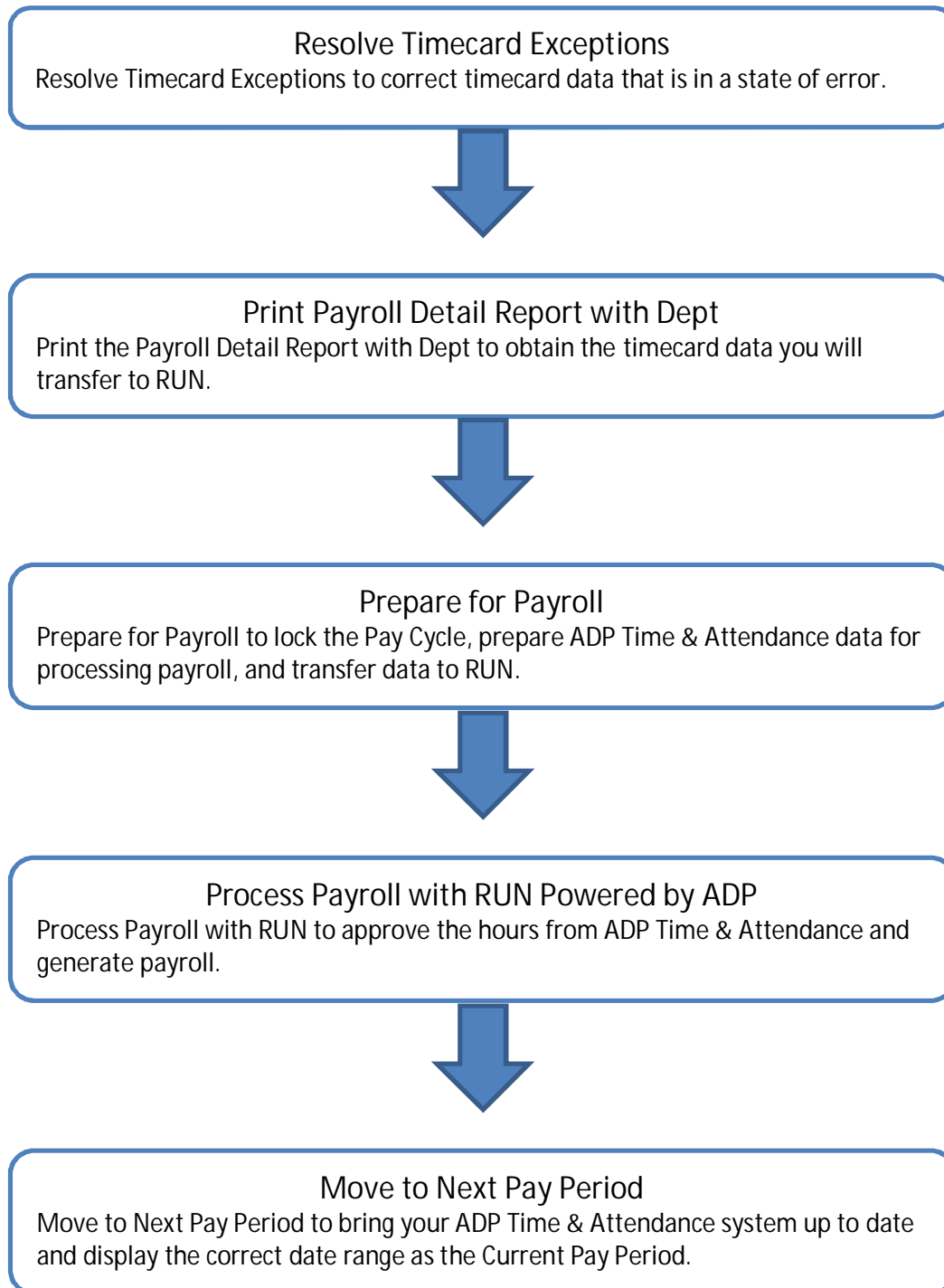


## Processing Payroll in ADP ezLaborManager® and RUN Powered by ADP®

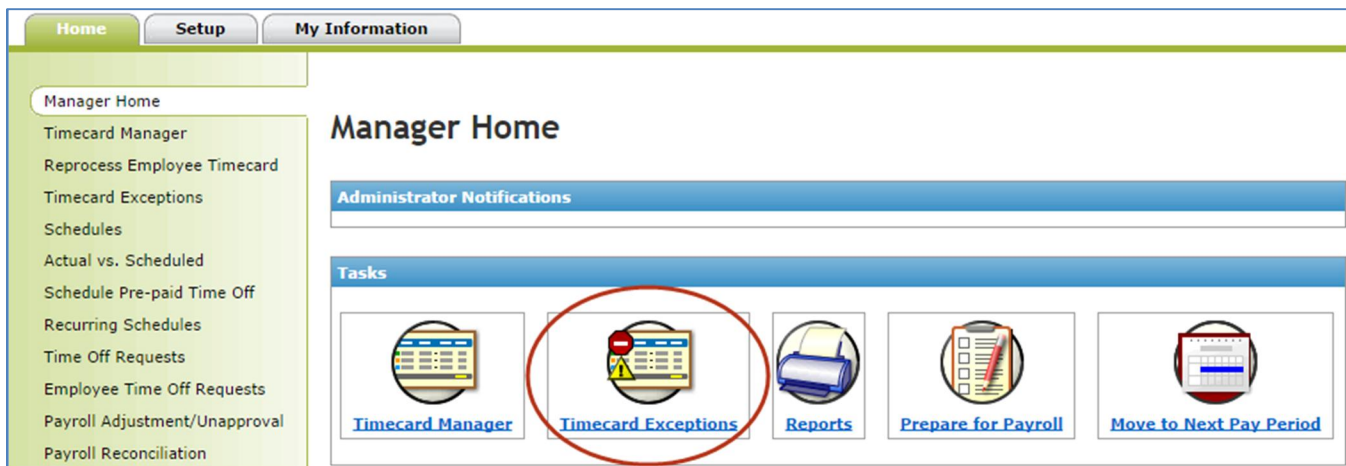


## Resolve Timecard Exceptions

1. In ezLaborManager, click the Home tab.



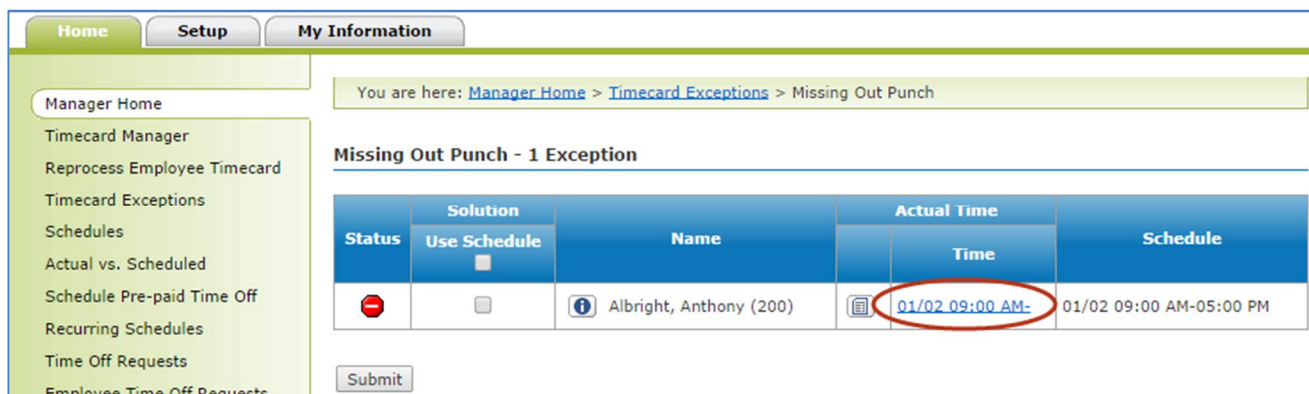
2. Click the Timecard Exceptions icon.



3. Click the exception type in the Exceptions column.



4. In the Time column, click the employee's date and time punch.



5. Correct the exception:

- To complete the time pair, type the correct Time In and Time Out and click Save & Calculate
- To remove the time pair, click to select the check box, click Delete, and click Save & Calculate

You are here: [Manager Home](#) > [Timecard Exceptions](#) > [Missing Out Punch](#) > Timecard Manager

## Timecard Manager

**Albright, Anthony (200)**

Pay Date Range:   -

[Printable View](#) [Payroll Summary](#) [Schedule](#) [Preferences](#)

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	Fri	01/02/20XX	09:00 AM	05:00 PM	8.00	8.00			100
<b>Total Hours:</b>					<b>8.00</b>				

6. Click Timecard Exceptions to return to the list of exceptions.

You are here: [Manager Home](#) > [Timecard Exceptions](#) > [Missing Out Punch](#) > Timecard Manager

## Timecard Manager

**Albright, Anthony (200)**

Pay Date Range:   -

[Printable View](#) [Payroll Summary](#) [Schedule](#) [Preferences](#)

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input checked="" type="checkbox"/>	Fri	01/02/20XX	09:00 AM	05:00 PM	8.50	8.50			100
<b>Total Hours:</b>					<b>8.50</b>				

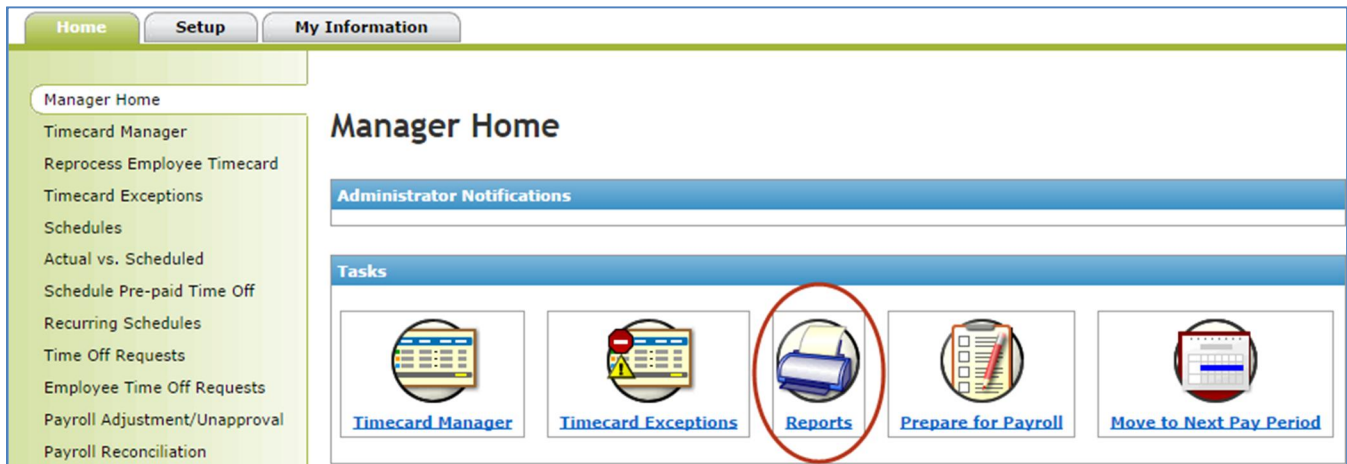
Reminder: Go to Step 3 on page 2 and repeat until no Timecard Exceptions remain.

## Print the Payroll Detail Report with Dept

1. In ezLaborManager, click the Home tab.



2. Click the Reports icon.



3. Click Administrator Reports.

Report Categories	
Name	Description
<a href="#">Administrator Reports</a>	Administrator Reports
<a href="#">Projected Payroll Reports</a>	Projected Payroll Reports
<a href="#">Supervisor Reports</a>	Supervisor Reports

4. Click the View Report icon to the left of the Payroll Detail Report with Dept.

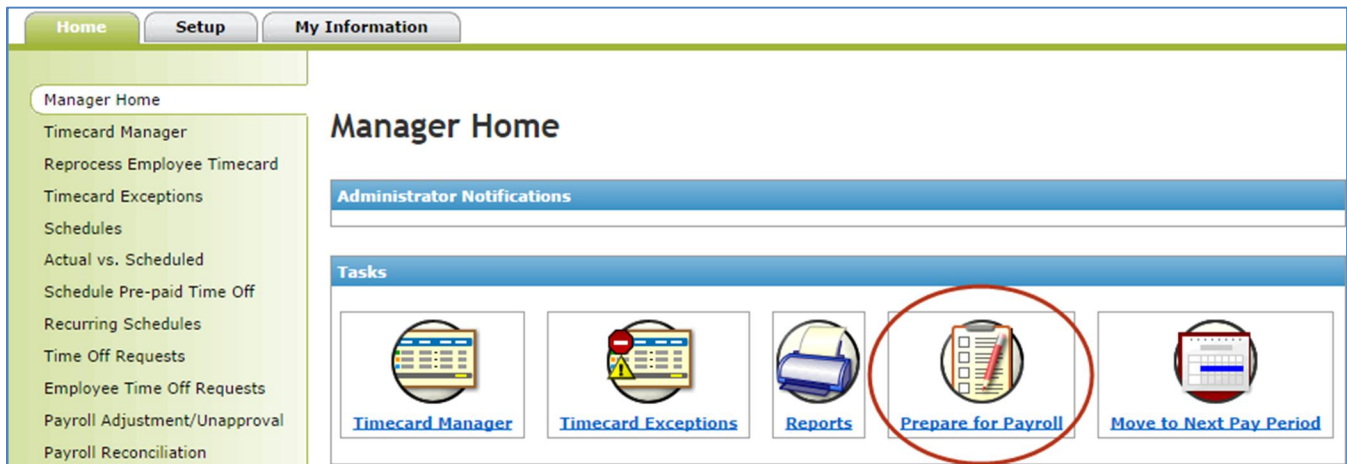
Report Categories		
Administrator Reports		
Options	Name	Description
  	Accrual Report	Employee accrual balances.
  	Company Profile - Administrator	List of common ezLaborManager configurations.
  	Edit Audit Report	Detailed audit report of changes made by specific users.
  	Employee Accrual Detail Report	List of accrual transactions for employees.
  	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.
  	Security Group Report by Company Code	Security Group Report by Company Code.

## Prepare for Payroll

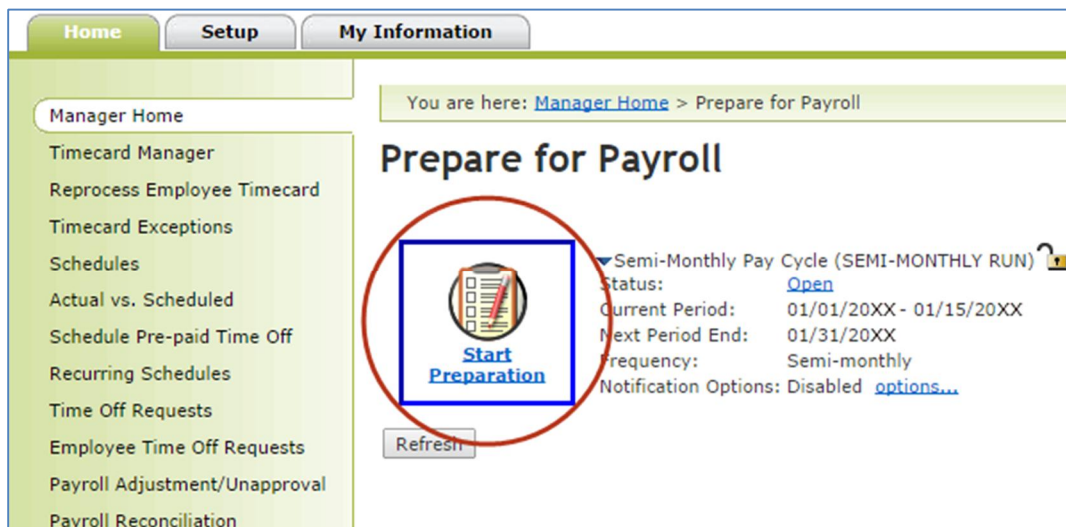
1. In ezLaborManager, click the Home tab.



2. Click the Prepare for Payroll icon.



3. Click the Start Preparation icon for the desired Pay Cycle.





- Click the Create Export button.

### Prepare for Payroll

Pay Cycle: Semi-Monthly Pay Cycle (SEMI-MONTHLY RUN) 01/01/20XX - 01/15/20XX

Checking payroll export requirements.

Export payroll data as follows:  
The pay cycle has been locked to ensure no further changes can be made to the current payroll data. It is recommended to now run a payroll report. Based on your company's configuration you may now be required to perform a payroll export.


**New Export**

Description: Semi-Monthly Pay Cycle 01/13/20XX 12:17 PM

Export Type: Semi-Monthly Pay Cycle

User to Receive Inbox Message on Completion: ?

E-mail Address for Additional Notification of Completion: ?

 [Access reports to run payroll/timecard reports.](#)

**Create Export**

Note: When Acknowledgement Received displays, the timecard data has been exported to RUN.

- Click Continue Prepare for Payroll.

In Progress: **Prepare for Payroll**

**Continue Prepare for Payroll** > Exports


### Exports

Exports

Previous Exports

Export Templates

1 Found Page 1 - 1

Action	Export Status	Description
<input type="checkbox"/> 	Created: 8/8 Transferred to Payroll On 1/13/20XX 11:00 AM <a href="#">View Payload</a> <input checked="" type="checkbox"/> Acknowledgement received.	<a href="#">Semi-Monthly Pay</a>

Delete Refresh

- Click Finished.

### Prepare for Payroll

Pay Cycle: Semi-Monthly Pay Cycle (Semi-Monthly) 01/01/20XX - 01/15/20XX

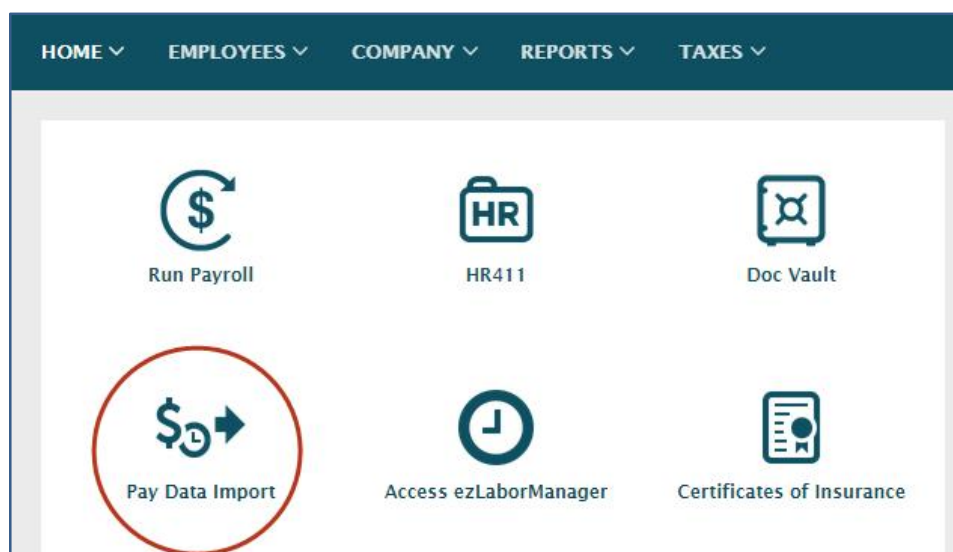
**Preparation complete!**

 [Access reports to run payroll/timecard reports.](#)

**Finished**

## Process Payroll in RUN

1. In RUN, from the Payroll Home page, click the Pay Data Import icon.



2. If the Totals hours equal those in the ezLaborManager Payroll Detail Report with Dept, then click Combine Payroll and Import.

### Pay Data Approval - Semimonthly

Pay frequency: Semimonthly  
Check date: 01/16/20XX

Pay period start: 01/01/20XX  
Pay period end: 01/15/20XX

Delete This Pay Data File  
The import data was automatically imported

Employee Name	Department	Rate	Check	Regular Hours Payroll	Regular Hours Import	Salary Amount Payroll	Salary Amount Import	Overtime Hours Payroll
Albright, Anthony		20.0000	0		80.00			
McDonald, Jennifer		10.0000	0		80.00			
<b>TOTALS</b>					160.00			

Combine Payroll And Import
Accept Import Only
< Previous
Approve
Finish Later
Cancel

Note: Once the file has been approved, changes can only be made in the Payroll Wizard.

3. Click Approve.

### Pay Data Approval - Semimonthly

Pay frequency: Semimonthly      Pay period start: 01/01/20XX  
Check date: 01/16/20XX      Pay period end: 01/15/20XX

[Delete This Pay Data File](#)  
The import data was automatically imported

Employee Name	Department	Rate	Check	Regular Hours Payroll	Regular Hours Import	Salary Amount Payroll	Salary Amount Import	Overtime Hours Payroll
Albright, Anthony		20.0000	0	80.00				
McDonald, Jennifer		10.0000	0	80.00				
<b>TOTALS</b>				<b>160.00</b>				

Page 1 of 1: 1

Combine Payroll And Import    Accept Import Only    < Previous    **Approve**    Finish Later    Cancel

4. Edit entries as needed and click Preview Payroll.

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

Semimonthly: Jan 1, 20XX to Jan 15, 20XX      Check date: 01/16/20XX      [Payroll Notes](#)

Employee Name	Rate	Regular Hours	Salary Amount	Overtime Hours	Vacation Hours	Sick Hours
Albright, Anthony	\$20.0000 / hr	80.00				
McDonald, Jennifer	\$10.0000 / hr	80.00				
Smith, Steven			\$1,000.00			
<b>Totals</b>		<b>160.00</b>	<b>\$1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Page 1 of 1: 1

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



- If the totals are accurate, then click Approve.

1. Enter Payroll

2. Preview Payroll

3. Payroll Summary

Total Cash Required

**\$3,847.95**

3 employees paid this pay period  
5 employees not paid ▼

Check date

**Friday, Jan 16, 20XX**

Semimonthly: Jan 1, 20XX to Jan 15, 20XX

Payroll Notes ?

Employee Name	Type	Total Hours	Gross Pay	Taxes	Deductions	Net Pay	Employer Taxes
Albright, Anthony	Regular	80.00	\$1,600.00	\$385.08	\$0.00	\$1,214.92	\$210.80
McDonald, Jennifer	Regular	80.00	\$800.00	\$168.46	\$0.00	\$631.54	\$105.40
Smith, Steven	Regular	0.00	\$1,000.00	\$195.44	\$0.00	\$804.56	\$131.75
<b>Totals</b>		<b>160.00</b>	<b>\$3,400.00</b>	<b>\$748.98</b>	<b>\$0.00</b>	<b>\$2,651.02</b>	<b>\$447.95</b>

Page 1 of 1: 1

Payrun Total: \$3,847.95

Reports ▲

Cash Required: \$3,847.95

Check Stub Message

Previous

Finish Later

**Approve**

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

⚠ Approve payroll

Are you sure you want \$3,847.95 impounded from the company's bank account?

**Yes**

No

Important: When you have received and confirmed the accuracy of your checks, log in to ezLaborManager and Move to Next Pay Period.

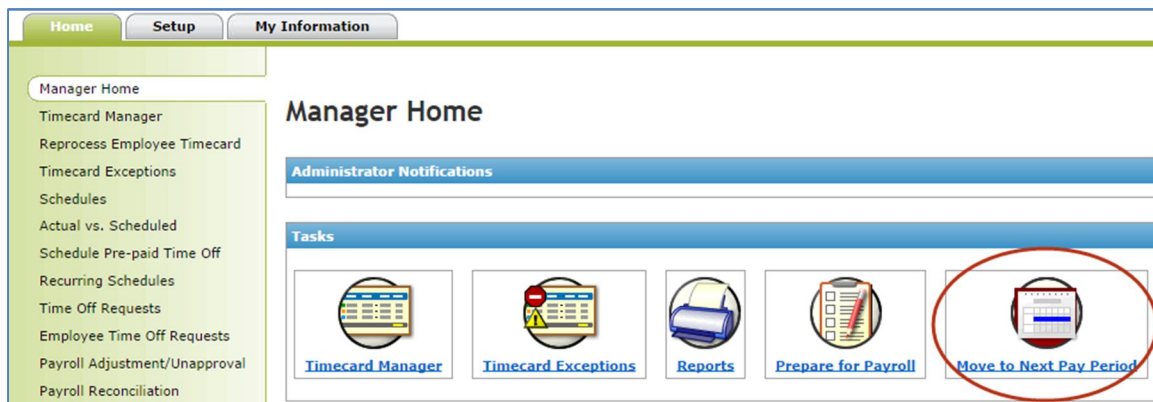
## Move to Next Pay Period

Important: When you have received and confirmed the accuracy of your checks, log in to ezLaborManager and Move to Next Pay Period.

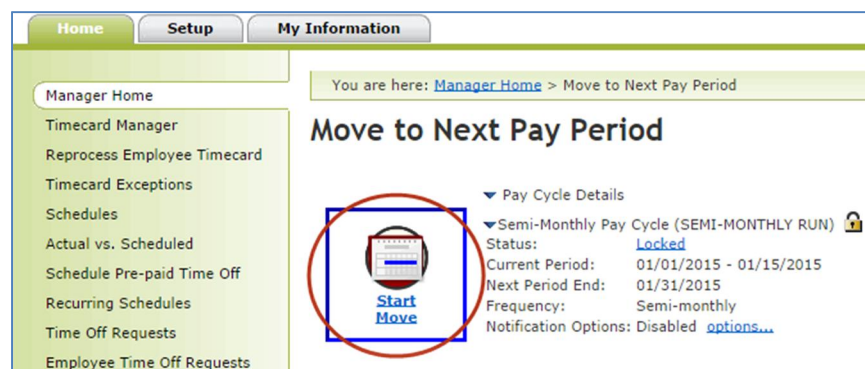
1. In ezLaborManager, click the Home tab.



2. Click the Move to Next Pay Period icon.



3. Click the Start Move icon.



Important: This step is irreversible.

4. 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.

**Move to Next Pay Period**

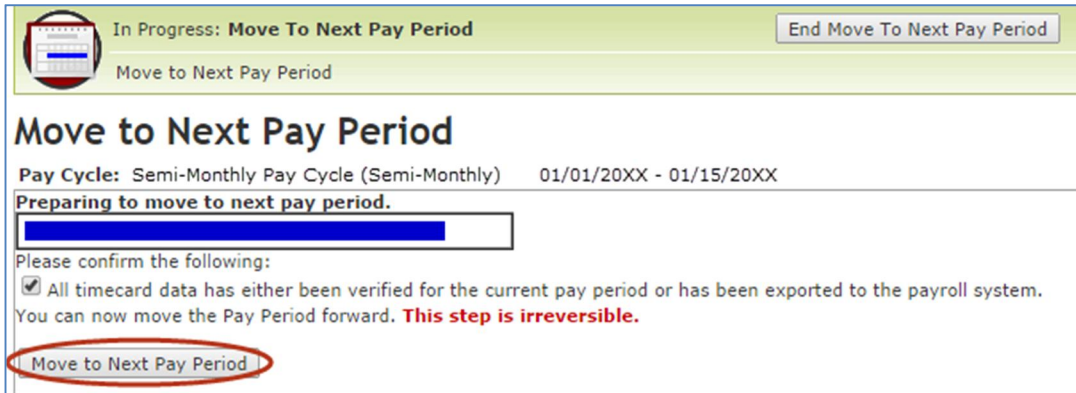
Pay Cycle: Semi-Monthly Pay Cycle (Semi-Monthly) 01/01/20XX - 01/15/20XX

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.**

5. Click Move to Next Pay Period.



In Progress: **Move To Next Pay Period** End Move To Next Pay Period

Move to Next Pay Period

## Move to Next Pay Period

Pay Cycle: Semi-Monthly Pay Cycle (Semi-Monthly) 01/01/20XX - 01/15/20XX

Preparing to move to next pay period.

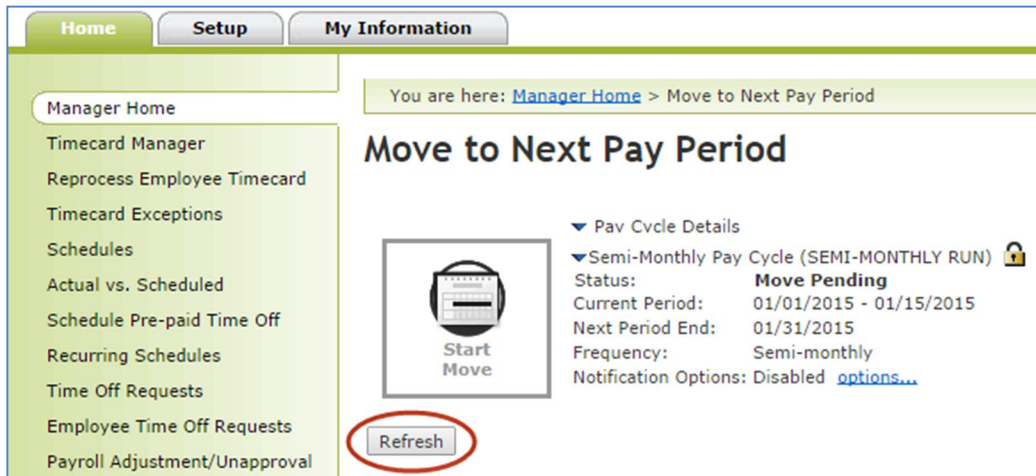
Please confirm the following:

☒ 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**

Note: You will return to the Move to Next Pay Period page with a Status of Move Pending.

6. Click Refresh until the Status displays Open.



Home Setup My Information

You are here: [Manager Home](#) > Move to Next Pay Period

## Move to Next Pay Period

▼ Pay Cycle Details

▼ Semi-Monthly Pay Cycle (SEMI-MONTHLY RUN) 

Status: **Move Pending**

Current Period: 01/01/2015 - 01/15/2015

Next Period End: 01/31/2015

Frequency: Semi-monthly

Notification Options: Disabled [options...](#)

**Start Move**

**Refresh**

Note: Wait time is approximately 30 seconds. If status does not change, then wait 10 seconds and try again.