



Chapter 8

Appendix: Time Sheet Import Errors and To- Do's

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

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We recommend you to make your user aware of the following practice:

After using your integrated application to synch Time Sheet data, a client payroll practitioner should review and resolve errors listed in the RUN Powered by ADP UI under **Home > Time Sheet > Time Sheet Import > Select the Pay Frequency**.

The following chart provides information on how to fix the errors the practitioners might encounter when using your application that leverages the Payroll Data Input APIs. Errors are listed in the order of the error number. Information that changes depending on the message, such as a company code, pay frequency, or employee identifier is represented using the %% symbol. For each error, the data in your application should be fixed and synchronization between your application and RUN Powered by ADP should be reprocessed.

Error Number	Message	What to do next
Error Number	Message	What to do next
34611	It looks like the pay frequency (%%1) in your pay data import file doesn't match the pay frequency of this payroll. Make sure you selected the correct time sheet file for this pay frequency.	If this is the correct file, then check the Pay Frequency page under the Company tab and, if needed, add the correct pay frequency. If you continue to get this error, contact your ADP Service team.
34612	The pay period start and end dates (%%1 - %%2) in payroll don't match the pay period start and end dates (%%3 - %%4) in your time and attendance system for this payroll.	Make sure you imported the current pay data import file or correct the pay periods in time and attendance. We will use (%%3-%%4) for this payroll.
34613	It looks like your pay data import file contains an employee (%%1) that does not exist in your payroll. Pay data was not imported for this employee.	To pay this employee, verify you have the correct employee number or try hiring the employee in the payroll application and entering the hours on the Payroll Worksheet .
34614	We noticed that the employee's hire date (%%1) is after the period end date (%%2) for the current payroll. Pay data was not imported for this employee. To include this employee's pay data, change the hire date in payroll and reimport the pay data.	To pay this employee, verify you have the correct employee number or try hiring the employee in the payroll application and entering the hours on the Payroll Worksheet .
34616	There aren't any employees that match the pay frequency (%%1) in this pay data file. Make sure you have the correct file or make any needed changes to your employees' pay frequency on the Payroll Info page and import the pay data file again.	If you still get this error, contact your ADP Service team.
34617	There aren't any employees that match the pay frequency (%%1) in this pay data file. Make sure you have the correct file or make any needed changes to your employees' pay frequency on the Payroll Info page and import the pay data file again.	If you still get this error, contact your ADP Service team.
35102	We couldn't import this employee's time because the employee's status is Leave of Absence in payroll.	Try changing the status to Active in the payroll application on the Employment Info page. Then, enter the employee's hours on the Payroll Worksheet .
35105	It looks like this employee has time included in the pay data file but has a Terminated status in payroll. If the employee's termination date is after the start date of the next payroll, then time will be imported for this employee.	If pay data wasn't imported and you want to pay the employee, try changing the termination date on the Employment Info page so it is during or after the pay period dates, and update the employee's hours on the Payroll Worksheet . If you don't want to pay the employee, then delete the pay data on the Payroll Worksheet .
34622	It looks like the earnings code %%1 isn't correct and we couldn't import pay data for this earning.	Contact your ADP Service team for assistance with this earning.

34623	It looks like the earnings code %1 isn't active in the payroll application, and the pay data can't be imported. Can you change %1 to an active earning code?	Make sure the earning is set up and active for the company on the Company Earnings and Deductions page and enter pay data for the employee on the Payroll Worksheet .
34624	We couldn't import hours for this earning. It looks like the %1 earning isn't valid for this employee, because the payroll application supports an amount, not hours, for this earning.	Try updating the earning on the Company Earnings and Deductions page in the payroll application or contact your ADP Service team.
34626	It looks like department %1 isn't valid and we couldn't import pay data for this department.	Try setting up the department in RUN Powered by ADP and assigning it to the employee. Then, manually add the department to your time and attendance system.
34736	We couldn't import pay data for this earning because the %1 earning is used for employees and not for contractors.	To pay the contractor in the current payroll, enter pay data on the Payroll Worksheet . For the next payroll, assign a different earnings code in the time card, or contact your ADP Service team to set up a new earnings code.
34637	We couldn't import pay data for this earning because the %1 earning is used for contractors and not for employees.	To pay the employee in the current payroll, enter pay data on the Payroll Worksheet . For the next payroll, assign a different earnings code in the time card, or contact your ADP Service team to set up a new earnings code.
34638	It looks like you don't have the correct number of hours for this earning and the hours weren't imported. The %1 hour earning must be from %2 to %3.	Try entering the correct number of hours on the Payroll Worksheet . You can also correct the earnings hours in your time and attendance system, regenerate the time sheet import file, and import it into the payroll application again.
34639	It looks like the %1 earnings amount isn't correct and it wasn't imported. The %1 earnings amount must be from %2 to %3.	Try entering the correct amount for the earning on the Payroll Worksheet . You can also correct the earnings hours in your time and attendance system, regenerate the time sheet import file, and import it into the payroll application again.
34640	We couldn't import pay data for the separate check %1.	Try creating an additional check for the employee on the Payroll Worksheet . You can enter up to nine additional checks for an employee in the payroll application.
34656	We couldn't import pay data for the rate code %1.	Contact your ADP Service team for assistance with this error.
34680	We couldn't import pay data for the %1 rate %2. To pay the employee, enter the correct rate in the Payroll Worksheet .	For the next payroll, enter the rate on the Payroll Info page in the payroll application. If you need to correct the rate configuration in your time and attendance system, contact your ADP Service team.