New Employees

Category	Field Name in EC	Field Name in ADP PayForce	Push	Pull	Limitations
Technical	Integration type		N/A	N/A	**Leave requests, new hires and existing employee changes are sent to ADP via SFTP. Leave balances imported via web-based EC API.**
	Automation		N/A	N/A	**Integration can be automated by an EC developer.**
Personal	Person ID	EMP Code			
	First Name	Given Name 1			
	Preferred Name				**If preferred name is blank in EC, first name will be sent to ADP.**
	Second Name	Give Name 2			
	Last Name	Surname			
	Title				**List value maintained in ADP.**
	DOB				
	Gender	Sex			
	Street 1				
	Street 2				
	Suburb				
	State				
	Postcode				
	Country				
	Personal Email Address	Home Email			
	Work Email Address	Business Email			
	Work Phone				
	Work Mobile				
	Personal Phone	Home Phone			
	Personal Mobile	Mobile Phone			
Employment	Company ID				
	Work Type	EMP Category / Employee Model			
	Hire Date				
	Pay Frequency				
	Work Hours				
	Work Period				
	Termination Date		N/A		
Pay	Annual Salary				
	Hourly Rate				
	TFN				**TFN will not be sent to ADP unless a Tax Declaration is submitted in EC.**
	Superannuation Details				**Superannuation details only sent for brand-new employees, not existing employees.**
	Payslips		N/A	N/A	
	Tax Declarations				
Banking	Number of Bank Accounts Supported				
	Allocation Type / Account Split				
	BSB				
	Account Name				
	Account Number				
	Reference				
Leave	Leave Balances		N/A		
	Leave Requests		N/A	N/A	
	Leave Reversals		N/A	N/A	
Timesheets	Timesheets		N/A	N/A	
	Pay Rate		N/A	N/A	
	Allowances		N/A	N/A	
	Job Cost Code		N/A	N/A	
Expenses	Expense Claims				

Existing Employees

Category	Field Name in EC	Field Name in ADP PayForce	Push	Pull	Limitations
Technical	Integration type		N/A	N/A	**Leave requests, new hires and existing employee changes are sent to ADP via SFTP. Leave balances imported via web-based EC API.**
	Automation		N/A	N/A	**Integration can be automated by an EC developer.**
Personal	Person ID	EMP Code			
	First Name	Given Name 1			
	Preferred Name				**If preferred name is blank in EC, first name will be sent to ADP.**
	Second Name	Give Name 2			
	Last Name	Surname			
	Title				**List value maintained in ADP.**
	DOB				
	Gender	Sex			
	Street 1				
	Street 2				
	Suburb				
	State				
	Postcode				
	Country				
	Personal Email Address	Home Email			
	Work Email Address	Business Email			
	Work Phone				
	Work Mobile				
	Personal Phone	Home Phone			
	Personal Mobile	Mobile Phone			
Employment	Company ID				
	Work Type	EMP Category / Employee Model			**Work Type can be sent to ADP in conjuction with a change request for the same employee.**
	Hire Date				**Hire Date can be sent to ADP in conjuction with a change request for the same employee.**
	Pay Frequency				
	Work Hours				
	Work Period				
	Termination Date				
Pay	Salary				
	Rate				
	TFN				**TFN will not be sent to ADP unless a Tax Declaration is submitted in EC.**
	Superannuation Details				**Superannuation details only sent for brand-new employees, not existing employees.**
	Payslips		N/A	N/A	**Payslips can be imported from ADP into EC manually.**
	Tax Declarations				
Banking	Number of Bank Accounts Supported				
	Allocation Type / Account Split				
	BSB				
	Account Name				
	Account Number				
	Reference				
Leave	Leave Balances		N/A		
	Leave Requests			N/A	
	Leave Reversals			N/A	
Timesheets	Timesheets			N/A	
	Pay Rate			N/A	
	Allowances			N/A	
	Job Cost Code			N/A	
Expenses	Expense Claims				

Legend		
N/A	Yes	No