

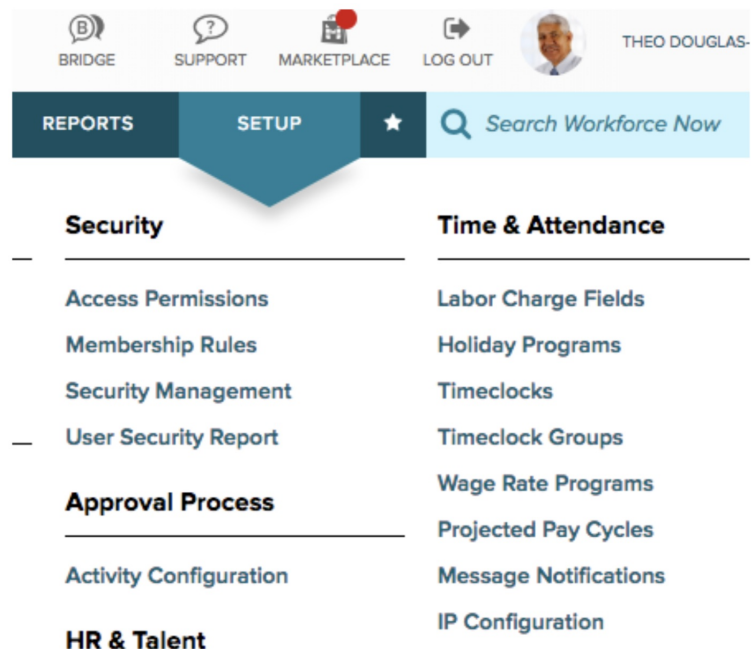
# ADP WFN Critical Account Settings for SpotOn Teamwork

Last Modified on 12/24/2023 9:50 am MST

There are certain settings that must be turned on for ADP accept a payroll upload. Please see that the following steps are taken prior to our sample upload. Requires an ADP specialist.

**1. Time & Attendance settings must be turned on.** (doesn't meant that you are using or paying for Time & Attendance, but just a setting that must be engaged..)

Find out if Time & Attendance is on by go to SETUP -> and see if you have the Time & Attendance menu item



Here's the screenshot on how to turn on the Core Time & Attendance – you'll need to call ADP to turn it on. The screenshot represent the Client Setup Wizard utility which the ADP associates use to setup clients. If unable to resolve this step, please email [teamworksupport@spoton.com](mailto:teamworksupport@spoton.com).

The screenshot shows the 'Client Setup Wizard' interface with three steps: 1. Languages & Locale..., 2. Services Selection, and 3. Activities Selection. The 'Services Selection' step is active, displaying a list of services with checkboxes. The 'Core Time & Attendance' service is highlighted in yellow.

Service Name	Selected
Canadian Payroll	<input type="checkbox"/>
Canadian Payroll - Employee Self-Service	<input type="checkbox"/>
Canadian Payroll - Manager Self-Service	<input type="checkbox"/>
Comp Payroll	<input type="checkbox"/>
Special Payroll Access	<input type="checkbox"/>
Core Payroll	<input checked="" type="checkbox"/>
Core Payroll - PI	<input type="checkbox"/>
DocuMAX-CDROM	<input checked="" type="checkbox"/>
GLI	<input checked="" type="checkbox"/>
iPay	<input checked="" type="checkbox"/>
iPay Admin	<input checked="" type="checkbox"/>
iReports	<input checked="" type="checkbox"/>
Pay Card	<input type="checkbox"/>
Payroll - Employee Self Service	<input checked="" type="checkbox"/>
Payroll - Manager Self Service	<input checked="" type="checkbox"/>
Streamline Inbound	<input type="checkbox"/>
Wisely card - Consumer	<input type="checkbox"/>
Payroll PI - Employee Self Service	<input type="checkbox"/>
Payroll PI - Manager Self Service	<input type="checkbox"/>
Time Off	<input checked="" type="checkbox"/>
Time Off Requests	<input checked="" type="checkbox"/>
WFN OTG	<input type="checkbox"/>
Integration Services - Financial ERP	<input type="checkbox"/>
Integration Services - Pay Data	<input type="checkbox"/>
Integration Services - Retirement	<input type="checkbox"/>
Integration Services - Staffing	<input type="checkbox"/>
Mobile	<input checked="" type="checkbox"/>
Mobile Solutions	<input checked="" type="checkbox"/>
My ADP	<input type="checkbox"/>
WFN Onboarding	<input type="checkbox"/>
Time & Attendance	<input type="checkbox"/>
Core Time & Attendance	<input checked="" type="checkbox"/>
Annual Summary	<input type="checkbox"/>
Edit Audit for Client Access	<input type="checkbox"/>
Employee Hour Management	<input type="checkbox"/>
Expanded Timecard and Scheduling	<input type="checkbox"/>
Flextime	<input type="checkbox"/>
Hosted Timeclocks	<input type="checkbox"/>
Legacy Timecard and Scheduling	<input type="checkbox"/>
Mobile Time	<input type="checkbox"/>
Payroll Export Download	<input type="checkbox"/>
Premium Pay	<input type="checkbox"/>
Projected Payroll	<input type="checkbox"/>
Reconciliation	<input type="checkbox"/>

Buttons at the bottom: CANCEL, SAVE, PREVIOUS, NEXT, DONE.

## 2. Key Settings must be applied:

WFN Pre-Account setup needs to manually be done once for each WFN account:

1. Client must have a Memo Code of 5 added to the mentioned path (setup-> tools-> validation table -> paydata-> Memo). Note it should be added in the below format only.

Eg:- Code : 5, description : TIPS.

2. Client must have a Hours & Earnings Code of T created (Setup -> Tools - Validation Tables -> paydata-> Hours & Earnings Code). Note it should be added in the below format only.

Eg:- Code : T, Description : Tips, Type : Earnings, and Default Field Number : 3.