Processing Payroll in ADP® Time & Attendance

Resolve Timecard Exceptions
Resolve Timecard Exceptions to correct timecard data that is in a state of error.

⬇

Print the Payroll Detail Report with Dept
Print the Payroll Detail Report with Dept to obtain the timecard data you will transfer to your payroll platform.

⬇

Begin Payroll Preparation
Begin Payroll Preparation to lock the Pay Cycle and prepare ADP Time & Attendance data for processing payroll.

⬇

Move Period
Move Period to bring your ADP Time & Attendance system up to date and display the correct date range as the Current Pay Period.

Resolve Timecard Exceptions

1. From ADP Time & Attendance Home, click the Timecard Exceptions icon.
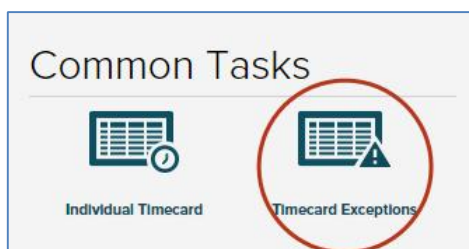
2. In the Totals row of the Exceptions Type column, click the number of Timecard Exceptions.
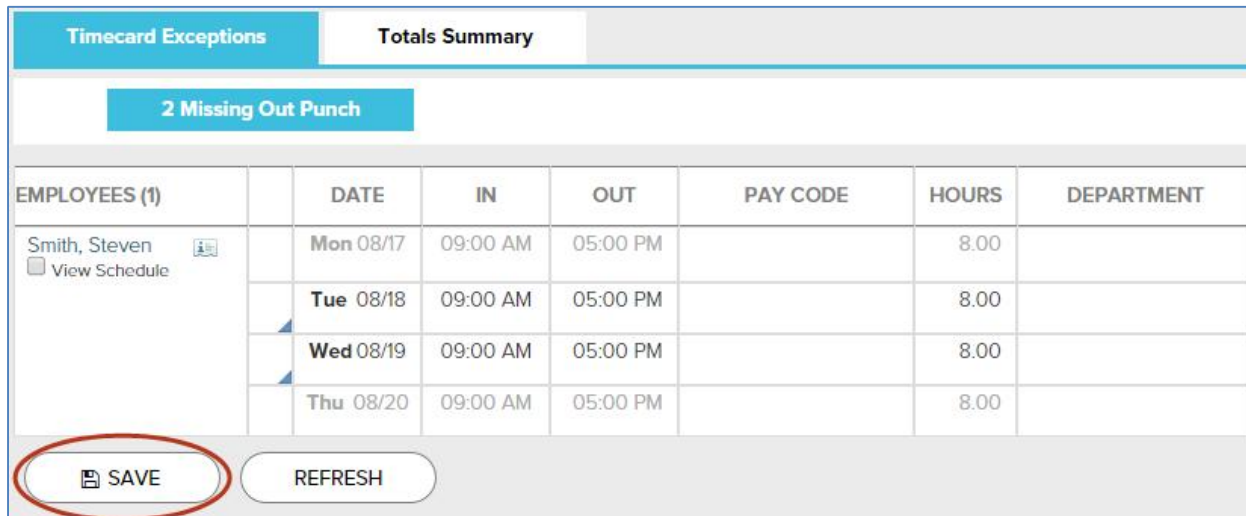

3. In the In or Out fields with Exception icons, type the correct time in or out for the employee.

4. Click Save. A "No data found" message displays when the exceptions of this type are resolved.
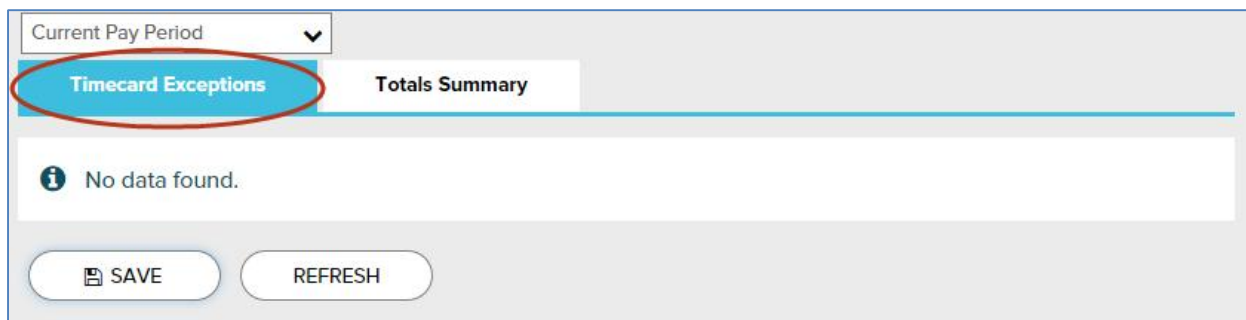
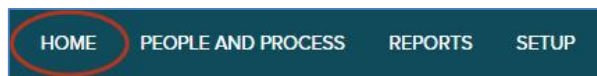| Timecard Exceptions		Totals Summary					
2 Missing Out Punch							
EMPLOYEES (1)		DATE	IN	OUT	PAY CODE	HOURS	DEPARTMENT
Smith, Steven [icon] View Schedule		Mon 08/17	09:00 AM	05:00 PM		8.00	
		Tue 08/18	09:00 AM	05:00 PM		8.00	
		Wed 08/19	09:00 AM	05:00 PM		8.00	
		Thu 08/20	09:00 AM	05:00 PM		8.00	

💾 SAVE   REFRESH

5. Click the Timecard Exceptions tab. If Timecard Exceptions display, then return to Step 3 on page 2. If a "No data found" message displays, then continue to Step 1 on page 4.
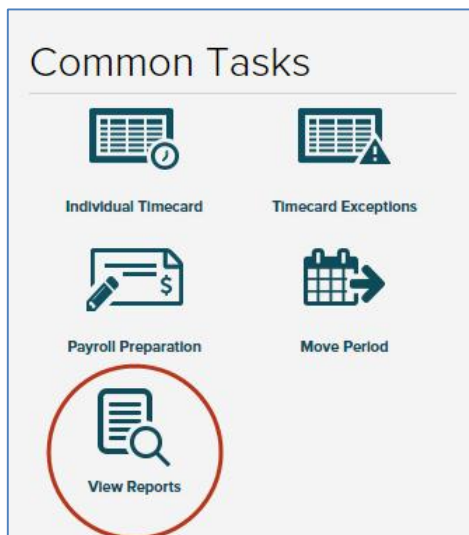
Current Pay Period ⌄

Timecard Exceptions	Totals Summary

ℹ No data found.

💾 SAVE   REFRESH

Print the Payroll Detail Report with Dept

1. Click the Home tab.

| HOME | PEOPLE AND PROCESS | REPORTS | SETUP |

2. Click the View Reports icon.

Common Tasks

Individual Timecard   Timecard Exceptions

Payroll Preparation   Move Period

View Reports

3. In the Payroll Detail Report with Dept row, click the View Report icon.
   Note: If no report displays, disable your popup-blocker and repeat this step.

Reports – Home	Report Scheduling	
OPTIONS	**NAME**	**DESCRIPTION**
	Company Profile - Administrator	List of common configurations.
	Edit Audit Report	Detailed audit report of changes made by specific users.
	Employee Badge Report	List of employees by badge number.
	Employee List Report	Alphabetical list of employees.
	Payroll Detail Report with Dept	Employee department hours and wages by company code.

4. To refer to the Payroll Detail Report with Dept later, print it or leave the report window open.
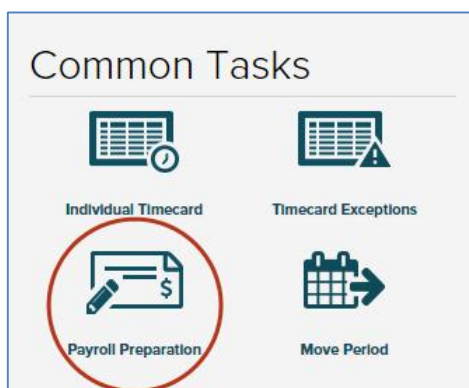
Payroll Detail Report with Dept
Current Pay Period
Company Code:

Last Name	First Name	Position ID			
Pay Code	**Worked Depa**	**Pay Rate**		**Hours**	**Dollars**
Smith	**Steven**	**3**			
REGULAR-Regular		$0.0000		80.00	$0.00
			Subtotal	80.00	$0.00
			Total for:	80.00	$0.00

Begin Payroll Preparation

1. Click the Home tab.

| HOME | PEOPLE AND PROCESS | REPORTS | SETUP |

2. Click the Prepare for Payroll icon.

Common Tasks

Individual Timecard   Timecard Exceptions

Payroll Preparation   Move Period

3. Click Start Preparation.

Payroll Preparation ❓ ↗

REFRESH

PAY CYCLE	ACTION	STATUS	CURRENT PERIOD	NEXT PERIOD END	FREQUENCY	NOTIFICATION OPTIONS
Bi-Weekly Pay Cycle (BIWKLY)	START PREPARATION	🔒 Open	08/09/20XX - 08/22/20XX	09/05/20XX	Bi-weekly	Enabled

REFRESH

4. Click Finished.

Payroll Preparation ❓ ↗

Pay Cycle: Bi-Weekly Pay Cycle (BIWKLY)   08/09/20XX - 08/22/20XX

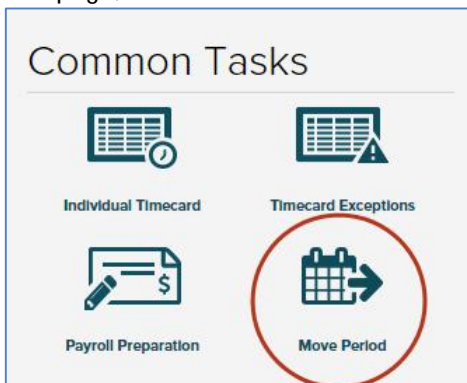**Preparation complete!**
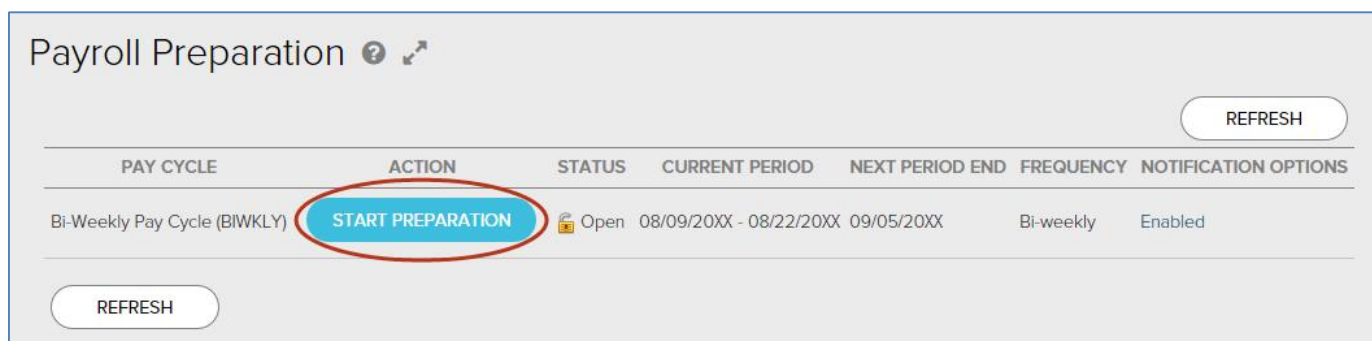
FINISHED
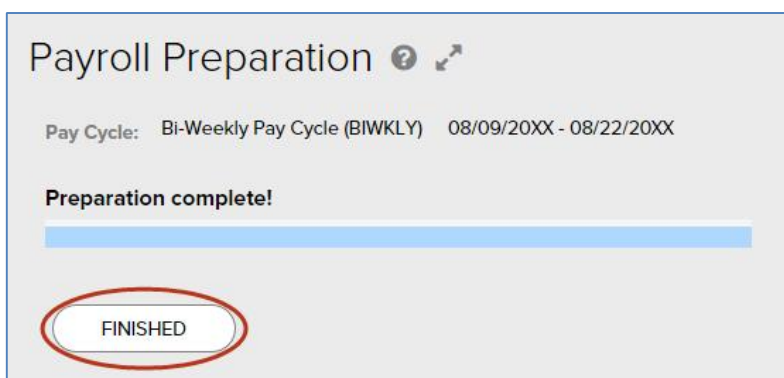
5. Refer to the data in the Payroll Summary Report with Dept when you call, fax, or email your employees' hours to payroll.

Important: Only proceed when you have received and confirmed the accuracy of your checks.
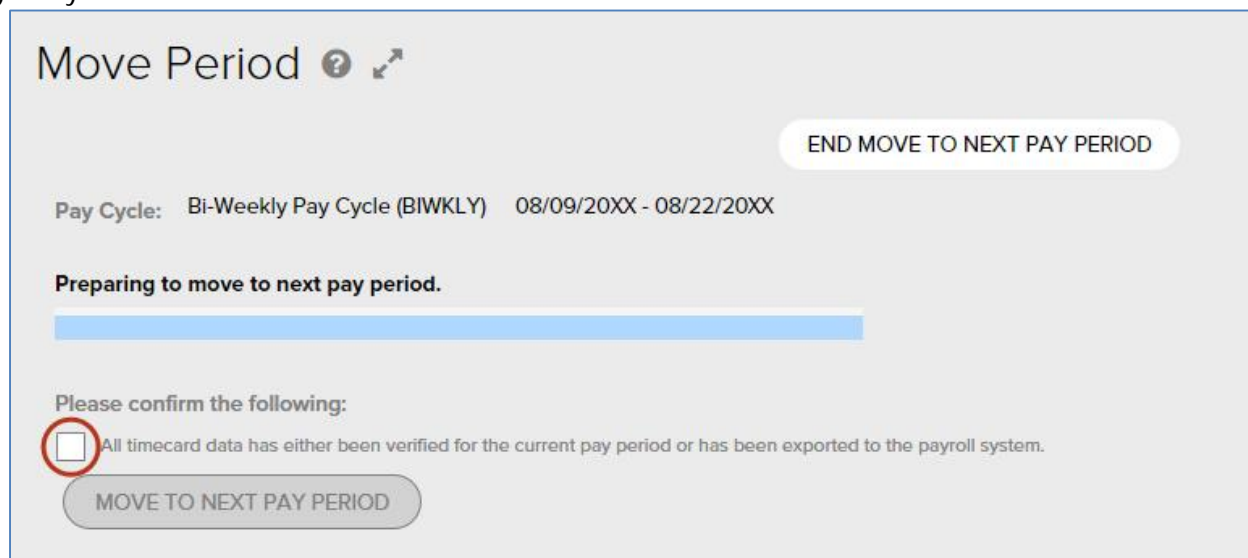
1. From the ADP Time & Attendance Home page, click the Move Period icon.

2. Click Start Move.

3. Click to select the All timecard data has either been verified for the current pay period or has been exported to the payroll system check box.

4. Click Move to Next Pay Period.

Move Period ❓ ↗

END MOVE TO NEXT PAY PERIOD

Pay Cycle: Bi-Weekly Pay Cycle (BIWKLY) 08/09/20XX - 08/22/20XX

Preparing to move to next pay period.

Please confirm the following:

☑ All timecard data has either been verified for the current pay period or has been exported to the payroll system.

You can now move the Pay Period forward. **This step is irreversible.**

MOVE TO NEXT PAY PERIOD

5. Wait 30 seconds and click Refresh. Repeat until the Status displays Open.

Move Period ❓ ↗

View Edit Audit

REFRESH

PAY CYCLE	ACTION	STATUS	CURRENT PERIOD	NEXT PERIOD END	FREQUENCY	NOTIFICATION OPTIONS
Bi-Weekly Pay Cycle (BIWKLY)	Start Move	Move Pending	08/09/20XX - 08/22/20XX	09/05/20XX	Bi-weekly	Enabled

REFRESH