

ADP Employment Verification Services Employee Participation Import File



This Job Aid will help you create an Employee Participation Import file and guide you on Importing the file into ADP Workforce Now™.

Creating the Employee Participation Import File

1. Create a Custom Report in WFN that includes the following data:
 - Position ID
 - Employee Name
 - EV Consent Selection
2. Export and save your Custom Report.
3. Open the file from its save location and copy the data to a new excel workbook.

Note: Keep the Position ID and EV Consent Selection columns and delete the rest.

Example:

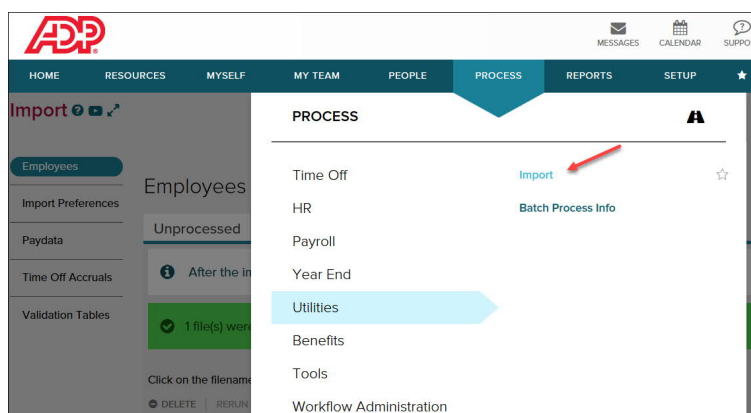
	A	B
1	Position ID	EV Consent Selection
2	IDI083503	Y
3	IDI028858	Y
4	IDI005044	Y
5	IDI009410	N
6	IDI030314	N
7		

Important! Save the excel workbook in CSV format.

You are now ready to Import the file into ADP Workforce Now™!

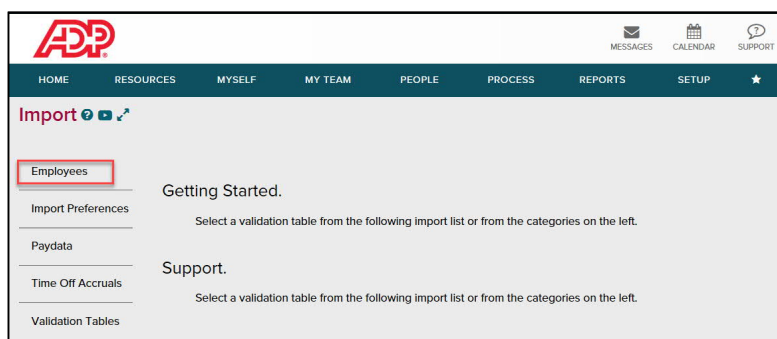
Importing the Employee Participation file into ADP Workforce Now™

1. From the Main menu, select Process > Utilities and click Import.



Result: The Import page appears.

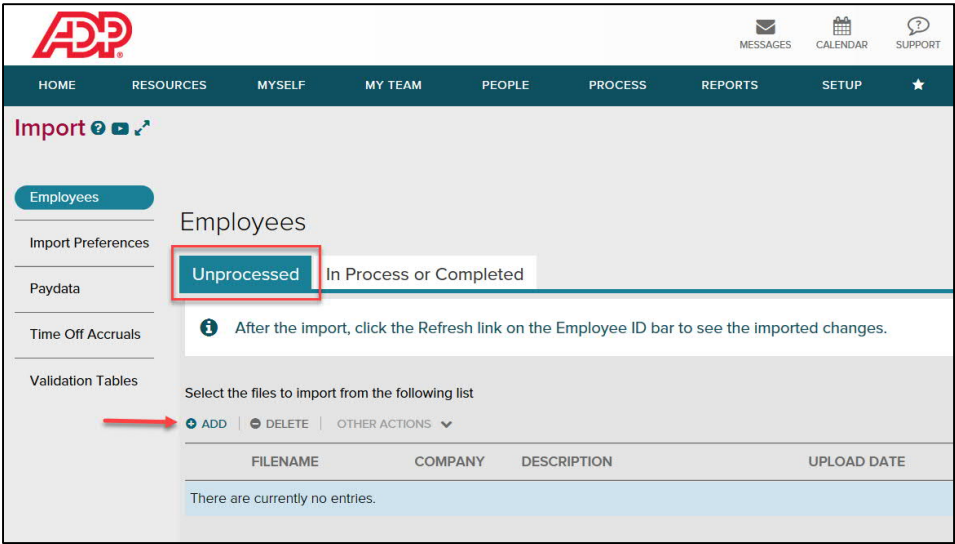
2. From the left-hand menu, click Employees.



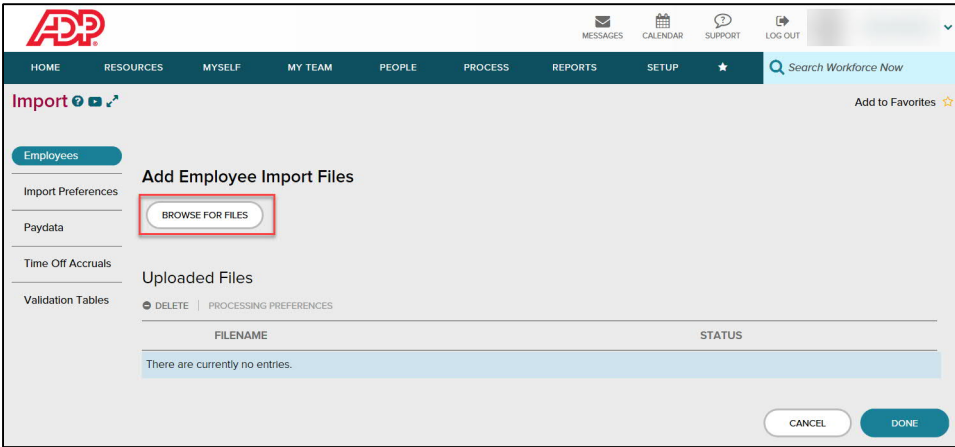
Employee Participation Import File

Result: The Employees page appears opened to the Unprocessed tab.

3. Click ADD.

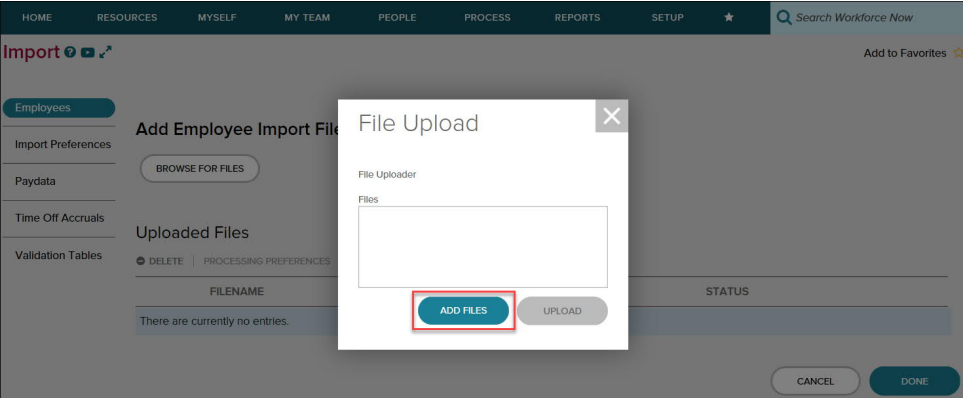


4. Click BROWSE FOR FILES.



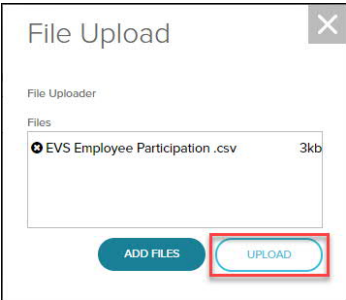
Result: The File Upload popup window appears.

5. Click ADD FILES.



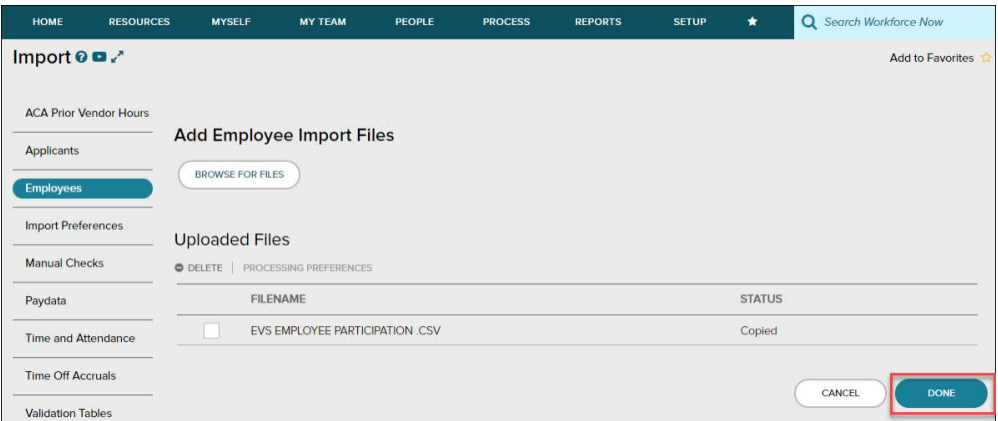
Employee Participation Import File

6. Select the file you created for importing and click **UPLOAD**.



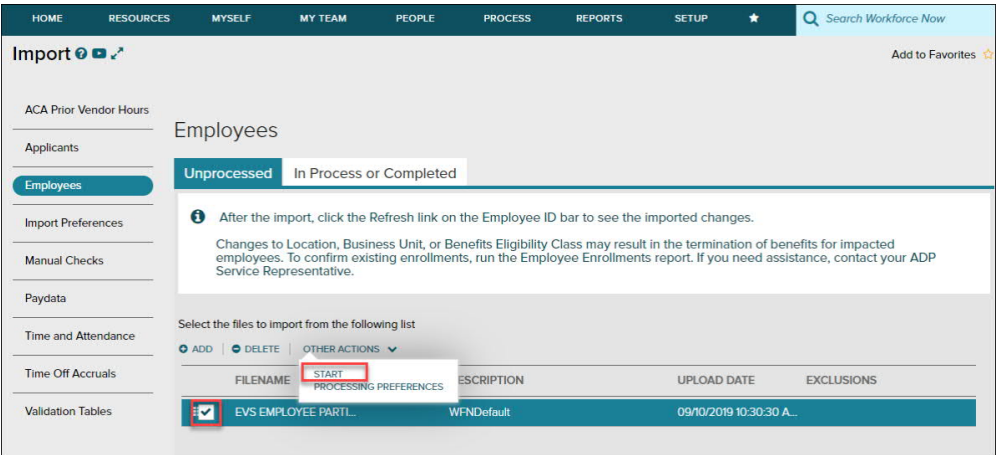
Result: The File Upload popup closes, and the Import page reappears.

7. Click **DONE**.



Result: The Employees page appears opened to the Unprocessed tab showing the file(s) you added.

8. Click the checkbox next to the file you want to process.
9. From the **OTHER ACTIONS** dropdown, click **START**.



Result: The import process starts, and the file is loaded.

10. Once the file has finished loading, view a few of the employees to confirm the load was successful.

Result: Unless there are errors, all the listed employees will have been updated!

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