

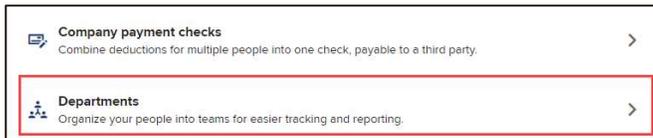
Administration Guide: Add Departments in RUN and ADP® Time & Attendance

Objective:

- How to add Departments in RUN
- How to add Departments in ADP Time & Attendance

Add Departments in RUN

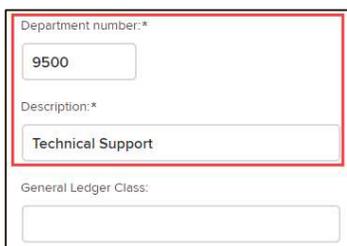
1. Log onto runpayroll.adp.com
2. Select **Settings** (⚙️) from the left navigation bar, and choose **Departments**



3. On the Departments Info screen, select **Add**

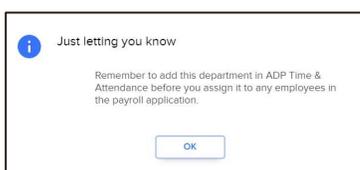


4. On the Departments screen, enter a **number** (up to 6 digits), enter a **description**, select **Save**.



The screenshot shows a form with three fields. The first field is 'Department number:*' with the value '9500'. The second field is 'Description:*' with the value 'Technical Support'. The third field is 'General Ledger Class:' which is empty.

5. Select **Save**
6. A pop-up window will remind you to add the department into ADP Time and Attendance.



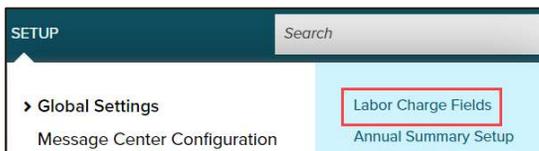
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Additional Department Information:

- Recommend keeping all departments the same number of digits
- **Do not forget** that if a department is entered in RUN, it must be added to ADP Time & Attendance to avoid errors on payroll
- You can add departments into ADP Time & Attendance without adding them to RUN. They will be for reporting purposes only within ADP Time & Attendance
 - The hours will transfer to payroll even without departments added to RUN
- RUN allows a total of 5 departments to be assigned to each employee with a different rate of pay. You can add these through the **People**  **People** icon on the left navigation and navigating to **Payroll Info**.

Add Departments in ADP Time & Attendance

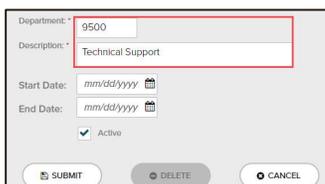
1. Log onto ADP Time & Attendance
 - RUN Administrator: Log onto runpayroll.adp.com, select Time  from the left navigation bar
 - TLM Administrator: Log onto <https://time.adp.com>
2. Navigate to **Global Settings** under the **Setup** menu, Select **Labor Charge Fields**.



3. Select Labor Charge Field type that needs to be added, Select **Add New**.



4. Enter **Department and Description** and select **Submit** to add department.



- Department in RUN? Department and Description should match



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- TLM Only – Using a number for the Department field is recommended
5. All new departments added will be listed under the selected Labor Charge Field.

The screenshot shows the 'Labor Charge Fields' interface. It includes a search bar, a dropdown menu for 'Department', and a table of existing departments. The table has columns for DEPARTMENT, DESCRIPTION, START, END, and ACTIVE. The departments listed are Management, Accounting, Warehouse, Sales, and Shipping.

DEPARTMENT	DESCRIPTION	START	END	ACTIVE
100	Management			✓
200	Accounting			✓
300	Warehouse			✓
400	Sales			✓
500	Shipping			✓

6. Once all departments are added, head over to the timecard to select the appropriate department for your employee.

The screenshot shows the 'Timecard' interface. It has a table with columns for APPROVE, WEEK 1, IN - OUT, PAY CODE, HOURS, DEPARTMENT, and DAIL. The table shows data for WEEK 1 from Saturday to Tuesday. The DEPARTMENT column for Sunday (09/11) has a value of 9500 highlighted with a red box.

APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAIL
	Sat 09/10	-		0.00		
	Sun 09/11	-		0.00	9500	
	Mon 09/12	-		0.00		
	Tue 09/13	-		0.00		