Enterprise - How to Utilize ADP Wisely

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What is ADP Wisely?

ADP has created a new paycard program called Wisely. Wisely pay allows employees to streamline their finances, load checks, and even use the ADP Wisely app to pay bills online. To learn more about Wisely, check out ADP's Website.

Global Cash Card Transitions to ADP Wisely

Note As of 9/28/2020, Global Cash Card has transitioned to Wisely Pay.

With this transition to ADP Wisely, there are a few points of note:

- Current issued pay cards will continue to function normally
- Direct deposit information that has already been entered will remain the same
- Employees will manage their card using the myWisely app or mywisely.com

Integrating with ADP Wisely

We integrate with ADP Wisely to help make activating and loading Wisely pay cards fast and simple. We currently only support this integration within our Enterprise system.

This Article Covers:

- 1. How to Setup the ADP Wisely Integration
- 2. How to Utilize the ADP Wisely Integration

How to Setup the ADP Wisely Integration

In order to get started with our Integration, you will need to talk with your TempWorks account manager. Our team will set up your company with an API key before the initial use of the ADP integration can occur.

How to Utilize the ADP Wisely Integration

The Wisely integration is broken into two parts:

- 1. Activating Paycards
- 2. Funding Paycards

To Activate a Payroll Card for a New Employee:

Note Before a new employee can receive a paycard they must have a valid SSN, date of birth, phone number, and mailing address. This information can be found on the details page of the employee's record.

- 1. Navigate to the employee's record
- 2. Select Pay Setup > Electronic Pay on the left
- 3. Check the box to activate electronic payments
- 4. Click on the Paycard Account option on the right and select Enroll New ADP Card

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	Paycard Vendor	ADP	Ψ
		Enroll New ADP Card	

• If the employee does not have the necessary information entered on their employee file you will receive a message letting you know what needs to be entered before you can set up their paycard information:

Enter a valid SSN for the employee
Birth Enter date of birth for the employee
Enter a complete mailing address for the employee
the missing information to the Employee record up an ADP paycard for Abbott, Cameron .

5. A new window will open, enter enrollment information:

ollov	w the steps below to enroll an ADP	paycard for Adams,	, Amy			
1	Enter ADP Card Information					
	Account Id Validate Card					
	Enter either a 19-digit Proxy ID or	a 16-digit Account I	Number for the pay	vcard.		
_						
2 :	Select Funding Account					
	Location		Ŧ			
	Funding Account		~			
3 :	Select Contact Methods ADP enrollment requires a phone Email	number. An e-mail o Phone	contact is optional.	Ŷ		
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- Enter the ADP Wisely Card Information & select validate
 - This can be the account number or proxy ID provided by ADP

llow the steps be	low to enroll an ADP paycard for Adams. Amy
1 Enter ADD C	ved Information
L Enter ADP Ca	
Account Id	Validate Ca

 $\circ~$ Select a location & funding account from the drop down. This information is provided by ADP

2 Select Funding Account					
Location	· · · · · · · · · · · · · · · · · · ·				
Funding Account	Ţ				

- Select Contact Method(s)
 - Phone number is required but email is optional. This information is selected via the drop down based on their contact methods on the employee record.

3 Select Con	3 Select Contact Methods					
ADP enrollment requires a phone number. An e-mail contact is optional.						
Email		one 🔻				

- Validate Employee Address
 - The address located on the employee's address will automatically standardize to the ADP Paycard address on the right. No changes should be needed.

4 \	4 Validate Employee Address							
	Employee	Address	ADP Pa	aycard Address				
	Street	123 Clover Ln	>>	123 Clover Ln				
	City	Eagan		Eagan				
	State	MN		MN				
	Zip Code	55121	>>	55121				

6. Once you have entered all the information necessary, click the enroll option in step 5 to activate the new card.

Note ADP Wisely Additional Security

If an employee already has a Wisely paycard, then ADP will not allow you to activate a new card. Instead, it will give you an error message letting you know that the existing card information was added instead of activating the new account. This is validated on ADP's side by looking at name and SSN information to stop employees from getting a new card.

This means that if an employee comes back to work for you and was given an ADP Wisely card before, they will not get a new account and should instead contact ADP Wisely if they have lost their card.

Once the paycard has been activated, the paycard information will display in the paycards side of Electronic payments and the employee will receive an email if an email was provided at registration.

To Fund an ADP Wisely Card:

You will need to decide which funding option works best for your company when TempWorks' turns on this integration.

Option 1: Process Paycard Funding via ACH

If this option is turned on, the paycard account information will automatically be added to the ACH Bank Account section under Electronic Pay on the Employee's Record. After transactions have been processed when the ACH file is pulled for all the direct deposits, it will include the paycard information as well.

\$ -		
		Payroll
-	16	Unpaid W2 Transactions
\bigcirc	0	Unpaid 1099/Vendor Transactions
	4	Unpaid Delayed Transactions
	3	Open Payroll Runs
\bigcirc	0	Open Paycard Funding Runs
	H	 Start or continue a payroll run
	Ę	Print a payroll run
	>	Abandon a payroll run
	• [Manage electronic payment files (ACH / Pos Pay)
	-	Start or continue a paycard funding run
	>	Abandon a paycard funding run
	?	Test print a paycheck

Not sure how to pull an ACH file? Check out How to Create ACH and Positive Pay Files.

Option 2: Fund Paycards in a Separate Funding Run

If this option is turned on, funding paycards will be separate from the ACH file pulled. Funding runs will happen once the timecards have been proofed and run through a payroll run.

To Process a Paycard Funding Run:

1. In Enterprise, navigate to Pay/Bill > Payroll > Start or Continue a Paycard Funding Run

\$ -					
		Payroll			
	16	Unpaid W2 Transactions			
\bigcirc	0 Unpaid 1099/Vendor Transactions				
$\overline{\mathbf{O}}$	4	Unpaid Delayed Transactions			
	3 Open Payroll Runs				
\bigcirc	0	Open Paycard Funding Runs			
	4	 Start or continue a payroll run 			
	Ę	Print a payroll run			
	>	Abandon a payroll run			
	С	Manage electronic payment files (ACH / Pos Pay)			
	•	Start or continue a paycard funding run			
	>	Abandon a paycard funding run			
	?	Test print a paycheck			

2. Select Start a new Paycard Funding Run

📼 fund paycards - start						
▶ Start Existing Runs Select Paycards Validation	begin paycard funding					
View Paycards Fund Paycards Finish	 Start a new paycard funding run Continue a paycard funding run 					

3. Select the paycards you are ready to fund

🖃 fund pay	rcards - sel	ect payc	ards						
Start Existing Runs • Select Paycards Validation View Paycards Fund Paycards Finish	Select paycal Paycard Vendor Location Fund Fund Emp Nicc	All	Chk # 4295030818	· · · · · · · · · · · · · · · · · · ·	Funding Acco Amount \$0.04	unt Branch Minneapolis		Previous Error	×
						Cancel	< Ba	ack New	•

- $\circ~$ Use the check mark at the top to select all if you are ready to fund all the paycards
- 4. Select Next
- 5. Review and correct any error messages

correct or approve validation issues Run 7							
One or more paycard checks in t	One or more paycard checks in the paycard funding run have data that doesn't match the employee's bank information.						
For each validation error below,	you must do one of	the following:					
 Remove check from f Update check data fr Approve check as OK 	 Remove check from funding run Update check data from employee bank Approve check as OK to fund 						
			× 🖻 👗				
Approve Employee	Chk #	Amount Le	Error				
Nicole, Allison	4295030818	\$0.04	The employee is currently setup for using paycards				
4							

- If you aren't ready to fix the error messages for the paycard, you can select the paycard with the error and click on the X in the upper right to remove it from this run. The paycard will still appear ready to be funded when you do another paycard funding run.
- 6. Select next
- 7. Select Begin Funding Paycards

		@ _ ×
📼 fund pay	/cards - fund paycards	
Start Existing Runs Select Paycards Validation View Paycards • Fund Paycards Finish	fund paycards	Run 7
	Cancel < Back	Next >

8. Once the paycards have been funded, you will be able to select next and finish to complete the paycard funding run

📼 fund pay	ycards - fund paycards	⑦ _ ×
Start Existing Runs Select Paycards Validation View Paycards • Fund Paycards Finish	fund paycards Funding paycards I of 1 card processed 1 card successfully funded Funding run has completed	Run 7
	Cancel < Back	Next >

As cards are funded, navigate to the employee > pay history > paycard history tab to review the funded card details:

Allison N 309 Montecito (Escondido, CA 9	Icole ! Call Andrea Back len ID: 4295037689 :025 SSN: xxx-xx-7411 Branch: Minneapolis > tasks appointments so
 visifile details documents integrations evaluations messages pay history accrual history accrual history adjustment history check register paycard history taxes to date transaction history 	Prag a column header here to group by that column. Posted D < Account Number
pay setup	

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