Processing Payroll in ADP ezLaborManager® and RUN Powered by ADP®

Resolve Timecard Exceptions
Resolve Timecard Exceptions to correct timecard data that is in a state of error.

Print Payroll Detail Report with Dept
Print the Payroll Detail Report with Dept to obtain the timecard data you will transfer to RUN.

Prepare for Payroll
Prepare for Payroll to lock the Pay Cycle, prepare ADP Time & Attendance data for processing payroll, and transfer data to RUN.

Process Payroll with RUN Powered by ADP
Process Payroll with RUN to approve the hours from ADP Time & Attendance and generate payroll.

Move to Next Pay Period
Move to Next Pay Period to bring your ADP Time & Attendance system up to date and display the correct date range as the Current Pay Period.
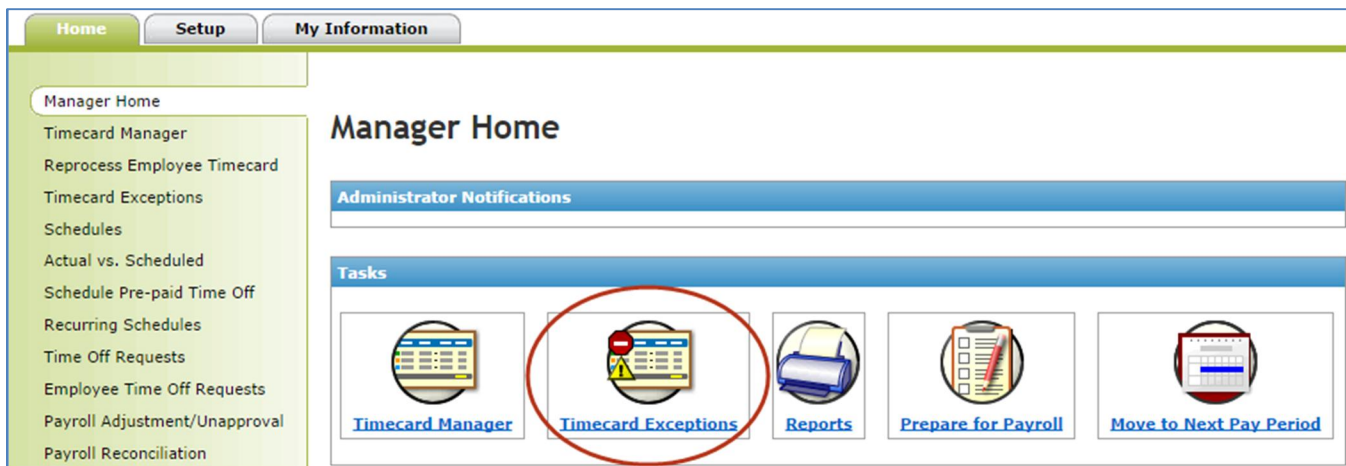
Resolve Timecard Exceptions
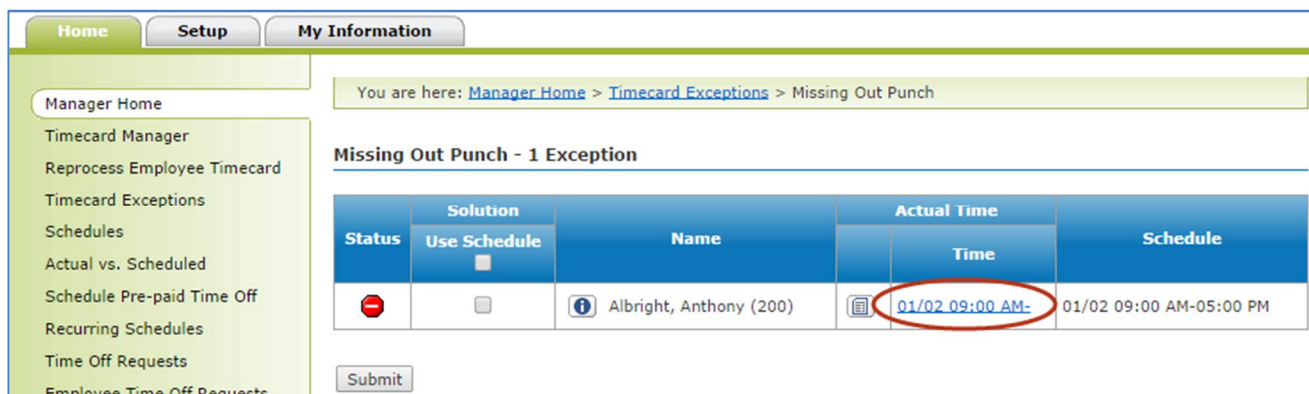
1. In ezLaborManager, click the Home tab.

2. Click the Timecard Exceptions icon.

3. Click the exception type in the Exceptions column.

4. In the Time column, click the employee's date and time punch.

5. Correct the exception:
   - To complete the time pair, type the correct Time In and Time Out and click Save & Calculate
   - To remove the time pair, click to select the check box, click Delete, and click Save & Calculate

6. Click Timecard Exceptions to return to the list of exceptions.

Reminder: Go to Step 3 on page 2 and repeat until no Timecard Exceptions remain.

Print the Payroll Detail Report with Dept

1. In ezLaborManager, click the Home tab.

2. Click the Reports icon.
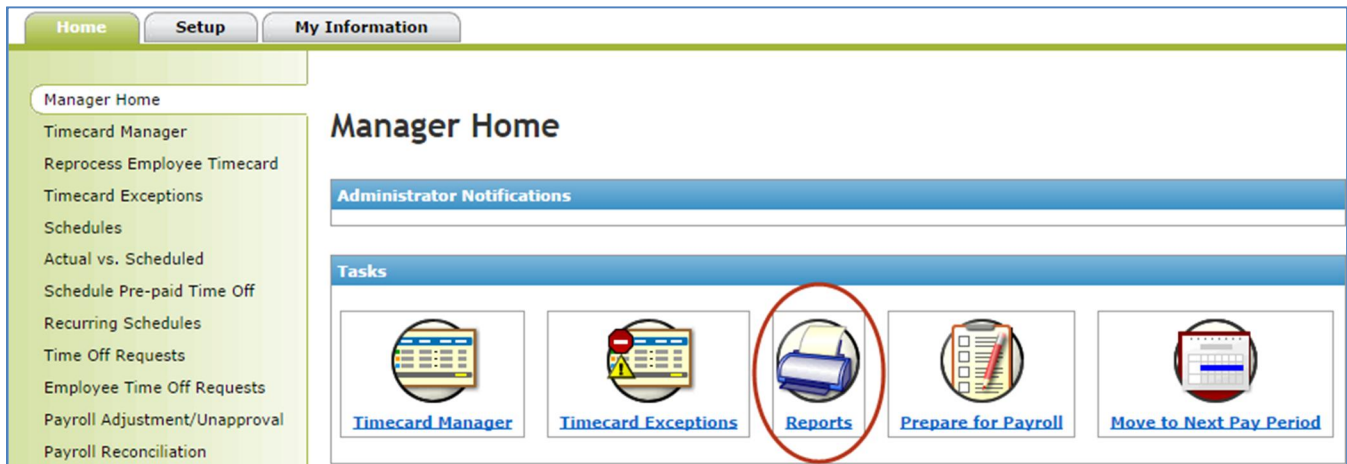
3. Click Administrator Reports.

4. Click the View Report icon to the left of the Payroll Detail Report with Dept.
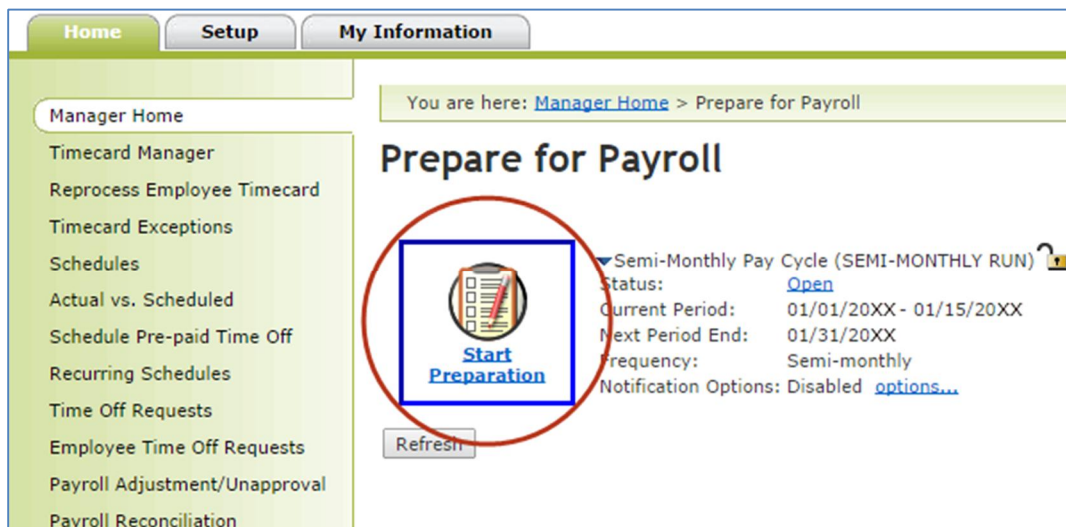
Prepare for Payroll

1. In ezLaborManager, click the Home tab.

2. Click the Prepare for Payroll icon.
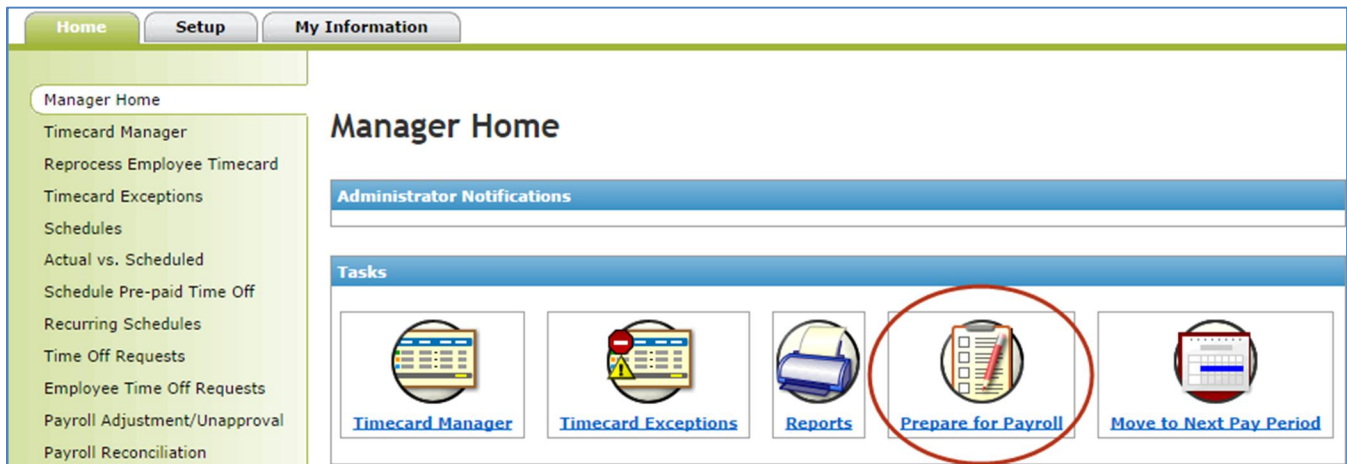
3. Click the Start Preparation icon for the desired Pay Cycle.

4. Click the Create Export button.

Note: When Acknowledgement Received displays, the timecard data has been exported to RUN.

5. Click Continue Prepare for Payroll.

6. Click Finished.

Process Payroll in RUN

1. In RUN, from the Payroll Home page, click the Pay Data Import icon.
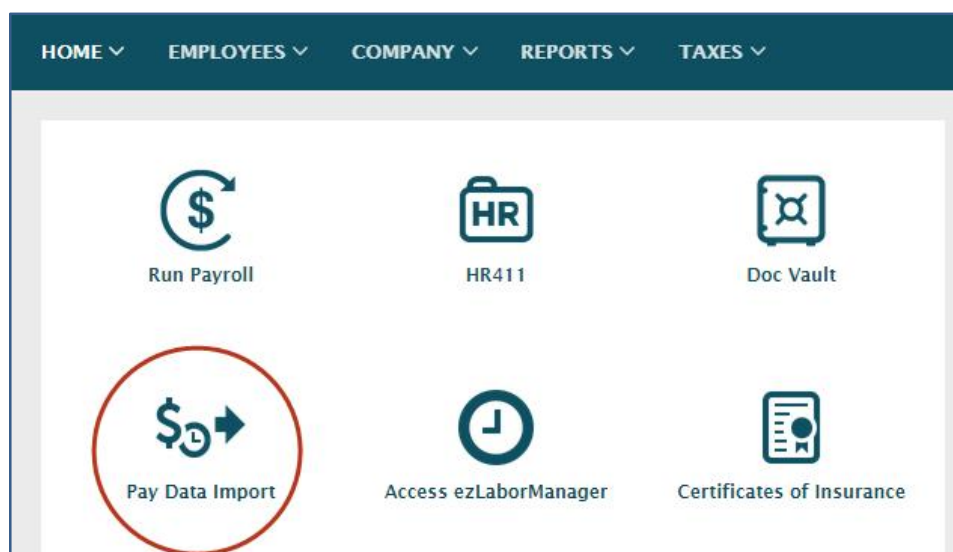
2. If the Totals hours equal those in the ezLaborManager Payroll Detail Report with Dept, then click Combine Payroll and Import.

Note: Once the file has been approved, changes can only be made in the Payroll Wizard.

3. Click Approve.

4. Edit entries as needed and click Preview Payroll.

5. If the totals are accurate, then click Approve.

	1. Enter Payroll	2. Preview Payroll	3. Payroll Summary

Total Cash Required

$3,847.95

3 employees paid this pay period
5 employees not paid ∨

Check date

Friday, Jan 16, 20XX

Semimonthly: Jan 1, 20XX to Jan 15, 20XX

📄 Payroll Notes   ❓

Employee Name	Type	Total Hours	Gross Pay	Taxes	Deductions	Net Pay	Employer Taxes
Albright, Anthony	Regular	80.00	$1,600.00	$385.08	$0.00	$1,214.92	$210.80
McDonald, Jennifer	Regular	80.00	$800.00	$168.46	$0.00	$631.54	$105.40
Smith, Steven	Regular	0.00	$1,000.00	$195.44	$0.00	$804.56	$131.75
Totals		160.00	$3,400.00	$748.98	$0.00	$2,651.02	$447.95

Page 1 of 1: 1

Payrun Total: $3,847.95   Reports ▲   Cash Required: $3,847.95

Check Stub Message   Previous   Finish Later   **Approve**

5. Click Yes. A "Success! Your payroll is done" message displays when complete.

⚠ **Approve payroll**   ✕

Are you sure you want **$3,847.95** impounded from the company's bank account?

Yes   No

Important: When you have received and confirmed the accuracy of your checks, log in to ezLaborManager and Move to Next Pay Period.
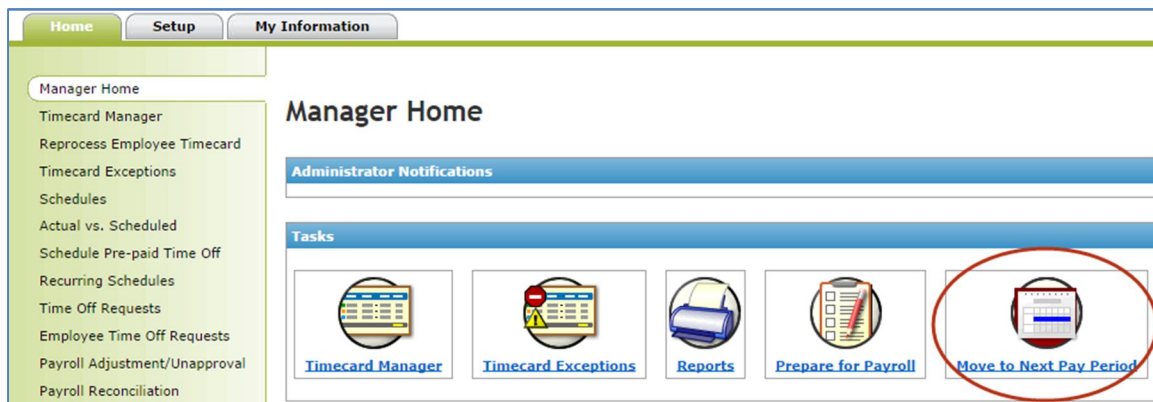
Move to Next Pay Period

Important: When you have received and confirmed the accuracy of your checks, log in to ezLaborManager and Move to Next Pay Period.
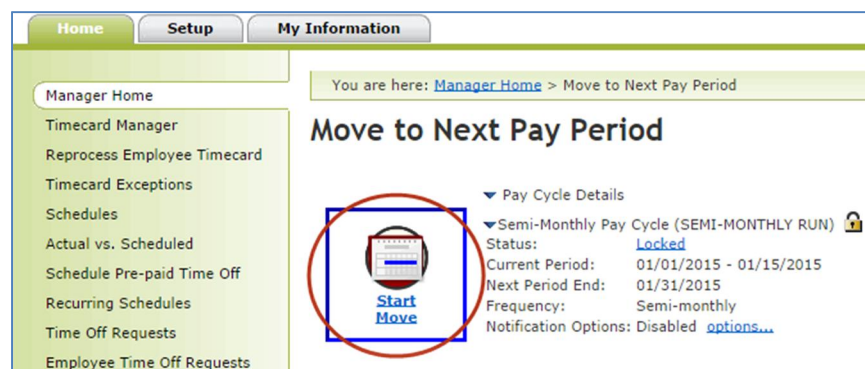
1. In ezLaborManager, click the Home tab.

2. Click the Move to Next Pay Period icon.

3. Click the Start Move icon.

Important: This step is irreversible.

4. Click to select the All timecard data has either been verified for the current pay period or has been exported to the payroll system check box.
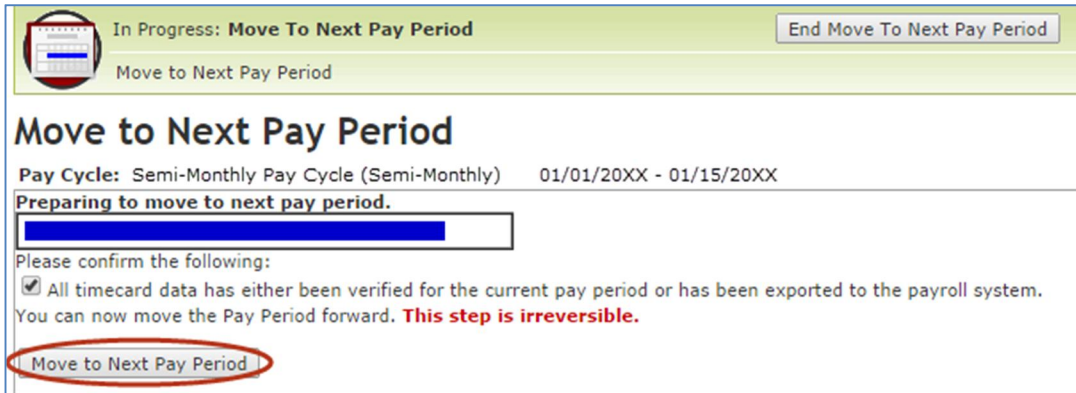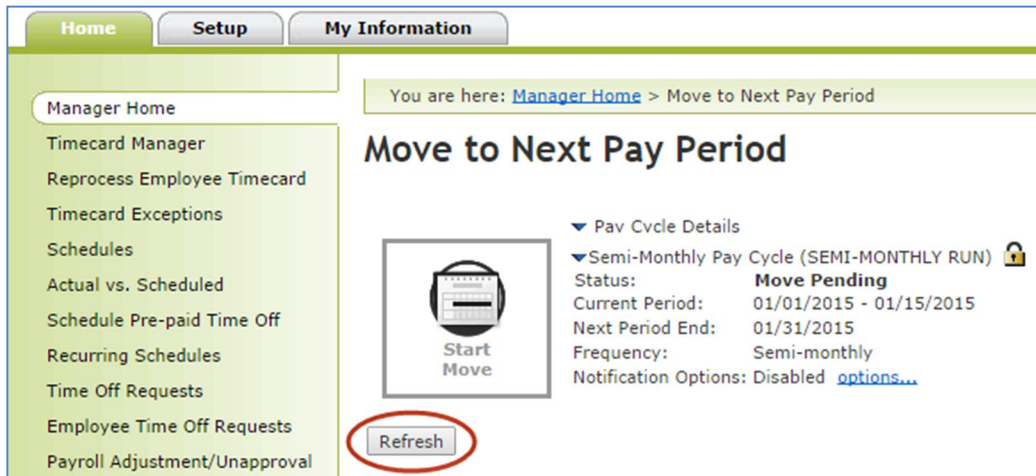
5. Click Move to Next Pay Period.

Note: You will return to the Move to Next Pay Period page with a Status of Move Pending.

6. Click Refresh until the Status displays Open.

Note: Wait time is approximately 30 seconds. If status does not change, then wait 10 seconds and try again.