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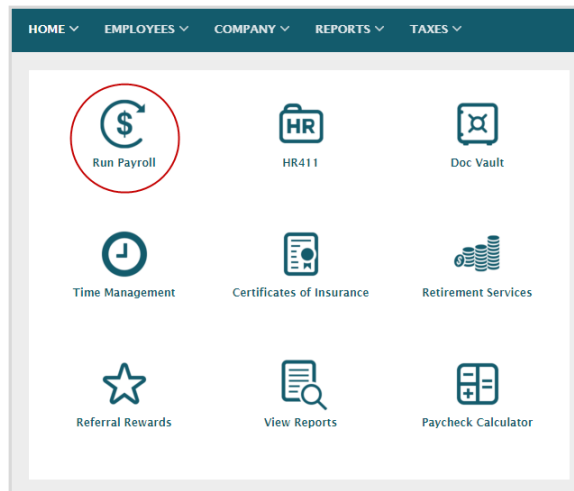
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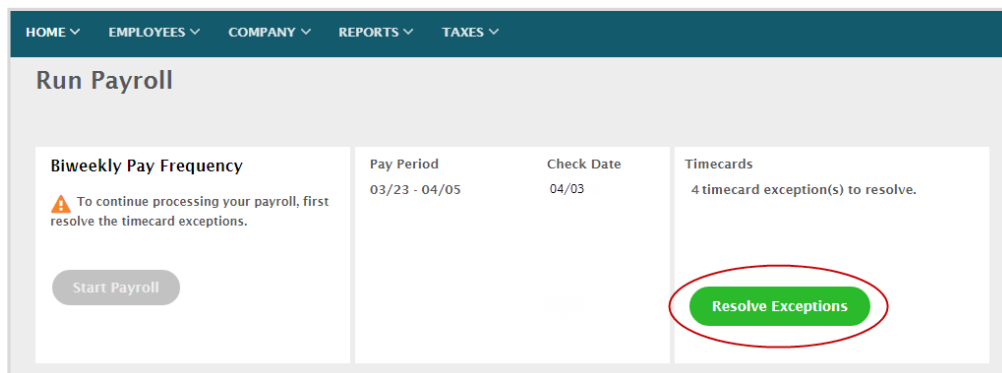> ### Complete Payroll with RUN and Automatically Move Period
> Complete Payroll with RUN to approve the hours from ADP Time & Attendance, generate payroll, and automatically Move Period to display the correct date range as the Current Pay Period

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.

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

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

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

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

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	Check date	Employees paid this pay period						☐ Payroll Notes ❓
$ 2,452.45	**Friday, Apr 3, 20XX** Biweekly: Mar 23, 20XX - Apr 5, 20XX	**2**						

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