

Unit4 Revised Clarification for EGPAF

5. Can Unit4 reconcile bi-weekly payroll from ADP to the salary allocated via timesheets and booked to the General Ledger?

Initial response: To maximize efficiencies and support reconciliation, Unit4 would configure a bi-directional data flow between the Unit4 system and ADP. Your payroll processing and bi-weekly reconciliation would be possible via three data flows:

1. Employee census data sent to ADP (new hires, changes, terminations, rates, etc.)
2. Timesheet data sent to ADP for payroll processing and payment
3. Journal entry posting with all relevant detail (project/award) from ADP to Unit4

With the help of reporting, we can reconcile the payroll data generated in ADP (posted journal data) against your salary and timesheet data. In addition, Unit4 is engaged in active discussions with ADP to plan and build a robust and standardized set of data flows with ADP Workforce Now for the Unit4 Industry Mesh. Once available, Unit4 would be solely responsible for maintaining and updating these data flows for our clients.

Follow-up Question:

With respect to your recent answer to our question #5, below, we were confused by the highlighted info. Since the project/award details (i.e., hours worked by employee by project) would exist in Unit4 (timekeeping module), we are confused by the statement that they would be imported from the ADP payroll system into Unit4. Can you please clarify or elaborate on this?

There is flexibility in the way we approach an integration with ADP so that timesheet data can be utilized alongside data from ADP to determine labor costs and for reconciliation. We focused our initial response on the option with the most data share between the Unit4 ERP system and ADP, which we perceived as a goal from earlier conversations. However, if you are hoping to reduce the amount of data that you would need to capture in ADP and take full advantage of Unit4's timesheet/project/award functionality, we would recommend the following:

The best option to reduce steps and centralize timesheet, project and award data would be to utilize the Unit4 solution's included payroll labor costing function and eliminate any project/award data transfer from ADP to the Unit4 ERP. EGPAF would process timesheets in the payroll labor costing tool, which are automatically posted to your payroll labor expense accounts in the GL, with all required (project/award, etc.) details to support labor cost funder/donor reporting. In addition, the timesheet data will be sent to ADP for payroll processing, and the final resulting ADP journal will be imported into the Unit4 ERP GL. With this approach, the ADP journal is quite simple and includes total net pay against payroll suspense account, taxes, benefits and other withholdings. Any costs associated with the employer determined solely by ADP will be allocated using the labor costing model based on the timesheet data in the Unit4 solution.