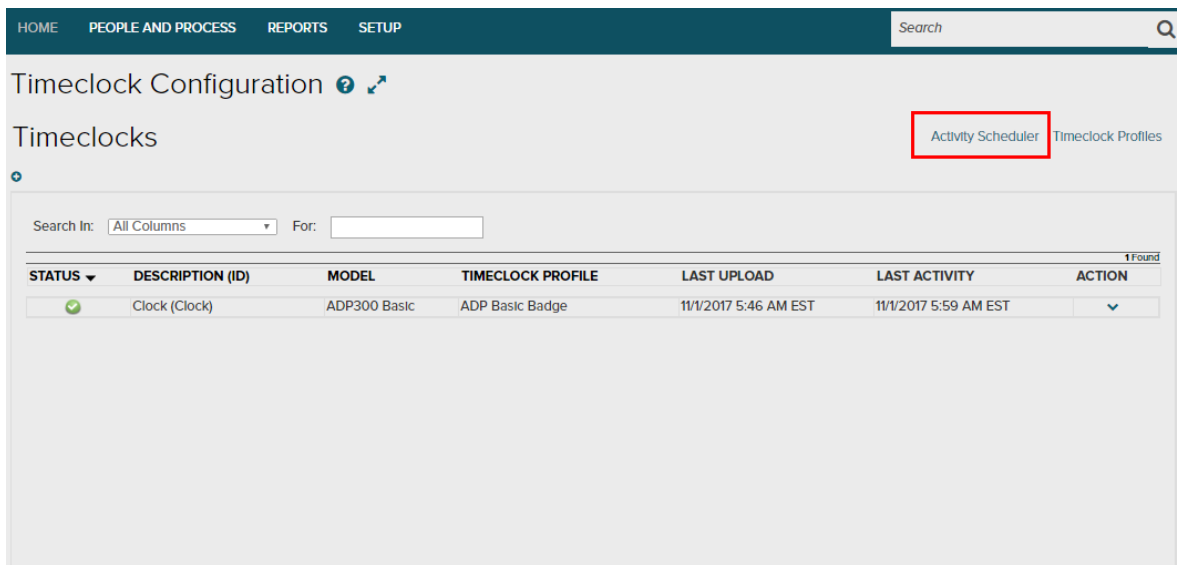


Sending a Download to a Hosted Timeclock

How to Download Employee Data and Badge Numbers to a Hosted Timeclock

1. In Time & Attendance, use the top menu to go to Setup > Timeclocks > Timeclock Configuration. Click the 'Activity Scheduler' link.



HOME PEOPLE AND PROCESS REPORTS SETUP Search

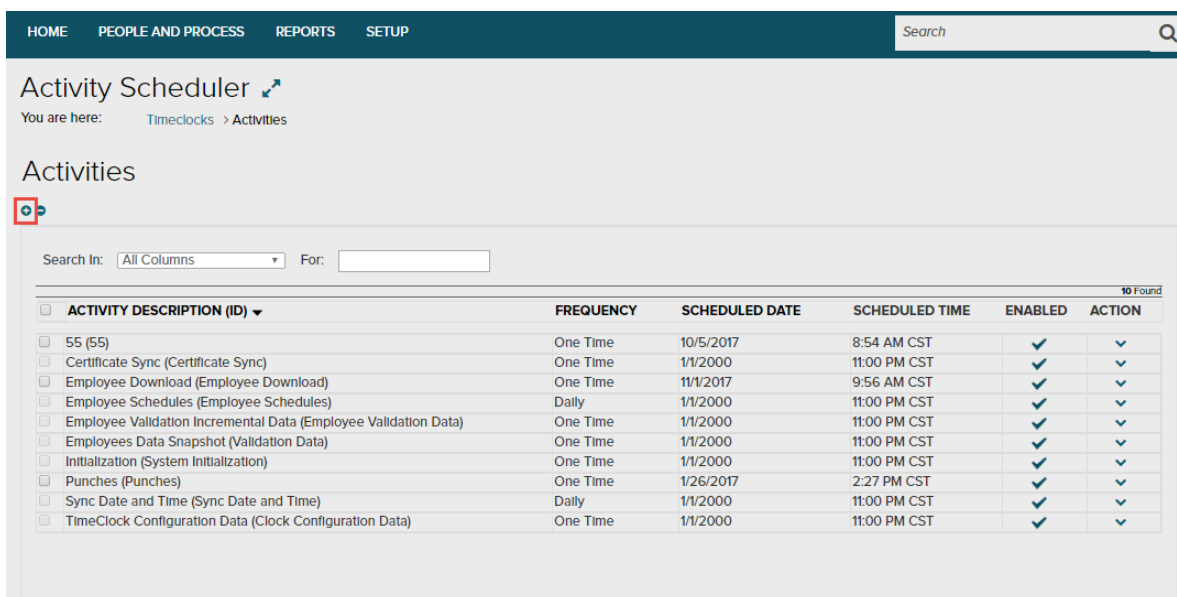
Timeclock Configuration ? ↗

Timeclocks Activity Scheduler Timeclock Profiles

Search In: All Columns For:

| STATUS | DESCRIPTION (ID) | MODEL | TIMECLOCK PROFILE | LAST UPLOAD | LAST ACTIVITY | ACTION |
|--------|------------------|--------------|-------------------|-----------------------|-----------------------|--------|
| On | Clock (Clock) | ADP300 Basic | ADP Basic Badge | 11/1/2017 5:46 AM EST | 11/1/2017 5:59 AM EST | ⌵ |

2. Select the plus sign below the Activities heading.



HOME PEOPLE AND PROCESS REPORTS SETUP Search

Activity Scheduler ↗

You are here: Timeclocks > Activities

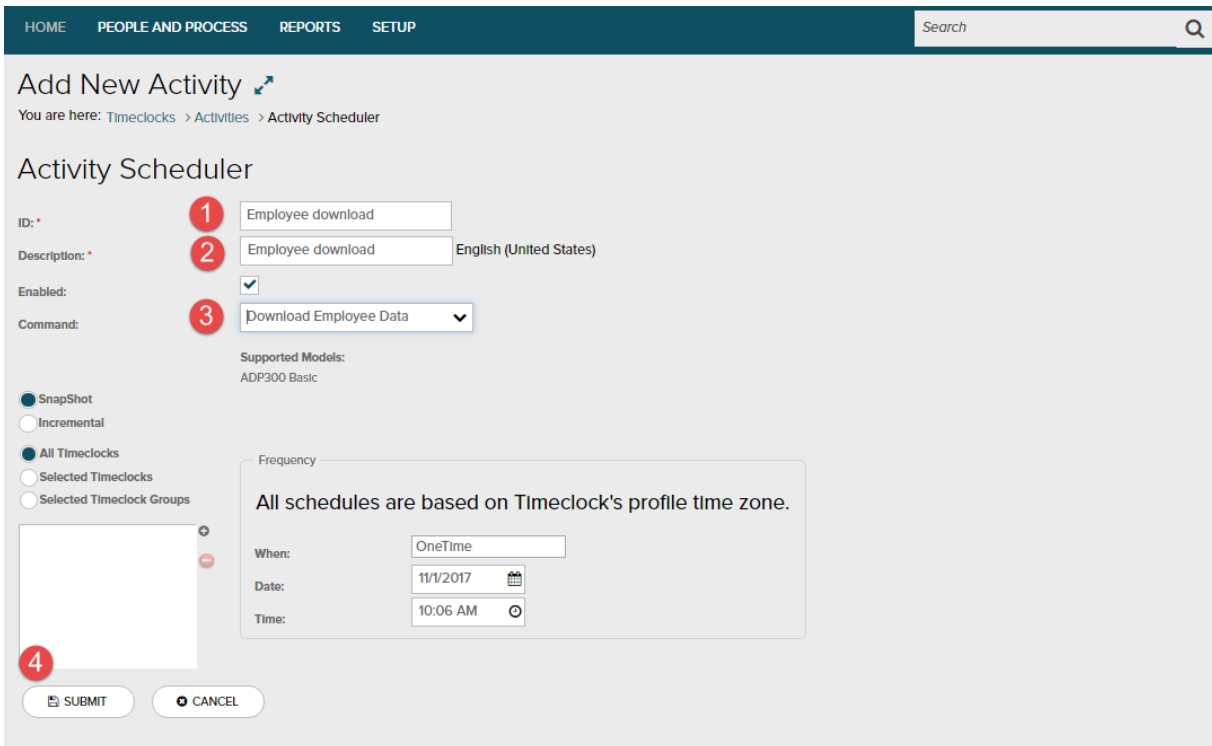
Activities + -

Search In: All Columns For:

| ACTIVITY DESCRIPTION (ID) | FREQUENCY | SCHEDULED DATE | SCHEDULED TIME | ENABLED | ACTION |
|---|-----------|----------------|----------------|---------|--------|
| 55 (55) | One Time | 10/5/2017 | 8:54 AM CST | ✓ | ⌵ |
| Certificate Sync (Certificate Sync) | One Time | 1/1/2000 | 11:00 PM CST | ✓ | ⌵ |
| Employee Download (Employee Download) | One Time | 11/1/2017 | 9:56 AM CST | ✓ | ⌵ |
| Employee Schedules (Employee Schedules) | Daily | 1/1/2000 | 11:00 PM CST | ✓ | ⌵ |
| Employee Validation Incremental Data (Employee Validation Data) | One Time | 1/1/2000 | 11:00 PM CST | ✓ | ⌵ |
| Employees Data Snapshot (Validation Data) | One Time | 1/1/2000 | 11:00 PM CST | ✓ | ⌵ |
| Initialization (System Initialization) | One Time | 1/1/2000 | 11:00 PM CST | ✓ | ⌵ |
| Punches (Punches) | One Time | 1/26/2017 | 2:27 PM CST | ✓ | ⌵ |
| Sync Date and Time (Sync Date and Time) | Daily | 1/1/2000 | 11:00 PM CST | ✓ | ⌵ |
| TimeClock Configuration Data (Clock Configuration Data) | One Time | 1/1/2000 | 11:00 PM CST | ✓ | ⌵ |

Sending a Download to a Hosted Timeclock

3. Enter an ID and a Description and choose 'Download Employee Data' from the 'Command' dropdown list. The ID and Description can be something like 'download' or 'employee download' or 'data download'. Click the 'Submit' button.



The screenshot shows the ADP Activity Scheduler interface. At the top is a navigation bar with links: HOME, PEOPLE AND PROCESS, REPORTS, and SETUP. A search bar is on the right. Below the navigation bar is the heading "Add New Activity" with a link icon. A breadcrumb trail reads: "You are here: Timeclocks > Activities > Activity Scheduler". The main heading is "Activity Scheduler".

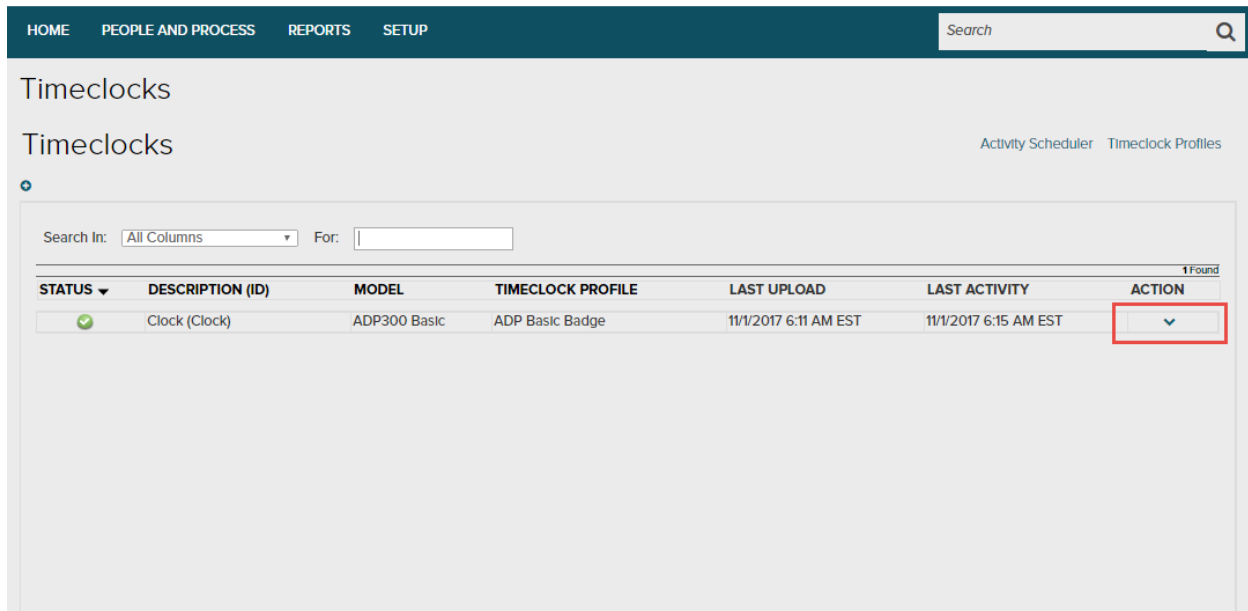
Form fields and callouts:

- 1** ID: * (Text input field containing "Employee download")
- 2** Description: * (Text input field containing "Employee download", with a language dropdown set to "English (United States)")
- 3** Command: (Dropdown menu showing "Download Employee Data")
- Enabled: (Checked checkbox)
- Supported Models: (Text: "ADP300 Basic")
- Frequency section: "All schedules are based on Timeclock's profile time zone." with sub-fields for "When:" (OneTime), "Date:" (11/1/2017), and "Time:" (10:06 AM).
- 4** A large empty text area for notes or additional details.

At the bottom left are radio buttons for "Snapshot", "Incremental", "All Timeclocks", "Selected Timeclocks", and "Selected Timeclock Groups". At the bottom right are "SUBMIT" and "CANCEL" buttons.

Sending a Download to a Hosted Timeclock

4. The download may take 15 or 20 minutes to complete. To check on the progress, access the hosted time clock through Setup > Timeclocks > Timeclock Configuration and click the arrow under the 'Action' column. Choose 'View Activity' from the list.



HOME PEOPLE AND PROCESS REPORTS SETUP Search

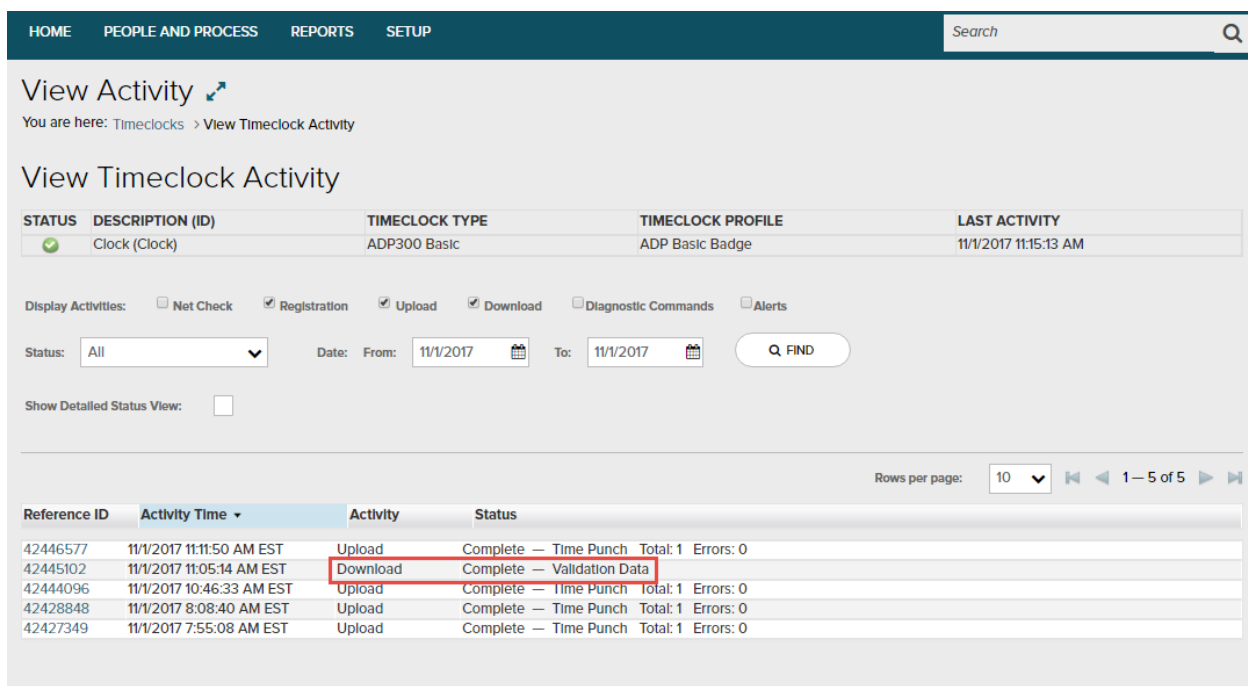
Timeclocks

Timeclocks Activity Scheduler Timeclock Profiles

Search In: All Columns For:

| STATUS | DESCRIPTION (ID) | MODEL | TIMECLOCK PROFILE | LAST UPLOAD | LAST ACTIVITY | ACTION |
|--------|------------------|--------------|-------------------|-----------------------|-----------------------|--------|
| ✓ | Clock (Clock) | ADP300 Basic | ADP Basic Badge | 11/1/2017 6:11 AM EST | 11/1/2017 6:15 AM EST | ▼ |

1 Found



HOME PEOPLE AND PROCESS REPORTS SETUP Search

View Activity

You are here: Timeclocks > View Timeclock Activity

View Timeclock Activity

| STATUS | DESCRIPTION (ID) | TIMECLOCK TYPE | TIMECLOCK PROFILE | LAST ACTIVITY |
|--------|------------------|----------------|-------------------|-----------------------|
| ✓ | Clock (Clock) | ADP300 Basic | ADP Basic Badge | 11/1/2017 11:15:13 AM |

Display Activities: ☐ Net Check ☒ Registration ☒ Upload ☒ Download ☐ Diagnostic Commands ☐ Alerts

Status: All Date: From: 11/1/2017 To: 11/1/2017 Q FIND

Show Detailed Status View: ☐

Rows per page: 10 1 — 5 of 5

| Reference ID | Activity Time | Activity | Status |
|--------------|---------------------------|----------|--|
| 42446577 | 11/1/2017 11:11:50 AM EST | Upload | Complete — Time Punch Total: 1 Errors: 0 |
| 42445102 | 11/1/2017 11:05:14 AM EST | Download | Complete — Validation Data |
| 42444096 | 11/1/2017 10:46:33 AM EST | Upload | Complete — Time Punch Total: 1 Errors: 0 |
| 42428848 | 11/1/2017 8:08:40 AM EST | Upload | Complete — Time Punch Total: 1 Errors: 0 |
| 42427349 | 11/1/2017 7:55:08 AM EST | Upload | Complete — Time Punch Total: 1 Errors: 0 |