



Move to Next Pay Period In ADP Run

1. In RUN, a message will display on a yellow banner on the top of the home page. Click **Review Timecards**.

We noticed you ran payroll for the Biweekly pay period of October 23 to November 5, but your timecard period is behind payroll. You need to review your timecards to make sure your timecard period catches up with payroll.

[Review Timecards](#)

2. Click **Close**.

Close

You are reviewing timecards from a completed payroll. If you're done reviewing just click Close!

Individual Timecards

Employee Name: Bob Bobson | Contact: Not Available | BIWKLY JPL | 10/23/2017 - 11/5/2017

Timecard Supplemental Pay Codes

APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	CLIENT	CONTRACT	DAILY TOTALS	REGULAR	OV
<input type="checkbox"/>	Mon 10/23	08:00 AM - 03:00 PM		8.00	200			8.00	7.00	
<input type="checkbox"/>	Tue 10/24	-		0.00	200			0.00	0.00	
<input type="checkbox"/>	Wed 10/25	-		0.00	200			0.00	0.00	
<input type="checkbox"/>	Thu 10/26	-		0.00	200			0.00	0.00	
<input type="checkbox"/>	Fri 10/27	-		0.00	200			0.00	0.00	
<input type="checkbox"/>	Sat 10/28	-		0.00	200			0.00	0.00	
<input type="checkbox"/>	Sun 10/29	-		0.00	200			0.00	0.00	
WEEK 1 TOTALS								8.00	7.00	
<input type="checkbox"/>	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	CLIENT	CONTRACT	DAILY TOTALS	REGULAR	OV
<input type="checkbox"/>	Mon 10/30	-		0.00	200			0.00	0.00	

Pay Period (8.00) Week 1 (8.00) Week 2 (0.00)

Save Cancel Preferences Legend

3. A message will display asking if you are finished with the timecards. Click **Yes** to move the timecards to the next pay period.

Are you finished with this timecard period?

We'd like to make sure your timecards are caught up to the current payroll dates. Would you like to finish this period and move to the next one? Once you click yes, changes can no longer be made to these timecards.

[Yes](#) [No, I'm Not Done Yet](#)