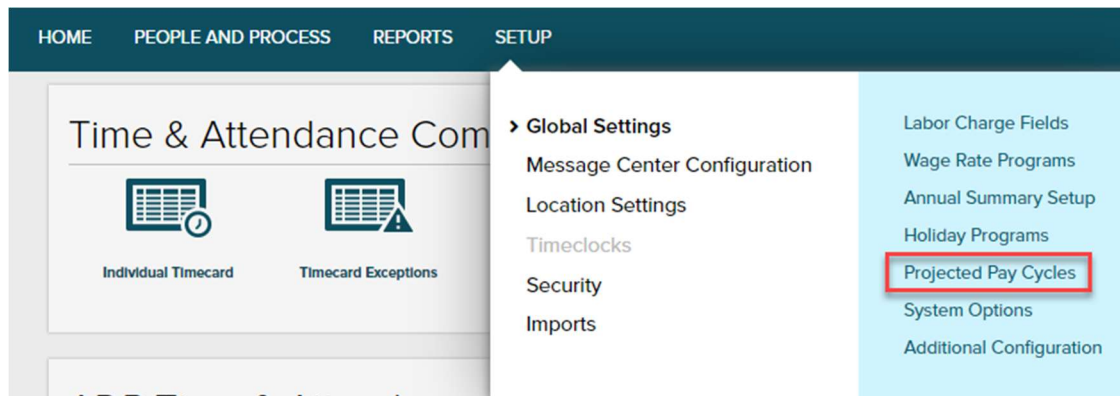




# Time Management – General Processing Projected Payroll in ADP Time & Attendance and RUN Powered by ADP

## Confirm the Projected Pay Period

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



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	Biweekly (TEMP26)	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	08/25/2020	08/15/2020 - 08/28/2020
<small>① Indicates user-defined payroll calendar variation.</small>					
<small>② Indicates Pay Cycle(s) cannot be selected for Project Payroll because the System date is outside of the current pay period.</small>					
<input type="button" value="SUBMIT"/>					

3. Click **Submit**.

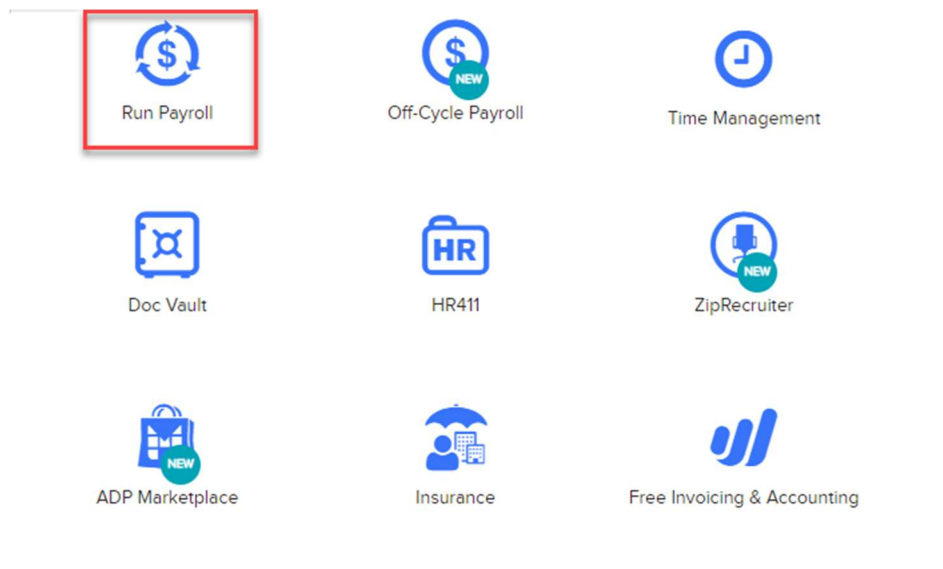
ROW	PAY CYCLE	PROJECT PAYROLL	NUMBER OF DAYS TO PROJECT	BEGIN PROJECTING	CURRENT PAY CYCLE
7	Biweekly (TEMP26)	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	08/25/2020	08/15/2020 - 08/28/2020
<small>① Indicates user-defined payroll calendar variation.</small>					
<small>② Indicates Pay Cycle(s) cannot be selected for Project Payroll because the System date is outside of the current pay period.</small>					
<input type="button" value="SUBMIT"/>					



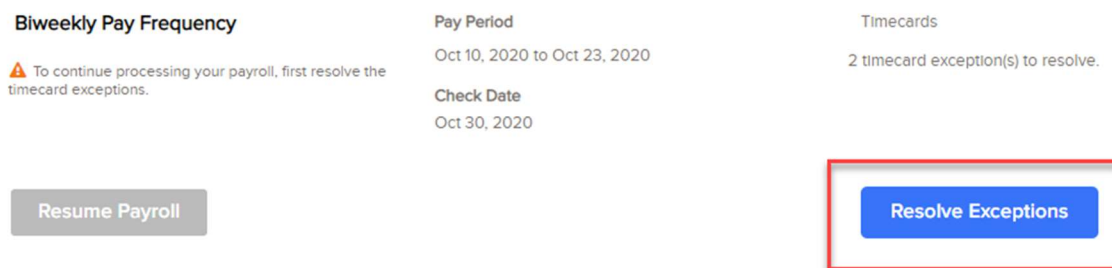
# Time Management – General Processing Projected Payroll in ADP Time & Attendance and RUN Powered by ADP

## 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**.





# Time Management – General

## Processing Projected Payroll in ADP

### Time & Attendance and RUN Powered by ADP

- Resolve the timecard exceptions as needed and then click **Save**.

Close

### Timecards with Exceptions

Employee Name: Racheal Tartaglia | Contact: Not Available | Biweekly Pay Period: 10/24/2020 - 11/06/2020

Exception Summary: 1 Employees with exceptions

Timecard	Supplemental Pay Codes
Tue 11/03	0.00 ADMIN
Schedule: 09:00 AM - 05:00 PM	8.00 ADMIN
Wed 11/04	0.00 ADMIN
Schedule: 09:00 AM - 05:00 PM	8.00 ADMIN
Thu 11/05	0.00 ADMIN
Schedule: 09:00 AM - 05:00 PM	8.00 ADMIN
11/05 06:18 PM - 06:23 PM	0.08 ADMIN
11/05 06:23 PM	0.00 01000
Fri 11/06 02:38 PM	0.00 ADMIN
Schedule: 09:00 AM - 05:00 PM	8.00 ADMIN
WEEK 3 TOTALS: 0.08 0.00 0.00 0.00	

Pay Period (18.27) | Week 1 (0.00) | Week 2 (18.18) | Week 3 (0.08)

Save Cancel

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

### Timecards with Exceptions

Employee Name: Racheal Tartaglia | Contact: Not Available | Biweekly Pay Period: 10/24/2020 - 11/06/2020

Exception Summary: 1 Employees with exceptions

Timecard	Supplemental Pay Codes
< APPROVE WEEK 1	IN - OUT PAY CODE HOURS DEPARTMENT DAILY TO
Sat 10/24	- 0.00 ADMIN
Sun 10/25	- 0.00 ADMIN
Mon 10/26	- 0.00 ADMIN
Schedule: 09:01 AM - 05:00 PM	7.98 ADMIN
WEEK 1 TOTALS	
< [x] APPROVE WEEK 2	IN - OUT PAY CODE HOURS DEPARTMENT DAILY TO
Tue 10/27	08:49 AM - 05:00 PM 9.18 ADMIN
Schedule: 09:00 AM - 05:00 PM	8.00 ADMIN
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



# Time Management – General

## Processing Projected Payroll in ADP

### Time & Attendance and RUN Powered by ADP

- 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 Approve Timecard

		WEEK 1 TOTALS				WEEK 2 TOTALS			
<	APPROVE	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
		Sat 10/31	-		0.00	1000	0.00	0.00	0.00
		Sun 11/01	09:00 AM - 05:00 PM		8.00	1000	8.00	0.00	0.00
		Mon 11/02	-		0.00	1000	0.00	0.00	0.00
		Tue 11/03	-		0.00	1000	0.00	0.00	0.00
		Wed 11/04	-		0.00	1000	0.00	0.00	0.00
		Thu 11/05	-		0.00	1000	0.00	0.00	0.00
		Fri 11/06	-		0.00	1000	0.00	0.00	0.00
					WEEK 2 TOTALS		8.00	0.00	0.00

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

Save Cancel Preferences Legend



# 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**  
When you start payroll, timecards for this pay period are locked.

**Pay Period**  
Oct 10, 2020 to Oct 23, 2020

**Check Date**  
Oct 30, 2020

**Timecards**  
173 total hours.

**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.

1. Enter Payroll 2. Preview Payroll

Biweekly: Oct 10, 2020 to Oct 23, 2020 Check date: 11/13/2020 Payroll Notes Need Help

Search for a contractor: All Contractors

Contractor Name	Department	Rate	1099Comp Hours	1099Comp Amount	1099 Exp Reimb
Contractor, Con...	1000 - Admin	\$10,0000 / hr			
Totals			0.00	\$0.00	\$0.00

Page 1 of 1

Charge override:

Payroll Overrides Sort By Add Contractor Cancel Previous Save Finish Later **Preview Payroll**



# 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**  
7 employees paid this pay period  
9 employees not paid

Check date  
**Friday, Nov 13, 2020**  
Biweekly: Oct 10, 2020 to Oct 23, 2020

[Payroll Notes](#) [Need Help](#)

Employee Name	Type	Total Hours	Gross Pay	Taxes	Deductions	Net Pay	Employer Taxes
001000 - Administrator							
<a href="#">Ren, Kyo</a>	Regular	0.00	\$150,000.00	\$92,425.19	\$0.00	\$57,574.81	\$11,972.25
1000 - Admin							
<a href="#">Alexander, Jason</a>	Regular	21.00	\$1,575.00	\$280.33	\$0.00	\$1,294.67	\$184.28
<a href="#">Jones, Indiana</a>	Regular	0.00	\$8,000.00	\$2,933.43	\$0.00	\$5,066.57	\$930.00
<a href="#">McFly, George</a>	Regular	0.00	\$1,000.00	\$195.97	\$0.00	\$804.03	\$117.00
200 - Police Department							
<a href="#">Bogos, Ryan</a>	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: 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**.



## Approve payroll



Approve the payroll and the total cash required amount of \$176,954.17. 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



# 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

**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

**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.**

**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: Racheal Tartaglia      Contact: Not Available      Biweekly Pay Period: 10/10/2020 - 10/23/2020


**Timecard**      Supplemental Pay Codes

	APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY T
		Sat 10/10	-		0.00	ADMIN	
		Sun 10/11	-	REGULAR	8.00	ADMIN	
		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
		Tue 10/13	09:00 AM - 06:00 PM		10.00	ADMIN	
		Schedule:	09:00 AM - 05:00 PM		8.00	ADMIN	
		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)							
<b>Save</b> Cancel							



# 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?

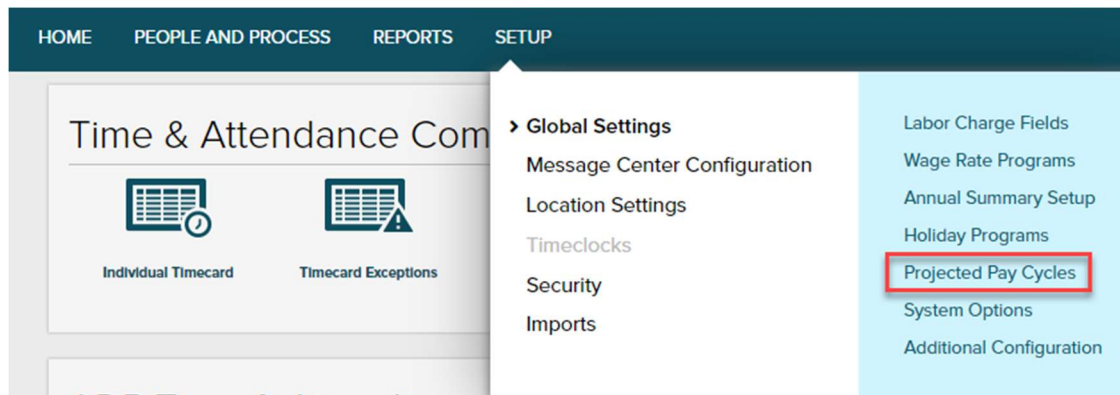
We'd like to make sure your timecards are caught up to the current payroll dates. Would you like to finish this period and move to the next one? Once you click yes, changes can no longer be made to these timecards.



# 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**.



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	Biweekly (TEMP26)	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	08/25/2020	08/15/2020 - 08/28/2020

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

3. Click **Submit**.

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

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

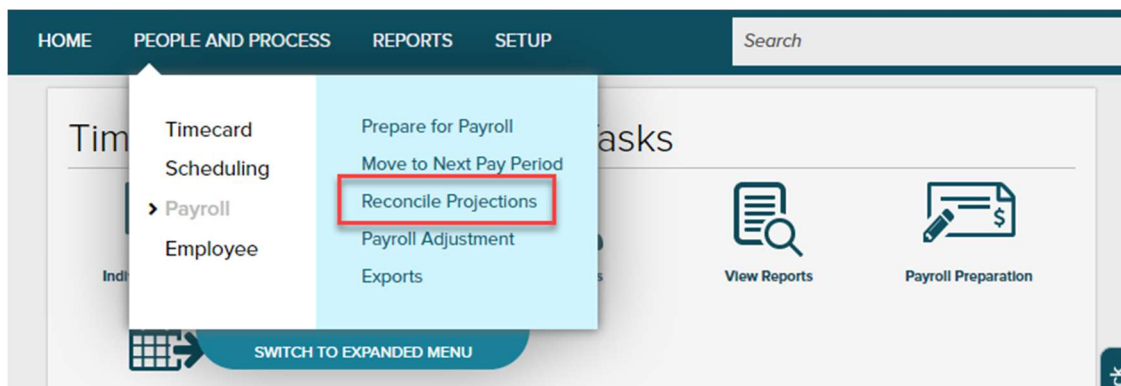
# Time Management – General Processing Projected Payroll in ADP Time & Attendance and RUN Powered by ADP

## 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 

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



# Time Management – General

## Processing Projected Payroll in ADP Time & Attendance and RUN Powered by ADP

- Click the **Details** tab.

Summary  
**Details**

(1 of 1) Payroll, Projected (3121)

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
<b>Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>65.00</b>	<b>7.00</b>	<b>65.00</b>

- 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)

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				HOURS	DOLLARS	HOURS	DOLLARS
<input type="radio"/>	<input type="radio"/>	<input type="button" value="Notes"/>	Fri 8/14	Actual	REGULAR	6.50	65.00	6.50	65.00
<input type="radio"/>	<input type="radio"/>	<input type="button" value="Notes"/>		Actual	PDLCHAWD	0.50	0.00	0.50	0.00
						<b>Total:</b>	<b>7.00</b>	<b>65.00</b>	



# 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)   [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"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Fri 8/14	Actual	REGULAR	6.50	65.00	6.50	65.00
						Actual	PDLCHAWD	0.50	0.00	0.50	0.00
									<b>Total:</b>	<b>7.00</b>	<b>65.00</b>