Payroll & HR Quarterly

Newsletter

Q3 2026 | Payroll Department Updates

Staying Connected This Quarter

As we move through the 3rd Quarter of 2026, the Payroll Department would like to touch base and share several important reminders to help facilitate communication and
ensure timely and accurate payroll processing. Your partnership with is greatly appreciated in maintaining
compliance and supporting DP World employees effectively. 3rd Quarter ends 9/30/2026

Important Q3 Updates:

Password Reset Request Form – Password Reset Form **(click)**
This form is the required form that should be used to send to Payroll to request all password resets for **ADP iPay** and **ADP eTime**

- This form has already been distributed to HR Directors and is available in the DMS.
- Using this form helps Payroll to reduce delays and minimize the need for follow-up emails

Employee Terminations

- When an employee is Terminated, please remember to review and end date all Pay components in TOPS which may include; Union Dues, BYOD Allowances, Internet, Auto or any others applicable. **Canada**-Ensure you end date Taxable Life & QHLTH as well.
- When these aren't end-dated properly in TOPS, and they are rehired, all the above continue causing payroll discrepancies.

What should you do when Employee ID's are Missing in ADP eTime ?

- Check **TOPS** before emailing Payroll. The reason is because they might have failed replication in **TOPS,** which means Payroll has not received the necessary data. You will see this by clicking on the "Payroll" Tab in TOPS and view the "Payroll Replication Details", then click on the Data Replication Monitor to view if any information has Failed. If you see that any set up info has Failed, then click the "Go to Replication Monitor" tab at the bottom to see the details as to
  WHY any necessary data is failing to come through. (Click for Example)
  Everything set up in TOPS must successfully replicate through the monitor over to Payroll and into our systems in SAP and eTime before we can successfully process our Payroll.
- If you see that the employee didn't fail replication and still does not have ADP eTime ID's, then please reach out to Payroll and we will fix.

Employee Personal Information Updates:

Please communicate to your location's employees and remind them to review their personal information and make sure any
changes needed are submitted correctly into **TOPS** before 9/20/2026 to ensure we correctly process
our 3rd Quarter Payroll Taxes. Quarter end date closes **9/30/26.**

This includes:

- Make sure to enter the Employee's correct home mailing address (This affects payroll taxes and in many cases causes incorrect payroll tax filings)
- Do not use PO Box Mailing addresses (This causes errors for payroll tax filings. Do not use PO Box addresses in the Line 1 field, if you must use PO Box addresses, please enter on line 2)
- Tax withholding elections
- Direct deposit information
- Name changes
- Social security numbers entered correctly-impacts the W-2's
- Remote working status-if an employee switches to fully remote status, make sure HR communicates this information to Payroll

*Remote Workers home addresses may impact payroll taxes, please make sure employee's home addresses are updated timely
with respect to when an employee moves to the new address and make sure to enter correctly into TOPS

The Payroll Department values our partnership with HR and looks forward to maintaining strong, supportive, and healthy collaboration as both departments strive to meet the essential needs and demands for a rapidly growing organization.

Payroll continues to recognize the importance of adapting new ways to support operational efficiency and expand new ways to scale our department's growth and goals which align to HR data while accurately processing Payroll.

Have a wonderful rest of the Quarter!

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