

Chapter 6

Frequently Asked Questions

from Payroll Data Input API Guide for RUN Powered by ADP Guide

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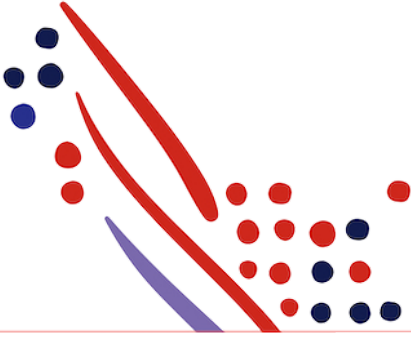
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Frequently Asked Questions

Question 1: Do the ADP Partners have to send the rates if the Earning Code is Regular?

List the Earning Codes for which the rate should or should not be sent.

Answer: Yes, for every earning code, one for **rateCode** or **rateValue** should be sent. In the RUN Powered by ADP UI, go to **Company > Earnings Deductions > Set Up Earnings** to know to which earning codes we need to pass rates.

Question 2: What will happen if the ADP Partner sends different rates than what is configured in RUN Powered by ADP?

Answer: The **rateValue** passed in the API is considered the salary amount for an employee and **numberOfHours** is considered as hours for an employee for a pay period. If the rate is to be modified, refer to the Question 3.

Question 3: If the ADP Partners must send custom rates, what should they do?

There were some special occasions where the employees will be paid at a different rate than the regular rate.

Answer: Using the custom rate, partners can send a custom rate. Include the following .json in the payload to use the custom rate:

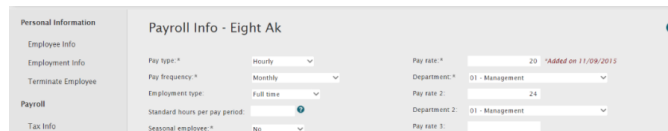
```
"rate": {  
  "rateValue": "1.00",  
  "baseUnitCode": {  
    "codeValue": "hour"  
  }  
}
```

Question 4: Is the Support Shift Differential Pay using the Payroll Data Input API?

Answer: This can be done by setting up Custom Pay Rates on RUN Powered by ADP for the employee. Here is a scenario:

If employees work in non-preferred shifts like 10pm-7am, they will be paid 20% more salary than the normal rate, which is paid during the regular time of 8am-5pm. To achieve this, go to the RUN Powered by ADP UI and select **Dashboard > Employee Directory**. Then, select the desired employee and **Payroll / Payroll Info**.

Assuming the Employees Base Pay is 20 USD per hour, for the non-preferred shift, set the Pay Rate 2 to as 24 US dollars (USD), which is 20% more than the **Base Pay Rate**.



Assuming the employee worked 15 days at 9 hours per day on a normal shift (8am - 5pm) and 15 days at 9 hours per day on an irregular shift (10pm - 7am) for Regular work, the Partner time keeping application, when sending the paydata input for the Client and the employee in question, should report the following time with the custom rate.

- Irregular Shift – Department: Management / Time: 135 hours (15 days * 9 hours per day) / Pay Rate 2
- Regular Shift – Department: Management / Time: 135 hours / Base Pay Rate

```
"payInputs": [{"earningInputs": [{"earningCode": {"codeValue": "REG"}, "rateCode": {"codeValue": "BASE"},
"numberOfHours": "135.00"}, {"earningCode": {"codeValue": "REG"}, "rateCode": {"codeValue": "RATE_2"},
"numberOfHours": "135.00"}], "payAllocation": {"allocationTypeCode": {"codeValue": "DEPARTMENT"},
"allocationID": "Management"}]}
```

Similarly, the **Differential PayRate** may be for an **Earning type** other than a **Regular Pay**. Therefore, an appropriate **Earning code** must be sent. For example, **Overtime (OVT)**.

Question 5: What code can my application use to track the earnings for the CARE Act?

Earning Code	Description
FFFMLA	Families First FMLA Expansion
FFPSLEE	Families First Employee Pay
FFPSLFAM	Families First Family Care Pay

The COVID-19 situation is temporary in nature. Therefore, ADP may inactive these earning codes in the future.

Question 6: What is the process to check the data imported from RUN UI ?

Login to RUN application

Navigate to Payroll landing page by clicking the **Payroll** from Left hand navigation menu links

And then Click **Import timesheets** tile on Payroll landing page



Search with keyword "Time Sheet Import" in Search bar



It should take to **Review time** flow.

