

# Mapping Employees

ADP has its own codes for identifying employees. These codes might not correspond to the codes you use in your SYMPAQ SQL system. You must match these two sets of codes for new employees before SYMPAQ SQL can export data to ADP.

New employees are entered in SYMPAQ SQL as part of labor distribution, which precedes payroll setup and export. For more information about labor distribution, please refer to the manual [SYMPAQ SQL Labor & Leave User's Guide](#).

For information about entering new employees in the ADP system, please refer to your ADP manual.

**Mapping** is the process by which you match SYMPAQ SQL and ADP codes.

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**NOTE:** If you use the same employee codes in both your SYMPAQ SQL and your ADP systems, you do not need to map employee codes. In that case, continue with [Defining ADP Fields for Paychecks](#), p. 11.

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To map ADP employee codes:

1. Before you start, verify that you have a chart of matching SYMPAQ SQL and ADP employee codes. You cannot browse ADP system codes from within SYMPAQ SQL.
2. From the **External** menu, select **ADP Interface**, and then **ADP Employee Mapping**, and then **New**. The New ADP Employee Mapping screen is displayed:

*New ADP Employee Mapping screen*

3. Click the down arrow in the Employee field and select the new employee. The employee's name is displayed in the Name field.

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**NOTE:** You cannot select an employee who is already mapped to an ADP file number. To edit the ADP code of an existing employee, see below.

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4. Type the employee's ADP file number in the File Number field.
5. Clear the Pay Without Hours check box.
6. Select the Send Earnings check box.

