



Always Designing
for People™

Time Management – General

Processing Projected Payroll in ADP

Time & Attendance and RUN Powered by ADP

Confirm the Projected Pay Period

1. In ADP Time & Attendance, select **Setup > Global Settings > Projected Pay Cycles**.

The screenshot shows the ADP Time & Attendance Global Settings menu. The 'Projected Pay Cycles' option is highlighted with a red box. The menu includes options like Global Settings, Message Center Configuration, Location Settings, Timeclocks, Security, Imports, Labor Charge Fields, Wage Rate Programs, Annual Summary Setup, Holiday Programs, System Options, and Additional Configuration.

2. Confirm the **Number of Days to Project**.

Note: Include the day you process payroll when calculating, since employees have not yet clocked out.

Example: If the current pay cycle is from 8/15 to 8/28 and you process payroll on 8/25, then the Number of Days to Project is 3 days.

Important: If the Number of Days to Project is incorrect, in the **Pay Cycle** column, click the **Calendar** icon and then click the date from which to begin projecting. Wait five minutes before you proceed.

The screenshot shows a table for 'Projected Pay Cycles'. A row for 'Biweekly (TEMP26)' has a value of '3' in the 'Number of Days to Project' column, which is highlighted with a red box. The table includes columns for Row, Pay Cycle, Project Payroll, Number of Days to Project, Begin Projecting, and Current Pay Cycle. A note at the bottom indicates that the value '3' is a user-defined payroll calendar variation.

3. Click **Submit**.

The screenshot shows the same table as the previous screenshot, but the 'SUBMIT' button at the bottom left is highlighted with a red box.

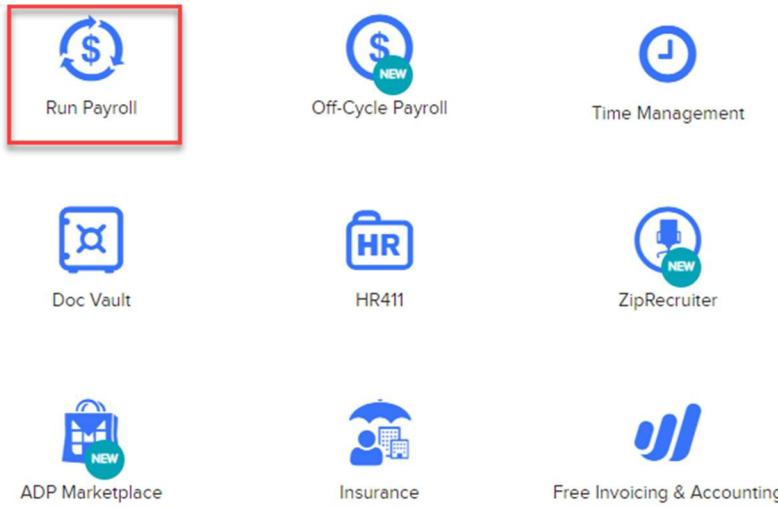


Always Designing
for People™

Time Management – General Processing Projected Payroll in ADP Time & Attendance and RUN Powered by ADP

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**.

Biweekly Pay Frequency	Pay Period	Timecards
<small>⚠ To continue processing your payroll, first resolve the timecard exception(s).</small>	Oct 10, 2020 to Oct 23, 2020	2 timecard exception(s) to resolve.
	Check Date	
	Oct 30, 2020	

Resume Payroll **Resolve Exceptions**



Always Designing for People™

Time Management – General Processing Projected Payroll in ADP Time & Attendance and RUN Powered by ADP

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.

Employee Name		Contact	Biweekly Pay Period		Lock	Unlock	Exception Summary
Racheal Tartaglia		Not Available	10/24/2020 - 11/06/2020				
Timecard							
	APPROVE	WEEK 1	IN - OUT		PAY CODE	HOURS	DEPARTMENT
	<input type="checkbox"/>	Sat 10/24	-			0.00	ADMIN
	<input type="checkbox"/>	Sun 10/25	-			0.00	ADMIN
	<input type="checkbox"/>	Mon 10/26	-			0.00	ADMIN
		Schedule:	09:01 AM	- 05:00 PM		7.98	ADMIN
WEEK 1 TOTALS							
	APPROVE	WEEK 2	IN - OUT		PAY CODE	HOURS	DEPARTMENT
	<input checked="" type="checkbox"/>	Tue 10/27	08:49 AM	- 05:00 PM		9.18	ADMIN
		Schedule:	09:00 AM	- 05:00 PM		8.00	ADMIN
	<input checked="" type="checkbox"/>	Wed 10/28	08:50 AM	- 05:00 PM		9.00	ADMIN
		Schedule:	09:00 AM	- 05:00 PM		8.00	ADMIN
Pay Period (31.02)		Week 1 (0.00)	Week 2 (18.18)		Week 3 (12.83)		
 Save		Cancel					



Always Designing
for People™

Time Management – General

Processing Projected Payroll in ADP

Time & Attendance and RUN Powered by ADP

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

Timecards with Exceptions

Employee Name: Support UserEMP Contact: Not Available Biweekly Pay Period: 10/24/2020 - 11/06/2020

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

Timecard	Supplemental Pay Codes				WEEK 1 TOTALS		0.00		0.00
	APPROVE	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAI	
	<input type="checkbox"/>	Sat 10/31	-		0.00	1000		0.00	0.00
	<input type="checkbox"/>	Sun 11/01	09:00 AM - 05:00 PM		8.00	1000		8.00	0.00
	<input type="checkbox"/>	Mon 11/02	-		0.00	1000		0.00	0.00
	<input type="checkbox"/>	Tue 11/03	-		0.00	1000		0.00	0.00
	<input type="checkbox"/>	Wed 11/04	-		0.00	1000		0.00	0.00
	<input type="checkbox"/>	Thu 11/05	-		0.00	1000		0.00	0.00
	<input type="checkbox"/>	Fri 11/06	-		0.00	1000		0.00	0.00
							WEEK 2 TOTALS	8.00	0.00

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



Always Designing
for People™

Time Management – General Processing Projected Payroll in ADP Time & Attendance and RUN Powered by ADP

Complete Payroll with RUN Powered by ADP®

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

Run Payroll

Employees' time will be paid at the rate associated with each department. Multi shifts will use the assigned shift rate.

Biweekly Pay Frequency	Pay Period	Timecards
When you start payroll, timecards for this pay period are locked.	Oct 10, 2020 to Oct 23, 2020	173 total hours.
	Check Date	Oct 30, 2020

Resume Payroll **View Timecards**

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.

Contractor Name	Department	Rate	1099Comp Hours	1099Comp Amount	1099 Exp Reimb
Contractor, Con...	1000 - Admin	\$10.0000 / hr	0.00	\$0.00	\$0.00
Totals					

Preview Payroll



Always Designing
for People™

Time Management – General Processing Projected Payroll in ADP Time & Attendance and RUN Powered by ADP

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

1. Enter Payroll 2. Preview Payroll

Total Cash Required
\$176,954.17

Check date
Friday, Nov 13, 2020

Payroll Notes Need Help

7 employees paid this pay period
9 employees not paid.

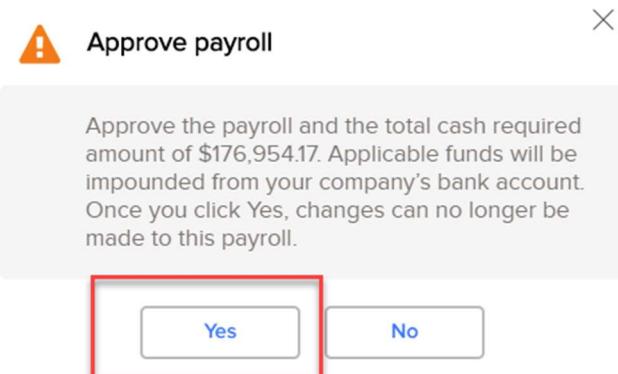
Employee Name	Type	Total Hours	Gross Pay	Taxes	Deductions	Net Pay	Employer Taxes
001000 - Administrator							
Ren, Kylo	Regular	0.00	\$150,000.00	\$92,425.19	\$0.00	\$57,574.81	\$1,972.25
1000 - Admin							
Alexander, Jason	Regular	21.00	\$1,575.00	\$280.33	\$0.00	\$1,294.67	\$184.28
Jones, Indiana	Regular	0.00	\$8,000.00	\$2,933.43	\$0.00	\$5,066.57	\$930.00
McFly, George	Regular	0.00	\$1,000.00	\$195.97	\$0.00	\$804.03	\$117.00
200 - Police Department							
Bogos, Ryan	Regular	0.00	\$1.00	\$0.09	\$0.00	\$0.91	\$0.11
Totals		122.72	\$163,420.10	\$96,080.96	\$0.00	\$67,339.14	\$13,534.07

Page 1 of 1

Payrun Total: **\$176,954.17** Reports Cash Required: **\$176,954.17**

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**.





Always Designing
for People™

Time Management – General Processing Projected Payroll in ADP Time & Attendance and RUN Powered by ADP

Review the Timecards

1. On the **Payroll Home** page, next to the message, click **Review Timecards**.
Note: Review the timecard data as needed.

Run Payroll

i Employees' time will be paid at the rate associated with each department. Multi shifts will use the assigned shift rate.

Biweekly Pay Frequency	Pay Period	Timecards
	Oct 24, 2020 to Nov 06, 2020	
	Check Date	
	Nov 27, 2020	

Review Timecards

We noticed you ran payroll for the Biweekly pay period of October 10 to October 23, but your timecard period is behind payroll. You need to review your timecards to make sure your timecard period catches up with payroll.

2. Click **Close**.

Close

Review Timecards

Individual Timecards

Employee Name	Contact	Biweekly Pay Period	Lock	Print	Print
Racheal Tartaglia	Not Available	10/10/2020 - 10/23/2020			

Timecard **Supplemental Pay Codes**

APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY T
<input checked="" type="checkbox"/>	Sat 10/10	-		0.00	ADMIN	
<input checked="" type="checkbox"/>	Sun 10/11	-	REGULAR	8.00	ADMIN	
<input checked="" type="checkbox"/>	Mon 10/12	09:01 AM - 05:01 PM	HOLIDAY	8.00	ADMIN	
	Schedule: 09:01 AM - 05:00 PM			7.98	ADMIN	
WEEK 1 TOTALS						
APPROVE	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY T
<input checked="" type="checkbox"/>	Tue 10/13	09:00 AM - 06:00 PM		10.00	ADMIN	
	Schedule: 09:00 AM - 05:00 PM			8.00	ADMIN	
<input checked="" type="checkbox"/>	Wed 10/14	09:00 AM - 05:00 PM	VACATION	8.00	1000	
	Schedule: 09:00 AM - 05:00 PM			8.00	ADMIN	
Pay Period (77.72)		Week 1 (8.00)	Week 2 (60.50)	Week 3 (9.22)		
Save		Cancel				



Always Designing
for People™

Time Management – General Processing Projected Payroll in ADP Time & Attendance and RUN Powered by ADP

3. To bring your timecards up to date, click **Yes**.

 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.



Always Designing
for People™

Time Management – General

Processing Projected Payroll in ADP

Time & Attendance and RUN Powered by ADP

Confirm Next Projected Pay Cycle Dates

1. In ADP Time & Attendance, select **Setup > Global Settings > Projected Pay Cycles**.

The screenshot shows the ADP Time & Attendance Global Settings menu. The 'Projected Pay Cycles' option is highlighted with a red box. The menu includes options like Global Settings, Message Center Configuration, Location Settings, Timeclocks, Security, Imports, Labor Charge Fields, Wage Rate Programs, Annual Summary Setup, Holiday Programs, System Options, and Additional Configuration.

2. Confirm the **Number of Days to Project**.

Note: Include the day you process payroll when calculating, since employees have not yet clocked out.

Example: If the current pay cycle is from 8/15 to 8/28 and you process payroll on 8/25, then the Number of Days to Project is 3 days.

Important: If the Number of Days to Project is incorrect, in the **Pay Cycle** column, click the **Calendar** icon and then click the date from which to begin projecting. Wait five minutes before you proceed.

ROW	PAY CYCLE	PROJECT PAYROLL	NUMBER OF DAYS TO PROJECT	BEGIN PROJECTING	CURRENT PAY CYCLE
7	③ Biweekly (TEMP26)	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	08/25/2020	08/15/2020 - 08/28/2020

①Indicates user-defined payroll calendar variation.
②Indicates Pay Cycle(s) cannot be selected for Project Payroll because the System date is outside of the current pay period.

SUBMIT

3. Click **Submit**.

ROW	PAY CYCLE	PROJECT PAYROLL	NUMBER OF DAYS TO PROJECT	BEGIN PROJECTING	CURRENT PAY CYCLE
7	③ Biweekly (TEMP26)	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	08/25/2020	08/15/2020 - 08/28/2020

①Indicates user-defined payroll calendar variation.
②Indicates Pay Cycle(s) cannot be selected for Project Payroll because the System date is outside of the current pay period.

SUBMIT



Always Designing
for People™

Time Management – General Processing Projected Payroll in ADP Time & Attendance and RUN Powered by ADP

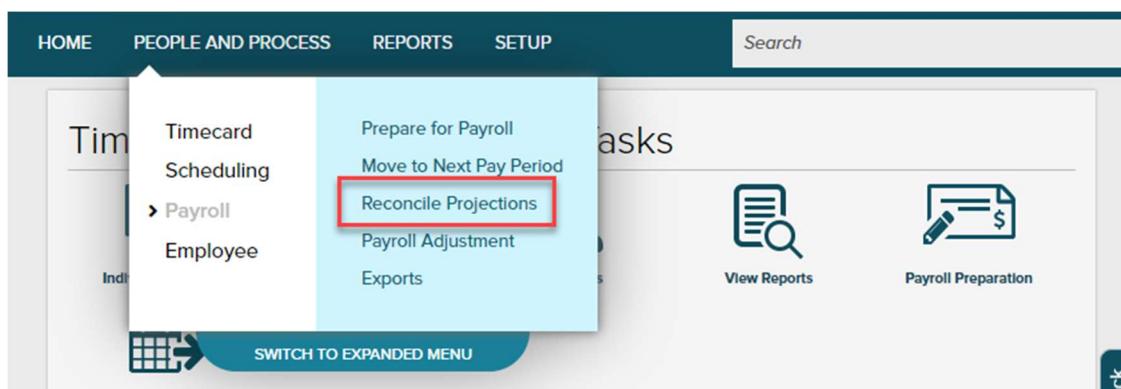
Process Payroll Reconciliations

1. Click the **Home** tab.



2. Select **People and Process > Payroll > Reconcile Projections**.

Note: Reconciliations can take several minutes to appear.



3. Click the number in the **Incomplete** column.

Reconcile Projections ?				
EMPLOYEE COUNT				
PAY CYCLE ID	INCOMPLETE	COMPLETED	TIME SUMMARY	DESCRIPTION GENERATED ON RECONCILIATION DATA
		ACCEPTED HAS REJECTIONS		
TEMP26	1	0	0	1 Available -



Always Designing
for People™

Time Management – General

Processing Projected Payroll in ADP

Time & Attendance and RUN Powered by ADP

4. Click the **Details** tab.

Summary **Details**

(1 of 1) Payroll, Projected (3121) Review Status Incomplete

Payroll Export Date Pay Class Projected

Pay Cycle TEMP26(08/01/2020 - 08/14/2020) Department

Adjustment Pay Date 8/28/2020

PAY CODE	PROJECTED		ACTUAL		ADJUSTMENT	
	HOURS	DOLLARS	HOURS	DOLLARS	HOURS	DOLLARS
PDLCHAWD	0.00	0.00	0.50	0.00	0.50	0.00
REGULAR	0.00	0.00	6.50	65.00	6.50	65.00
Total:	0.00	0.00	7.00	65.00	7.00	65.00

5. Click **Accept** or **Reject**.

Note: Click **Accept** to alter the employee's timecard for the new pay cycle by the amount in the **Hours** column. Click **Reject** to ignore the adjustment.

Summary **Details**

(1 of 1) Payroll, Projected (3121) Review Status Incomplete

Payroll Export Date Pay Class Projected

Pay Cycle TEMP26(08/01/2020 - 08/14/2020) Department

Adjustment Pay Date 8/28/2020

ACCEPT	REJECT	ADJUSTMENT								
		ALL	ALL	NOTES	PAY DATE	PAYROLL	PAY CODE	HOURS	DOLLARS	HOURS
<input checked="" type="radio"/>	<input type="radio"/>		Fri 8/14	Actual	REGULAR	6.50	65.00	6.50	65.00	
				Actual	PDLCHAWD	0.50	0.00	0.50	0.00	
								Total:	7.00	65.00



Always Designing
for People™

Time Management – General

Processing Projected Payroll in ADP

Time & Attendance and RUN Powered by ADP

6. Click **Submit**.

Note: If **Payroll Reconciliations** remain, return to Step 5.

Summary

Details

(1 of 1) Payroll, Projected (3121) FIND Review Status Incomplete

Payroll Export Date Pay Class Projected

Pay Cycle TEMP26(08/01/2020 - 08/14/2020) Department

Adjustment Pay Date 8/28/2020

ACCEPT	REJECT	ADJUSTMENT							
ALL	ALL	NOTES	PAY DATE	PAYROLL	PAY CODE	HOURS	DOLLARS	HOURS	DOLLARS
<input checked="" type="radio"/>	<input type="radio"/>		Fri 8/14	Actual	REGULAR	6.50	65.00	6.50	65.00
				Actual	PDLCHAWD	0.50	0.00	0.50	0.00
						Total:	7.00	65.00	

SUBMIT

The 'SUBMIT' button is highlighted with a red box.