

Processing Payroll in RUN Powered by ADP® and ADP® Time & Attendance

Process Payroll with RUN Powered by ADP

Begin Process Payroll to lock the Pay Cycle and resolve Timecard Exceptions to correct timecard data that is in a state of error.

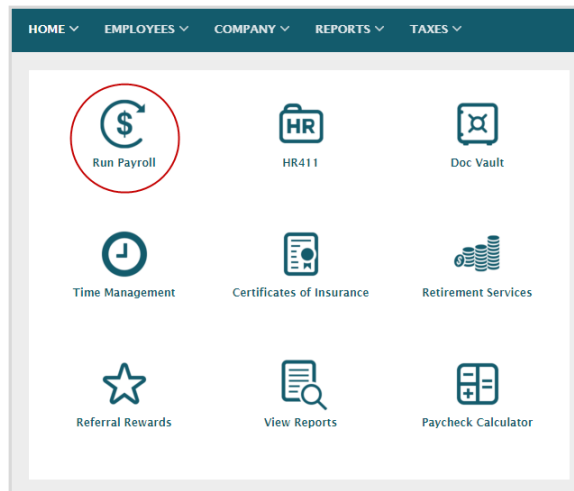


Complete Payroll with RUN and Automatically Move Period

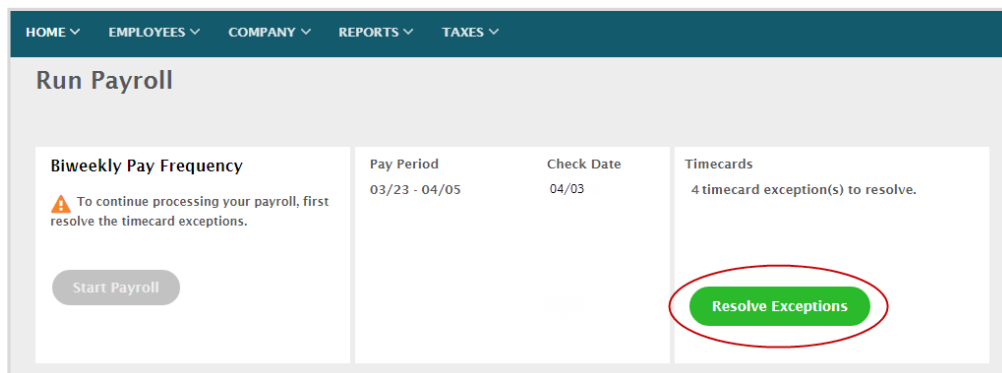
Complete Payroll with RUN to approve the hours from ADP Time & Attendance, generate payroll, and automatically Move Period to display the correct date range as the Current Pay Period

Here's how to process payroll with RUN Powered by ADP

1. On the Payroll Home page, click the Run Payroll icon.



2. On the Run Payroll page, in the Timecards section, click Resolve Exceptions.



3. Resolve the timecard exceptions as needed and then click Save.

Close

Timecards with Exceptions

Employee Name: Bill Night | Contact: 0987654321 | Bi-Weekly Pay Cycle Pay Period: 03/23/20XX - 04/05/20XX

Exception Summary: 2 Employees with exceptions | 4 Exceptions to resolve

WEEK	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon 03/23	09:00 AM - 05:00 PM		8.00		8.00	8.00	0.00
Tue 03/24	09:00 AM - 05:00 PM		0.00		0.00	0.00	0.00
Wed 03/25	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00
Thu 03/26	08:00 AM - 05:00 PM		0.00		0.00	0.00	0.00
Fri 03/27	08:00 AM - 05:10 PM		9.17		9.17	9.17	0.00
Sat 03/28	-		0.00		0.00	0.00	0.00
Sun 03/29	-		0.00		0.00	0.00	0.00
WEEK 1 TOTALS					26.17	26.17	0.00
WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon 03/30	-		0.00		0.00	0.00	0.00
WEEK 2 TOTALS					0.00	0.00	0.00

Pay Period (26.17) | Week 1 (26.17) | Week 2 (0.00)

Save | Cancel | Preferences | Legend

4. Click the right arrow to move to the next employee with timecard exceptions.

Close

Timecards with Exceptions

Employee Name: Bill Night | Contact: 0987654321 | Bi-Weekly Pay Cycle Pay Period: 03/23/20XX - 04/05/20XX

Exception Summary: 1 Employees with exceptions | 2 Exceptions to resolve

WEEK	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon 03/23	09:00 AM - 05:00 PM		8.00		8.00	8.00	0.00
Tue 03/24	09:00 AM - 05:15 PM		8.25		8.25	8.25	0.00
Wed 03/25	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00
Thu 03/26	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00
Fri 03/27	08:00 AM - 05:10 PM		9.17		9.17	5.75	3.42
Sat 03/28	-		0.00		0.00	0.00	0.00
Sun 03/29	-		0.00		0.00	0.00	0.00
WEEK 1 TOTALS					43.42	40.00	3.42
WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon 03/30	-		0.00		0.00	0.00	0.00
WEEK 2 TOTALS					0.00	0.00	0.00

Pay Period (43.42) | Week 1 (43.42) | Week 2 (0.00)

Save | Cancel | Preferences | Legend



- When the Exception Summary displays "All caught up!", click Close to return to the Run Payroll page.

Close

Timecards with Exceptions

Employee Name: Jim Morrison
Contact: Not Available
Bi-Weekly Pay Cycle Pay Period: 03/23/20XX - 04/05/20XX

Exception Summary
All caught up!
You do not have any timecards with exceptions.

WEEK 1		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	03/23	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00
Tue	03/24	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00
Wed	03/25	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00
Thu	03/26	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00
Fri	03/27	08:00 PM - 05:00 PM		21.00		21.00	4.00	17.00
Sat	03/28	-		0.00		0.00	0.00	0.00
Sun	03/29	-		0.00		0.00	0.00	0.00
WEEK 1 TOTALS						57.00	40.00	17.00
WEEK 2		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	03/30	08:00 AM - 05:00 PM		9.00		9.00	9.00	0.00

Pay Period (66.00) Week 1 (57.00) Week 2 (9.00)

Save Cancel Preferences Legend

Here's how to complete Payroll with RUN and automatically move period

- In RUN, on the RUN Payroll page, click Start Payroll.

HOME EMPLOYEES COMPANY REPORTS TAXES

Run Payroll

Biweekly Pay Frequency
When you start payroll, timecards for this pay period are locked.

Pay Period
03/23 - 04/05

Check Date
04/03

Timecards
109 total hours for this pay period.

Start Payroll View Timecards

Complete Payroll with RUN and Automatically Move Period

2. Edit entries as needed and click Preview Payroll.

Note: If there are any inaccuracies in the hours, you can click the Cancel button to unlock the timecards and make any needed edits.

1. Enter Payroll 2. Preview Payroll 3. Payroll Summary

Biweekly: Mar 23, 20XX to Apr 5, 20XX Check date: 04/03/20XX Payroll Notes ?

Employee Name	Rate	Regular Hours	Salary Amount	Overtime Hours	Vacation Hours	Sick Hours	Personal Hours	Bonus Amount	Misc Amount
Morrison, Jim	\$20.0000 / hr	49.00		17.00					
Night, Bill	\$15.0000 / hr	40.00		3.42					
Totals		89.00	\$0.00	20.42	0.00	0.00	0.00	\$0.00	\$0.00

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Payroll Overrides ▾ Sort By ▾ Cancel Save Finish Later **Preview Payroll**

3. If the totals are accurate, then click Approve.

1. Enter Payroll 2. Preview Payroll 3. Payroll Summary

Total Cash Required: **\$2,452.45** Check date: **Friday, Apr 3, 20XX** Employees paid this pay period: **2** Payroll Notes ?

Biweekly: Mar 23, 20XX - Apr 5, 20XX

Employee Name	Type	Total Hours	Gross Pay	Taxes	Deductions	Net Pay	Employer Taxes
Morrison, Jim	Regular	66.00	\$1,490.00	\$321.01	\$0.00	\$1,168.99	\$196.31
Night, Bill	Regular	43.42	\$676.95	\$137.44	\$0.00	\$539.51	\$89.19
Totals		109.42	\$2,166.95	\$458.45	\$0.00	\$1,708.50	\$285.50

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Payrun Total: \$2,452.45 Reports ▾ Cash Required: \$2,452.45

Check Stub Message Previous Finish Later **Approve**

4. Click Yes. A "Success! Your payroll is done" message displays when complete.

Note: The pay period is automatically moved forward. The correct date range is displayed as the Current Pay Period.

Approve payroll

Approve the payroll and the total cash required amount of \$2,452.45. Applicable funds will be impounded from your company's bank account. Once you click Yes, changes can no longer be made to this payroll.

Yes **No**