

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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