

Payroll Connect Add-in for ADP PC/Payroll Instructions

Step 1: Uninstall current Payroll Connect Add-in for ADP PC/Payroll.

If you currently have the Ascentis HR Payroll Connect Add-in for ADP PC/Payroll on this machine, please uninstall it first. To do this open up Control Panel, and click on Add/Remove Programs. From the Add/Remove Programs screen, scroll down, and click "Ascentis ADP Add-In", then click Remove and follow the instructions.

Step 2: Download Payroll Connect Add-in for ADP PC/Payroll

www.ascentis.com/PayrollConnectAdd-ins/ADP_add_in.exe

Step 3: Run the setup program.

- a. Click Next on the welcome screen.
- b. Make sure the File Location is showing the HROffice installation path, by default it should already show this. Also, keep Just Me selected as the bottom option and click Next.
- c. Click Next on the Confirmation Screen.
- d. If this is the first time you have downloaded this screen please enter in the information that you have been given by your Ascentis representative. If you have installed this software before then the values should be filled in correctly and you can click OK.
- e. Installation is complete, click Close.

Having Problems?

If you encounter any problems in the update process, please contact Ascentis Technical Support at support@ascentis.com.