Oracle Fusion Cloud Human Resources

How do I run Payroll Interface Process for ADP Workforce Now?

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1 Run Payroll Interface Process for ADP Workforce Now

Some recommendations while processing the ADP Workforce Now interface.

Flow to be used: **Run Payroll Interface for ADP Workforce Now**

- **Run Payroll Interface for ADP Workforce Now**: For V1
- **Run Payroll Interface for ADP Workforce Now V2**: For V2

Initial Extracts

Extract information for all employees based on the **Process End Date** parameter in the initial Workforce Now interface extract. This process establishes a baseline record in the extraction history table.

The baseline record is intended for internal use only and can't be uploaded to a third-party system.

We advise not to use the Full mode extraction.

You can run the initial extract with the Changes option set to 'No', and execute following regular extracts with the Changes option set to 'Yes'.

Extraction Window

Use the date range parameters to retrieve employee changes within the specified period.

Determine The Extraction Window

You must provide **Process Start Date** and **Process End Date** values, as data changes made during this period will be extracted.

Consider the following factors to determine the extraction window:

- Frequency of payment. For example, Monthly, Weekly, Bi-Weekly.
- Frequency of the extract files sent to ADP Workforce Now payroll.e

Note: ADP Workforce Now recommends setting the extraction window to a rolling pattern of 14 days into the past and 7 days into the future.

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Schedule The Extraction

Follow these steps to configure your extraction schedule:

1. Navigate to Payroll Checklist work area and select the **Submit a Flow** task.
2. Select the specific Legislative data group.
3. Select the **Run Payroll Interface for ADP Workforce Now** flow.
4. In the process flow parameters, enter all the parameters that need to be used in scheduled runs except the Process Period Start date and Process period End date (to accommodate automatic date increment as mentioned below)
5. Specify the schedule frequency.
6. Submit the process.

Note:

1. 1. When scheduling or executing ADP Workforce Now payroll interface runs, ensure that the **Process end date** parameter is not set to a date that's earlier than the **Process End Date** parameter of any of the previous runs. The **Process End Date** must be same or later than the previous runs **Process End Date**.
2. 2. When scheduling the extractions for the first time, you must leave the Start Date and End Date parameters blank for the setting to be effective.

Increment Process Dates Automatically

The data reported in the ADP Workforce Now payroll interface depends on the extract Process Start Date and Process End Date, which is the extraction window submitted in the interface flow.

The recommended extraction window is 21 days. The **process start date** being 14 days before the current system date and **process end date** being 7 days after the current system date.

This might vary based on the implementation requirements.

When this extraction is scheduled to run daily, the start and end dates adjust dynamically based on the rolling system date.

Here's how you can set up configurations to enable the automatic increment of the window period:

Note: **My Client Groups** > **Payroll** > **Search** > **User-Defined Tables**

1. Perform a search using the following criteria:

   Name: Profile option for Payroll Interface.

   Legislative Data Group: Specify the appropriate LDG name.

   Note: In implementations with multiple LDGs, the ADP Workforce Now Interface process must be run within the context of a specific LDG. Therefore, you can configure the schedule settings for each LDG based on its requirements.

2. Click the table name in the search results.

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3. Ensure that the effective as of date is set according to the specified requirement.
4. Click Edit, then click Next to open the User Defined Table Value page.
5. Click the "+" button in the user defined table value section.

    Select **ADP Workforce Now Payroll Interface Flow Parameter Start Date Offset**.
6. Click **OK**.
7. In the **Value** field, enter the number of days by which you need to offset the start date. Typically, set this value to the number of days by which you want to move the start date from the date of execution. To move the start date into the past, prefix the value with a minus sign. To move the start date forward, prefix the value either with a + sign or don't provide any sign. For example, to set the start date 14 days into the past, set the value as -14. Repeat this step for **ADP Workforce Now Payroll Interface Flow Parameter End Date Offset**
8. Click **Submit**.

Note:
1. Ensure that the end date is later than the start date. If not, the process will not return any records.
2. If the offset values aren't set, the default value of 0 is applied to both. As a result, the start date and end date will default to the system date for daily extraction.
3. When scheduling the extraction for the first time, leave the start date and end date parameters blank. In the process flow parameters, enter all other parameters required for the scheduled runs, except for the Process Start Date and Process End Date parameters.

Add Delivery Option and Configure a FTP server

Here are the steps to add Delivery Option To generate extract files For FTP.

Note: My Client Groups > **Data Exchange** > **Extract Definitions**

1. Search for and select **US ADP Workforce Now Payroll Interface** under US Legislative Data Group.
2. Click **Deliver** option from the left panel and then click '+' button to create the new delivery option.
3. Enter these details:
    - Delivery Option Name : Any name.
    - Delivery Type: FTP
    - Report: /Human Capital Management/Payroll Interface/Workforce Now Payroll Interface.xdo
    - Template Name: Transform Template 2
    - Output Name: ADP_%de_%y%m%d%H%M%S
4. Click **Submit**.

Configure a FTP Server

Configure a FTP Server to post the files through BI Publisher.

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To configure ADP's secured FTP server for automatic file delivery, follow the instructions provided in **How to set up SFTP Server for BI Publisher** (Doc ID 1526505.1).

Convert An Extract File From .Txt To .Csv

By default, the application generates the extracted file with a .txt extension. Manually change the file extension to .csv when saving it to locally.

For scheduled extract flows with an FTP server, the file conversion doesn't happen automatically. Therefore, you can create a custom Fast Formula to convert the files into the required format.

Follow these steps to create a custom formula for file naming conversion:

1. Search for and select **Fast Formulas** in **My Client Groups**.
2. Click '+' to create a fast formula.
3. Enter these values:
   a. Enter Formula Name: Any Name (Use the WFN File Name).
   b. Type: Extract Rule.
   c. Description: Enter the description.
   d. Legislative Data Group: Enter your LDG name
4. Click **Continue** and enter the following logic in the text editor:
   ```
   DEFAULT FOR RULE_VALUE IS ' '
   l_dob = DATE_TO_TEXT(GET_SYSDATE(),'MM_DD_YY_HH_MM_SS')
   l_final_value='WFNUVI_EE_'+l_dob +'.csv' RULE_VALUE = l_final_value
   RETURN RULE_VALUE
   ```
5. Compile the formula.

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