Classifying Employees in
ADP's AutoPay® - PCPW

Note: Prior to processing payroll, including coding employees in AutoPay and downloading Pay-by-Pay® table files, a client must start a new processing cycle to reflect the current payroll processing date.	

Step	Client's Action
Receive the File	
1.	Access **PCPW**.
2.	From the **PCPW** main window, select **Utilities** > **Receive files**.
3.	Select **Pay by Pay** table data file.
4.	Click **OK**.
Load the File	
1.	Enter you communications password.
2.	Select **Utilities** > **Load files**.
3.	Select **Pay by Pay** table data file.
4.	Click **OK**.
5.	Enter you communications password. **Result**: The table file is loaded.

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