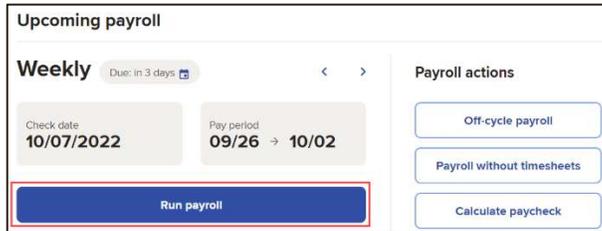


Payroll Guide: Processing Payroll with RUN

Process Payroll with RUN Powered by ADP®

1. On the Payroll Home Page, click on the Run Payroll icon.



Upcoming payroll

Weekly Due: in 3 days

Check date: **10/07/2022** Pay period: **09/26 → 10/02**

Run payroll

Payroll actions

- Off-cycle payroll
- Payroll without timesheets
- Calculate paycheck

2. On the Run Payroll page, in the Timecards section, click **Resolve Exceptions**.



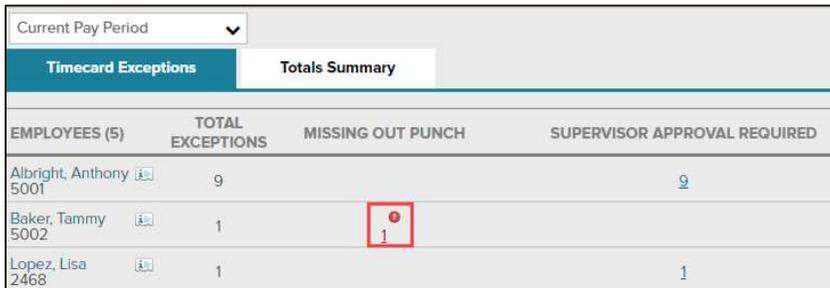
Weekly Pay Frequency Pay Period: Sep 26, 2022 to Oct 02, 2022 Timecards: 2 timecard exception(s) to resolve.

To continue processing your payroll, first resolve the timecard exceptions.

Check Date: Oct 07, 2022

Start Payroll **Resolve Exceptions**

3. **Resolve** the timecard exceptions as needed and click **Save**.



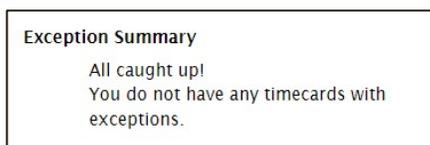
Current Pay Period		Totals Summary	
EMPLOYEES (5)	TOTAL EXCEPTIONS	MISSING OUT PUNCH	SUPERVISOR APPROVAL REQUIRED
Albright, Anthony 5001	9		9
Baker, Tammy 5002	1	1	
Lopez, Lisa 2468	1		1

4. Click the **arrows** to move between employees listed with timecard exceptions.



Employee Name	Contact	Weekly Pay Period	
John J Adams	Not Available	09/26/2022 - 10/02/2022	➔

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



Exception Summary

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



Payroll Guide: Processing Payroll with RUN

Complete Payroll with RUN and Automatically Move Period

1. From the Run Payroll page, click **Start/Resume Payroll**

Weekly Pay Frequency Pay Period: Sep 26, 2022 to Oct 02, 2022 Timecards: 19 total hours.

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

Check Date: Oct 07, 2022

[Start Payroll](#) [View Timecards](#)

2. Edit entries if needed and click on **Preview Payroll**.

- If there are any inaccuracies in the listed hours, click the **Cancel** button to unlock timecards and make further edits. **Note:** These hours are imported from ADP Time and Attendance.
- If you have more employees to view, select the **arrow** to go between screens.
- 1099 employees will show once Preview Payroll has been selected.

Weekly Pay period: Sep 26, 2022 → Oct 2, 2022 Check date: Oct 7, 2022 [Need Help](#)

View: All employees Sort by: Last name

Name	Department	Available Rates	Rate	Regular Hours	Salary Amount	Overtime Hours	CASPSL22 Ho...	Meet
Benson, Athena	1000 - All	\$15.0000 / hr	\$15.0000 / hr					
Hussie, Nippsey	3500 - Admini...	\$60.0000 / hr	\$60.0000 / hr					
Tenou, Haruka	5000 - Market...				\$1,500.00			
Adams, John J	1000 - All		\$15.0000 / hr	19.50				
Totals				19.50	\$1,500.00	0.00		0.00

Charge Override: Show rows: 10 of 1

[Payroll overrides](#) [Add employee](#) [Cancel](#) [Save](#) [Finish later](#) [Preview payroll](#)

3. Once all totals are accurate and you have confirmed the total cash required, select **Approve**.

Cash required
\$2,002.24

Weekly
Sep 26, 2022 → Oct 2, 2022

Payroll dates
Check date: Fri, Oct 7, 2022

People
2 Employees 0 Contractors
2 Unpaid

Employee name	Type	Total hours	Gross pay	Taxes	Deductions	Net pay	Employer taxes
5000 - Marketing							
Tenou, Haruka	Regular	0.00	\$1,500.00	\$413.02	\$0.00	\$1,086.98	\$175.50
9000 - Server							
Adams, John J	Regular	19.50	\$292.50	\$48.94	\$0.00	\$242.56	\$34.24
Totals		19.50	\$1,792.50	\$462.96	\$0.00	\$1,329.54	\$209.74

Payrun total: \$2,002.24 Cash required: \$2,002.24

[Pay stub message](#) [Reports](#) [Previous](#) [Finish later](#) [Approve](#)



Payroll Guide: Processing Payroll with RUN

4. Click **Approve** to confirm and accept your payroll.

