Payroll Guide: Processing Payroll with RUN
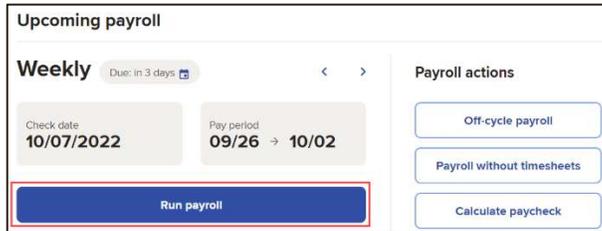
Process Payroll with RUN Powered by ADP®

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

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

3. **Resolve** the timecard exceptions as needed and click **Save.**
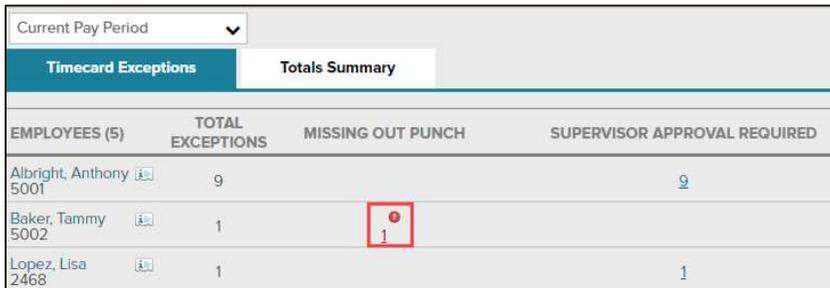
4. Click the **arrows** to move between employees listed with timecard exceptions.

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

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Complete Payroll with RUN and Automatically Move Period

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

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.

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

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

⚠ **Approve payroll of $2,002.24**

Once you approve this payroll, you won't be able to make any more changes. We'll withdraw **$2,002.24** from your bank account to cover payroll and taxes.

Cancel   **Approve**