

**1. What is Aloha Insight's Automatic Data Processing Interface (ADP) interface?**

Aloha Insight enables users that utilize ADP PC/Payroll for Windows v2.0 or higher the ability to generate a single export file for all stores or specific store groups, containing polled POS data in the form of employee time and attendance. The export file created by Aloha Insight is imported into the ADP software to update the data files in your accounting system.

**2. Do I need to be an Aloha Insight user to use the ADP interface?**

Yes. In order to use the ADP interface, you must be an Aloha Insight customer and have access to your company's Aloha Insight Web site.

**3. How do I get started using the ADP interface?**

Easy! All you do is set up your ADP information in our easy-to-use interface, schedule the report, and the system handles the rest.

**4. How do I create the ADP export file?**

You create the file using our ADP Setup screen from within Company Setup, which provides you with employee shift options to include or exclude from the export file, including credit card tips, employees with a zero-dollar pay rate, and much more! After the one-time setup of the file, you can schedule the file to automatically generate at regular intervals, such as bi-weekly, bi-monthly, etc., using the Aloha Insight Reports Viewer schedule report feature.

**5. Can I schedule the export file to be e-mailed to my Accounting department, or do I need to manually generate the export file?**

You can generate the file manually at any time, or you can schedule the file to be delivered via e-mail. For example, you can schedule the file to be e-mailed to your company's payroll administrator at the end of each period, or to the person responsible for updating the employee time and attendance information into ADP. The file is then imported into ADP PC/Payroll for Windows, as opposed with manually keying the information into the system. The file is scheduled through the Aloha Insight Reports Viewer module. The advantage to this is that you have access to all of your stores' employee data with no intervention needed at the store level.

**6. What is the format type of the export file?**

The export file is a comma separated value (.csv) format, which is the required format for ADP. Headers are included in the file, regardless if the values are null. What's great about Aloha Insight ADP export file is that it provides you with the ability to report for employees working under different job codes with different pay rates.



## 7. What data is included in the export file?

Each record in the file contains 16 data fields. These fields include:

- **Co. Code** – Your ADP-assigned company code.
- **Batch ID** – Used to group records. This defaults to the store ID for which the employee worked.
- **File#** – The employee's export ID.
- **Reg Hours** – The total (non-overtime) hours worked by the employee.
- **OT Hours** – The total overtime (non-regular) hours worked by the employee.
- **Earnings 3 Code/Amount** – Optional field that contains the total declared tip amount for the employee.
- **Earnings 4 Code/Amount** – Optional field that contains a user-defined percentage or sales for the employee.
- **Memo Code/Amount** – Up to three optional Memo paired fields that contain employee sales, credit card tips, and credit card sales.
- **Temp Dept.** – Optional field that contains the store ID and job code for the employee. Please note that when you elect to populate the Temp Dept. field, the job code is always included in this field, regardless of whether it is the employee's primary or secondary department as defined in ADP.
- **Temp Rate** – Contains the employee's pay rate for the job code under which he or she worked. Please note that this field is always populated, which will override any pay rate defined within ADP. This is a major benefit to you because if the direct association between a temporary department and a secondary pay rate is not upheld, the employee will still be paid the correct amount, regardless of which department they worked in for that particular shift. This eliminates any worries that a store manager has not properly maintained the association of job code/pay rate between the POS and ADP.

## 8. How do I import the data into my ADP system?

After the file has been generated and delivered to the applicable resource, the file will need to be renamed to EPIcccAA, where ccc is the company code, and AA is the two-position file identifier that you assign. If your company code is only two-digits, you replace the third "c" with an underscore, e.g., cc\_.

## 9. Do my store managers need to enter any information in the POS system for the employee.

The only thing that is required for the POS is for the manager to enter an Export ID for the employee (this is the File# field). The Export ID is entered in the Employee sub-tab of Employee Maintenance within Aloha Manager. If an export ID is not entered, the File # field will contain a zero.

## 10. Can I modify the export setup if my company's needs ever change?

Yes. At any time, you can change the export setup to suit your company's environment. For example, if your company decides to report employee credit card tips, you can modify the setup to reflect this. This is all done directly over the Internet!

## 11. What if I have employee IDs set up with a pay rate of zero dollars?

If you have employee IDs set up with a zero dollar pay rate, you can easily set up the file to exclude these records! This is great if you have set up "dummy" IDs in Employee Maintenance for drawer sharing in a quick service environment.

## 12. How will I know if all my data is included in the file before I import it into my ADP system?

This information is available in both of the Aloha Enterprise Support Site modules, as well as both of the "Stores Missing Sales Date", and Emp by Job Code, SSN Exception reports. This will allow you to determine if any data is missing from the export file, or if an employee has not been assigned an export ID. We suggest that you schedule these two reports to be e-mailed with the ADP export file.



## 13. What are the benefits of using the ADP interface?

The benefits of using the Aloha Insight ADP interface include:

- The time and attendance information for all of your stores is consolidated into a single export file.
- Data goes from your stores, to your corporate offices, into ADP, automating a process that can be very time consuming.
- There is no additional cost to utilize the interface. It's free to all Aloha Insight customers!
- Because the interface is completely web-based, the export file can be accessed anywhere, anytime.
- No additional hardware is needed. All you need is an Internet connection and access to your company's Aloha Enterprise Web site.
- The export file is fully formatted and ready for import. You don't even need to open the file.
- The export file can be scheduled to be e-mailed to any Aloha Insight user.
- You can modify the export file at any time.

## 14. What if my employees work under different job codes with different rates of pay?

This is not a problem. Because we always provide the job code in the Temp Dept. field, and we always populate the Temp Rate field, our interface is ensured to report the correct pay rate for the employee, not matter which job code he or she worked under for a particular shift.

## 15. My employees always work under the same job code, so I am not concerned about using the Temp Rate field. I would rather allow ADP to use the primary pay rate I have set up with them.

We understand that not all companies will need to utilize the Temp Rate field. By disabling the 'Include Job Code Pay Rate in Export File' setting the export file will not contain pay rates from the POS system. When 'Include Job Code Pay Rate in Export File' is enabled, all pay rates that are configured in the POS system will be passed to ADP as the current pay rate. Note: Pay rates displayed in Temp Rate field do not override the employee pay rates in the master employee file in ADP.

## 16. How is overtime handled.

Both the overtime hours and the POS overtime pay rate are included in the export file. It is important to remember however, that the overtime hours do not take into consideration employee sharing among stores. For example, if during the same pay cycle, an employee works 30 hours at store A, and works 15 hours and store B, the employee will have 45 Reg Hours, as opposed with 30 Reg and 15 OT hours. Please check with your ADP representative for options on administering techniques to support this scenario.

