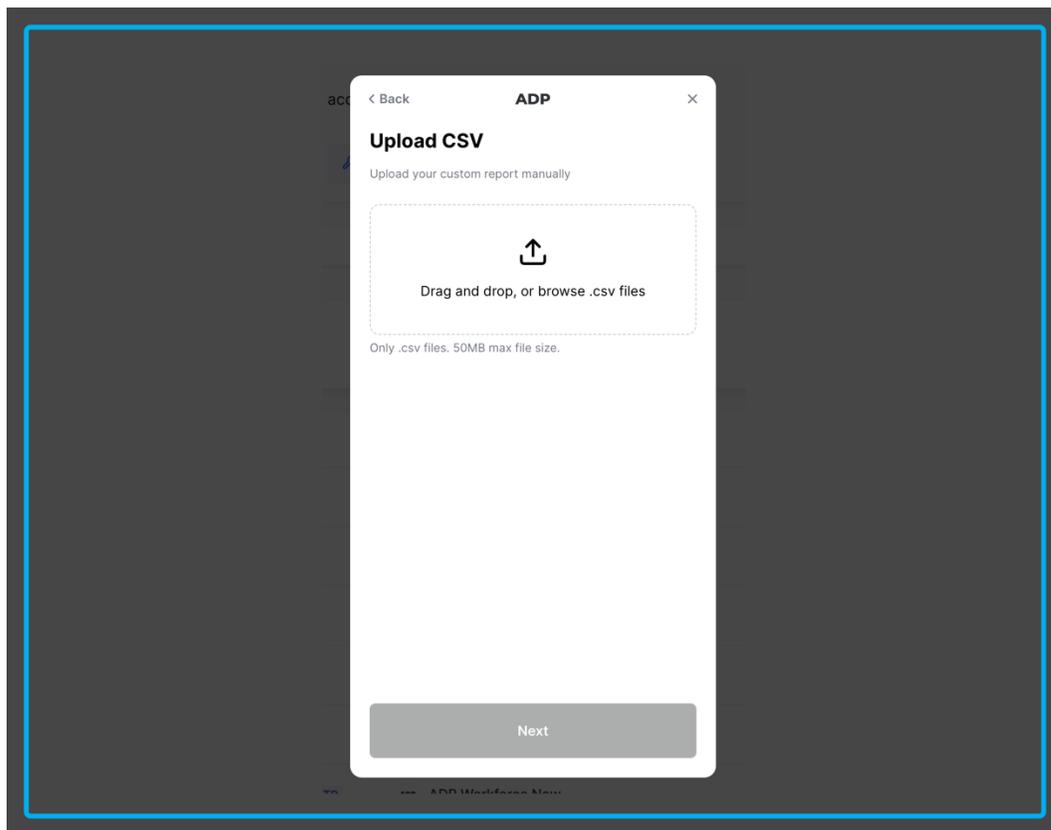
Step 3: Share your custom report

There are two ways to send your report that you created above:

1. You can use a one-time manual csv upload, see Step 3a.
2. You can also schedule a recurring transfer via ADP's Automatic Export Service (AES).
Recurring transfers via AES will incur a monthly fee paid to ADP, see Step 3b.

Option 1: One-time manual CSV upload

If you want to update your employee data with a one-time csv upload simply download the report that you created in Step 2 as a csv. Then upload it into your Linking modal.



Option 2: Recurring report transfers using Automatic Export Service

To automatically send your report on a recurring basis you will need to contact your ADP representative. They will charge a recurring fee to set up report automation that can be used across one or multiple reports. For more information on pricing, please refer to your ADP representative.

Charges may vary but anecdotally we have heard prices range from \$30-\$50/month.

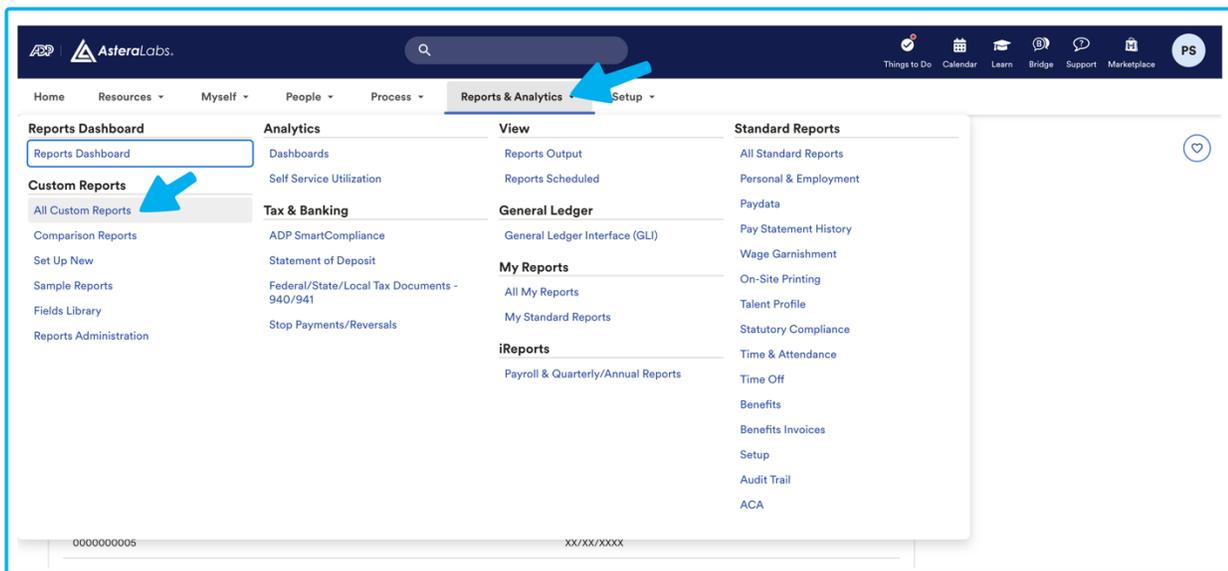
To set up the automation, you'll need to complete a Statement of Work with ADP to initiate the recurring file transfers. Once finalized, ADP will apply the automation to the custom report you previously created. The process typically takes 3-4 weeks to complete.

See in Step 3: How to fill out ADP's SOW (For Automatic Data Transfer)

Scheduling the report:

ADP may schedule the reports themselves based on your preferences, but if you would prefer to schedule the report:

1. Head over to **Report & Analytics** -> All Custom Reports.



2. From the **Reports** main page, find the custom report that you configured and open up the menu. Then select **Schedule To Run**.

The screenshot shows the 'Reports' page in the Aspera Labs interface. The 'CUSTOM REPORTS' section is active, displaying a table of reports. The 'employee-census' report is highlighted, and a context menu is open over it. A blue arrow points to the 'Schedule To Run' option in the menu.

Folder	Name / Title	Privacy	Last Edited
Unfiled Reports	employee-census	Private	06/26/2024 - 05:43 PM
HRIS	employee-census	Private	06/26/2024 - 05:43 PM
	Testing	Private	06/26/2024 - 05:43 PM
	Employee Information	Private	06/26/2024 - 05:43 PM
	Employees	Private	05/24/2024 - 04:20 PM
	Employee Data - May-16	Private	05/16/2024 - 03:21 PM

3. You'll then be in the **Schedule and Distribution page**. From here you are able to set up a recurring schedule for when your report will be sent. When you're ready, click **Apply**.

The screenshot shows the 'Schedule and Distribution - employee-census' page. The 'Schedule' is set to 'Active'. The configuration is as follows:

- Daily at, effective 06/26/2024 to 12/23/2024
- Exclude Weekends
- At: hh:mm AM/PM
- Add another scheduled run time
- Starting: 06/26/2024
- Ending: At 12/23/2024
- After [time(s)]
- Never
- Notification: Notify me when the report is ready to be viewed

The 'Apply' button is highlighted with a blue arrow.

Authorizing the Connection via SSH Key:

Required ADP will provide you an SSH Key which you will need to input into the linking flow:

< Back X

ADP

Upload your Public Key

- 1 Contact your ADP representative to obtain a public key which can be safely shared outside of your organization
- 2 Copy the 'Public Key' starting with "ssh-rsa"
- 3 Paste the Public Key below

[Stuck? See detailed instructions with screenshots](#)

Public key

Paste key...

Next

Step 4: Connection complete

You're done! Once the connection has been established, we will verify that the report has been properly formatted. From there, your data will be synced on the schedule that you configured through ADP!

Troubleshooting

If you are having difficulties sending or receiving the data please first check the following common requirements.

1. Your report name must be exactly "Employee-Census.csv or "Employee_Census.csv"
2. Your report must have the column "ASSOCIATE ID"
3. Your report must be in .csv format

Note: We accept files up to 250MB. Please message your Rydoo CSM representative if you need to increase this limit.