

Time and Attendance (T&A) Interface

Background

DataPros for Healthcare was engaged by a major northeast trauma center to consolidate several of their payroll processes by creating an interface from their Kronos system to ADP for check distribution. The interface requirements included several customized rules to identify and correctly process hours and/or direct payments to employees based on a predefined list of pay rules. These pay rules included requirements for union and non-union employees and were contained within several updateable Kronos Connect tables making the interface completely dynamic and able to accept any new pay rules as the facility's payroll needs changed. This interface resulted in hours of time savings and streamlined their payroll process.

Solution Detail

This detailed process created two files to identify employees that were included in ADP and those that were not. The first file is sent directly to ADP for payroll processing. Employees identified in the second file are then added to ADP. The file is then manipulated to include the ADP employee number and finally sent to ADP for payroll processing. To create the two files, Kronos Connect utilizes eight steps.

The first, third, and last four steps identify employees ready for payroll processing, i.e., those employees with timecard punches during the two weeks identified for the payroll processing that exist in ADP. The six steps identify hours and direct payments for employees during the first week, second week, shift differentials for hours 3 for week 1, shift differentials for hours 3 for week 2, shift differentials for hours 4 week 1, and shift differentials for hours 4 for week 2. These steps create an ASCII flat-file in a pre-defined ADP format for processing.

The second and fourth steps identify employees not in ADP that have recorded timecard punches during the two weeks identified for the payroll processing. These steps create a second file in the same format as the first file but identify the non-existent employees as "NO FILE NUMBER" so the payroll clerk can add these employees to ADP. The clerk then replaces the literal "NO FILE NUMBER" in the interface file with the ADP employee number, saves the file, and sends the file to ADP for payroll processing.

Benefitis Realized

- This multi-step process ensures that all employees recording timecard punches for the two week processing period are paid accurately. Prior to the interface, the process required the payroll clerk to create this file manually.
- The send to ADP for the file averages about two hours and would generally reject on the ADP side due to missing employees. Modifications due to incorrect time or direct pays were normal on the old manual payroll processing routine. The new interface files ensure a good send on the first attempt with accurate times, direct pay amounts, and calculations for variable pay rates that are precise to two decimal places (as directed by the client).



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