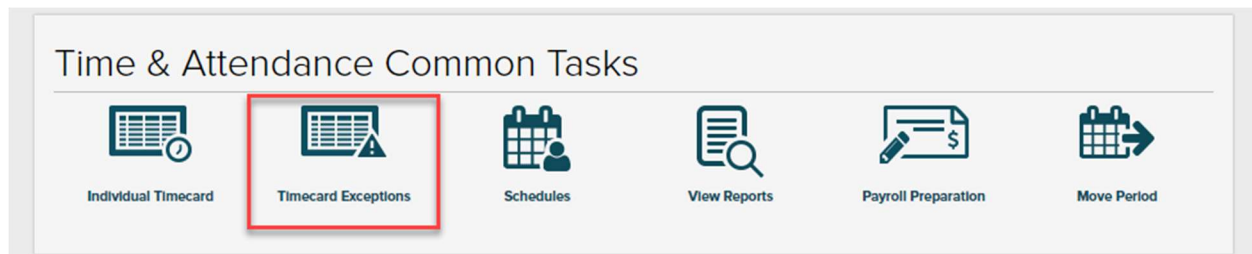


Time Management – General Processing Payroll in ADP Time & Attendance

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**.

Current Pay Period ▼		
Timecard Exceptions		Totals Summary
EMPLOYEES (8)	TOTAL EXCEPTIONS	MISSING OUT PUNCH
Adams, John J 25	1	1
Albright, Anthony 13	2	


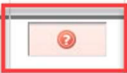

3. In the **In** or **Out** fields with **Exception** icons, type the correct time in or out for the employee.


Current Pay Period 


Timecard Exceptions

Totals Summary

1 Missing Out Punch

EMPLOYEES (1)		DATE	IN	OUT	PAY CODE	HOURS
Adams, John J 		Tue 09/01	09:00 AM			0.00
<input type="checkbox"/> View Schedule		Mon 09/07 			OVERTIME	0.00

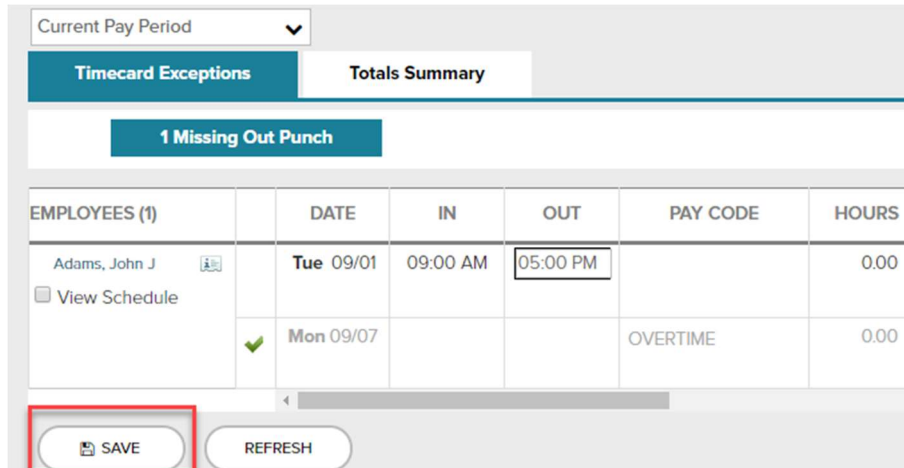


 SAVE

REFRESH

Time Management – General Processing Payroll in ADP Time & Attendance


4. Click **Save**. A “No data found” message display when the exceptions of this type are resolved.




Current Pay Period ▼

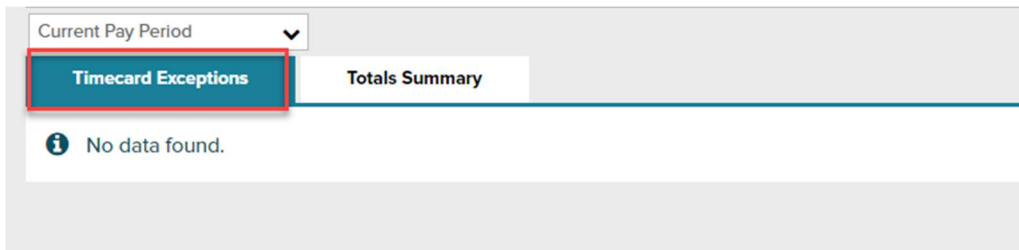
Timecard Exceptions Totals Summary

1 Missing Out Punch

EMPLOYEES (1)	DATE	IN	OUT	PAY CODE	HOURS
Adams, John J 	Tue 09/01	09:00 AM	05:00 PM		0.00
<input type="checkbox"/> View Schedule	Mon 09/07			OVERTIME	0.00


 SAVE REFRESH

5. Click the **Timecard Exceptions** tab. If **Timecard Exceptions** display, then return to Step 3 of this list. If a “No data found” message displays, then continue to Step 1 of this list.



Current Pay Period ▼

Timecard Exceptions Totals Summary

 No data found.

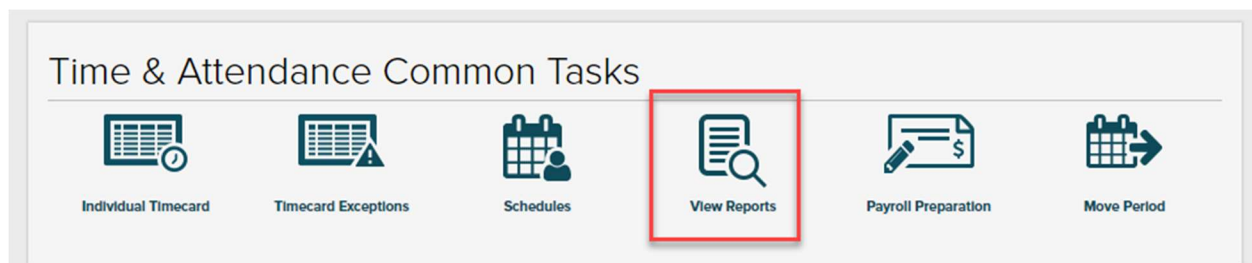
Time Management – General Processing Payroll in ADP Time & Attendance

Print the Payroll Detail Report with Dept

1. Click on the **Home** tab.

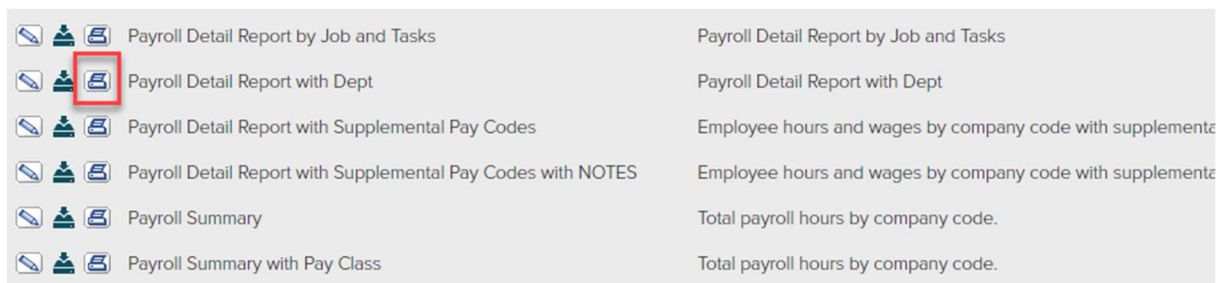


2. Click the **View Reports** icon.



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.



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			
Worked Department	Pay Code	Adjusted Transaction Date	Pay Date	Hours	Dollars
Adams	John J	25			
200	OVERTIME-Overtime	09/01/2020	Mon 09/07/2020	8.00	\$0.00
200	OVERTIME-Overtime		Tue 09/01/2020	7.50	\$0.00
200	PDLCHAWD-Paid Meal Award		Tue 09/01/2020	0.50	\$0.00
Subtotal				16.00	\$0.00

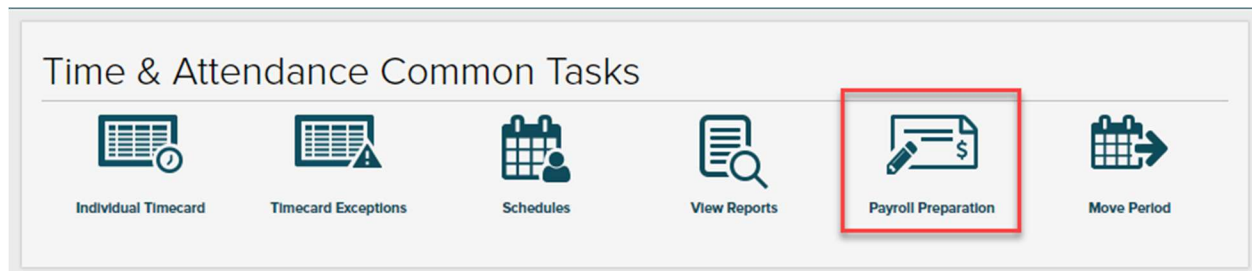
Time Management – General Processing Payroll in ADP Time & Attendance

Begin Payroll Preparation

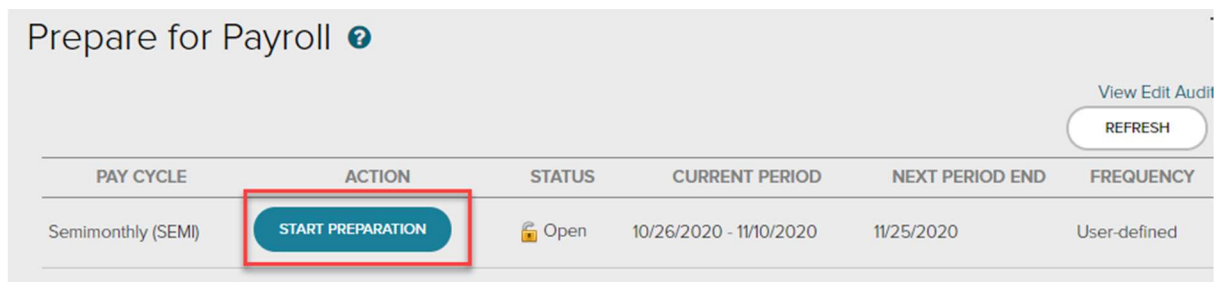
1. Click on the **Home** tab.



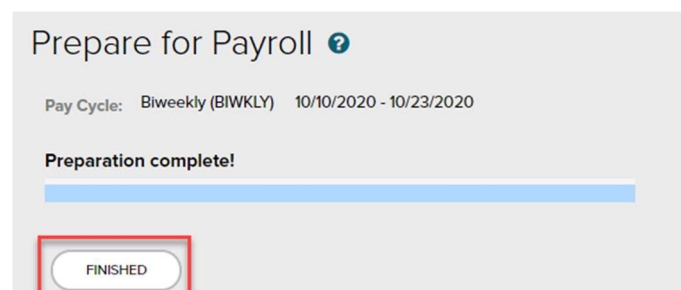
2. Click the **Prepare for Payroll** icon.



3. Click **Start Preparation**.



4. Click **Finished**.



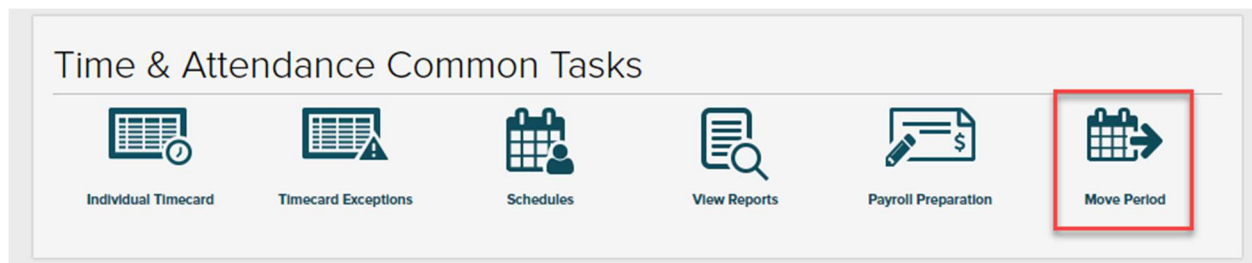
5. Refer to the data in the **Payroll Summary Report with Dept** when you call, fax, or email your employees' hours to payroll.

Time Management – General Processing Payroll in ADP Time & Attendance

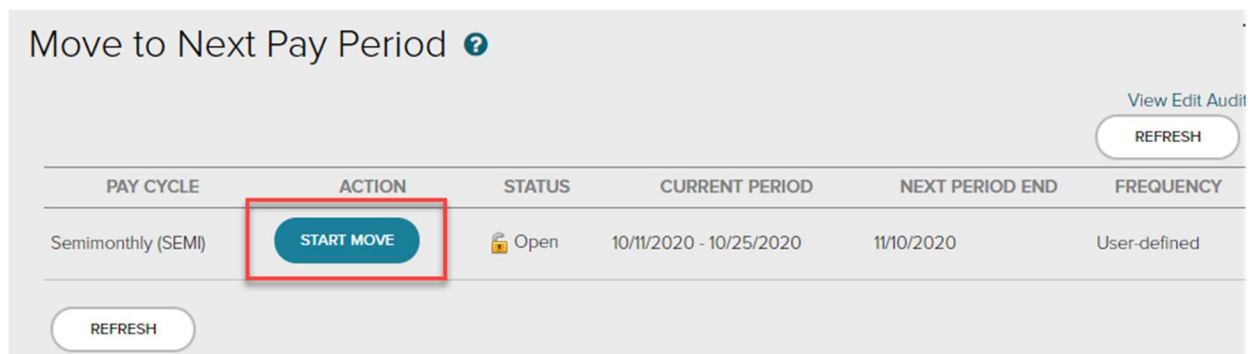
Begin Payroll Preparation

Important: Only proceed when you have received and confirmed the accuracy of your checks.

1. From the ADP Time & Attendance Home page, click on 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.

Move to Next Pay Period ?

END MOVE TO NEXT PAY PERIOD

Pay Cycle: Semimonthly (SEMI) 10/11/2020 - 10/25/2020

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.

MOVE TO NEXT PAY PERIOD



Time Management – General Processing Payroll in ADP Time & Attendance

4. Click **Move to Next Pay Period**.

Move to Next Pay Period ?

END MOVE TO NEXT PAY PERIOD

Pay Cycle: Semimonthly (SEMI) 10/11/2020 - 10/25/2020

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 to Next Pay Period ?

View Edit Audit

REFRESH

PAY CYCLE	ACTION	STATUS	CURRENT PERIOD	NEXT PERIOD END	FREQUENCY
Semimonthly (SEMI)	START MOVE	Open	10/26/2020 - 11/10/2020	11/25/2020	User-defined

REFRESH