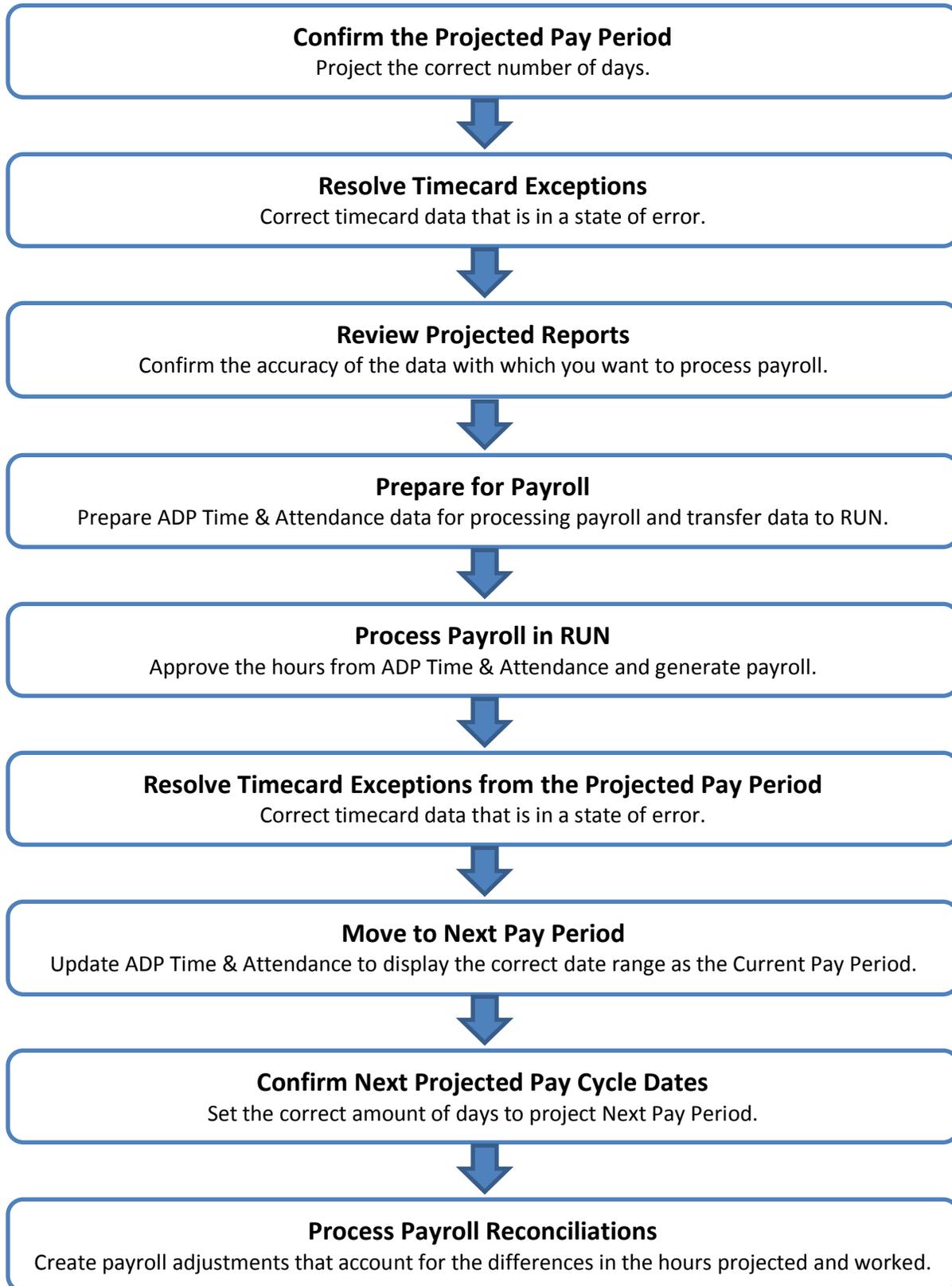


Processing Projected Payroll in ADP ezLaborManager® and RUN Powered by ADP®



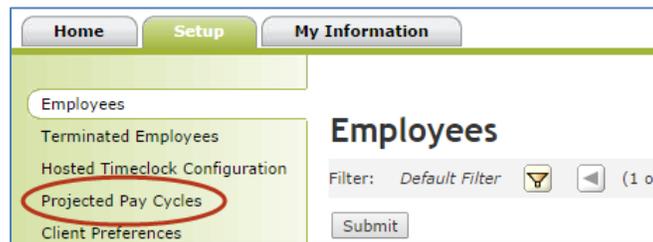
Confirm the Projected Pay Period

Note: Employees must have hours scheduled in their timecard in order to project payroll.

1. In ezLaborManager, click the **Setup** tab.



2. Click **Projected Pay Cycles**.



3. Confirm the **Number of Days to Project**.

Note: Include the day payroll is being processed when calculating, since employees have not clocked out yet.

Example: If the current pay cycle is from 1/1 to 1/15, and you process payroll on 1/13, then the **Number of Days to Project** is **3** days.

Important: If the **Number of Days to Project** is incorrect, click the **Projected Pay Cycle Calendar** icon in the **Pay Cycle** column and click the date from which to begin projecting. Wait at least five minutes before proceeding.

i If you want to project payroll for a pay cycle, click the Project Payroll checkbox and enter a value for Number of Days to Project. To override this rule for individual pay periods, select the calendar in the Pay Cycle column.

Row	Pay Cycle	Project Payroll	Number of Days to Project	Begin Projecting	Current Pay Cycle
1	Semi-Monthly Pay Cycle (SEMI-MONTHLY RUN)	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	01/13/20XX ¹	01/01/20XX - 01/15/20XX

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

Submit

4. Click **Submit**.

i If you want to project payroll for a pay cycle, click the Project Payroll checkbox and enter a value for Number of Days to Project. To override this rule for individual pay periods, select the calendar in the Pay Cycle column.

Row	Pay Cycle	Project Payroll	Number of Days to Project	Begin Projecting	Current Pay Cycle
1	Semi-Monthly Pay Cycle (SEMI-MONTHLY RUN)	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	01/13/20XX ¹	01/01/20XX - 01/15/20XX

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

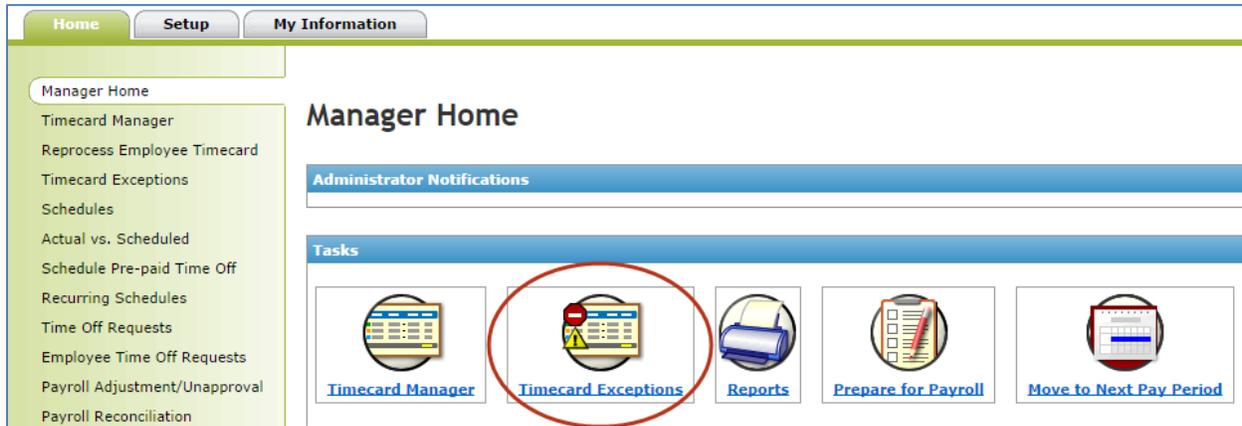
Submit

Resolve Timecard Exceptions

1. In ezLaborManager, click the **Home** tab.



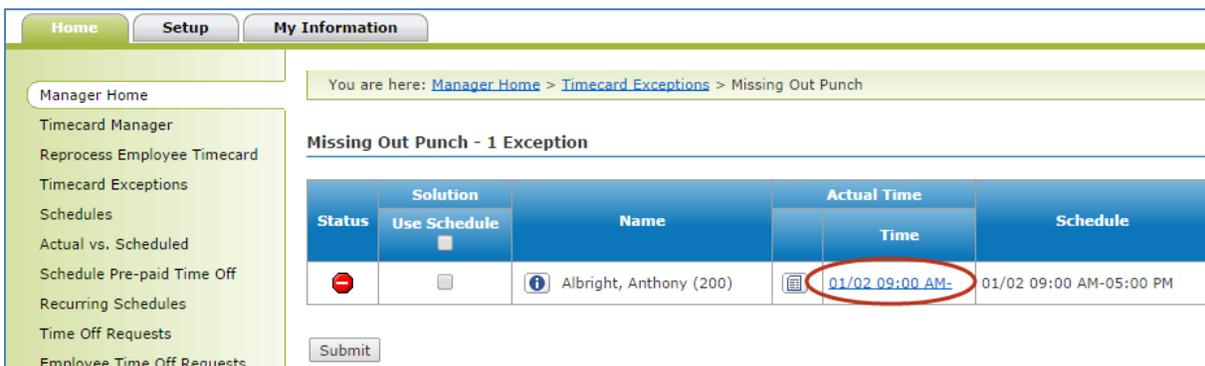
2. Click the **Timecard Exceptions** icon.



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**

You are here: [Manager Home](#) > [Timecard Exceptions](#) > [Missing Out Punch](#) > Timecard Manager

Timecard Manager

Albright, Anthony (200) Info Calendar

Pay Date Range: User-Defined Date Range -

[Printable View](#) [Payroll Summary](#) [Schedule](#) Preferences

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	Fri	01/02/20XX	09:00 AM	05:00 PM	8.00	8.00		100
Total Hours:					8.00				

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

You are here: [Manager Home](#) > [Timecard Exceptions](#) > [Missing Out Punch](#) > Timecard Manager

Timecard Manager

Albright, Anthony (200) Info Calendar

Pay Date Range: User-Defined Date Range -

[Printable View](#) [Payroll Summary](#) [Schedule](#) Preferences

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri	01/02/20XX	09:00 AM	05:00 PM	8.50	8.50		100
Total Hours:					8.50				

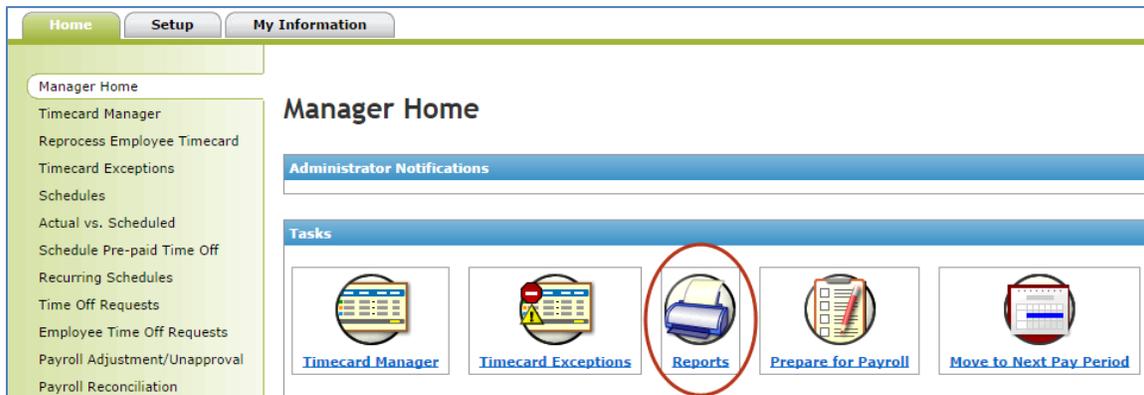
Reminder: Go to Step 3 on page 3 and repeat until no **Timecard Exceptions** remain.

Review Projected Reports

1. In ezLaborManager, click the **Home** tab.



2. Click the **Reports** icon.



3. Click **Projected Payroll Reports**.

Report Categories	
Name	Description
Administrator Reports	Administrator Reports
Projected Payroll Reports	Projected Payroll Reports
SBS Support	All Reports
Special Reports	Utility Reports
Supervisor Reports	Supervisor Reports

4. Click the **View Report** icon to the left of the **Projected Payroll Detail Report with Dept** and **Projected Timecard Report**.

Report Categories		
Projected Payroll Reports		
Options	Name	Description
	Projected Payroll Detail Report with Dept	Projected employee department hours and wages by company code.
	Projected Timecard Report	Detailed projected timecard report for each employee.
	Reconciliation Report	Actual and projected hours comparison for the previous pay period.

Note: These reports provide details about worked and projected hours.

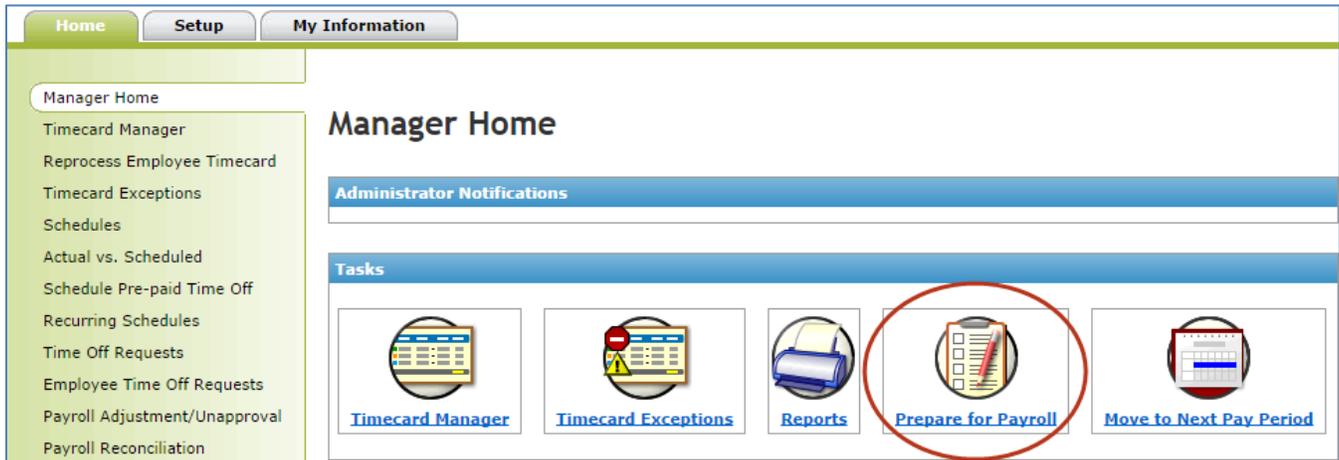
Important: Save these **Projected Payroll Reports** to your hard drive to view previous **Pay Cycles** at a later time.

Prepare for Payroll

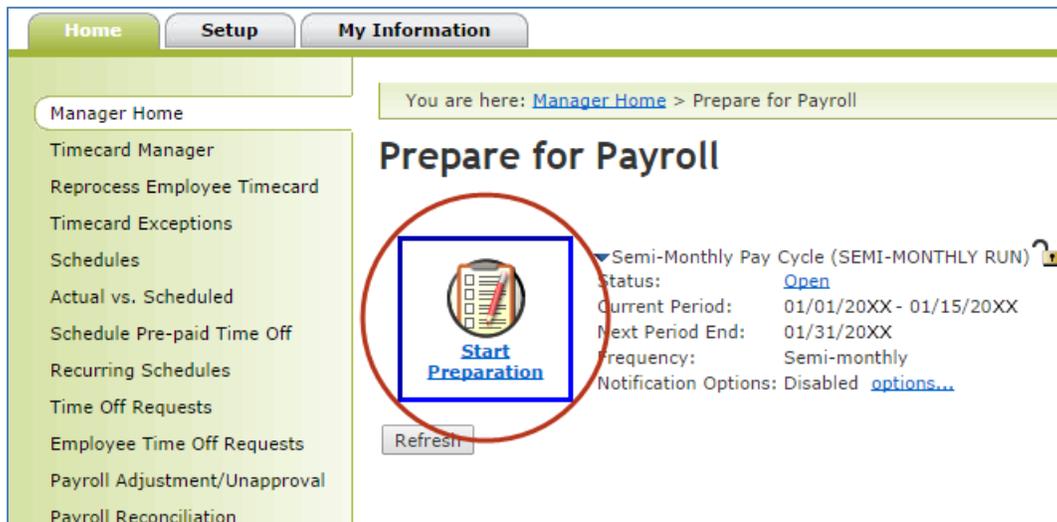
1. In ezLaborManager, click the **Home** tab.



2. Click the **Prepare for Payroll** icon.



3. Click the **Start Preparation** icon for the desired Pay Cycle.



- Click the **Create Export** button.

Prepare for Payroll

Pay Cycle: Semi-Monthly Pay Cycle (SEMI-MONTHLY RUN) 01/01/20XX - 01/15/20XX

Checking payroll export requirements.

i Export payroll data as follows:
The pay cycle has been locked to ensure no further changes can be made to the current payroll data. It is recommended to now run a payroll report. Based on your company's configuration you may now be required to perform a payroll export.

New Export

Description: Semi-Monthly Pay Cycle 01/13/20XX12:17 PM

Export Type: Semi-Monthly Pay Cycle ▼

User to Receive Inbox Message on Completion: ? ?

E-mail Address for Additional Notification of Completion: ? ?

 [Access reports to run payroll/timecard reports.](#)

Create Export

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

- Click **Continue Prepare for Payroll**.

In Progress: Prepare for Payroll

Continue Prepare for Payroll > Exports

Exports

Exports <<<<>>>>

Previous Exports

Export Templates

Exports 1 Found Page 1 - 1

Action	Export Status	Description
<input type="checkbox"/> 	Created: 8/8 Transferred to Payroll On 1/13/20XX 11:00 AM View Payload <input checked="" type="checkbox"/> Acknowledgement received.	Semi-Monthly Pay

Delete Refresh

- Click **Finished**.

In Progress: Prepare for Payroll

Prepare for Payroll

Prepare for Payroll

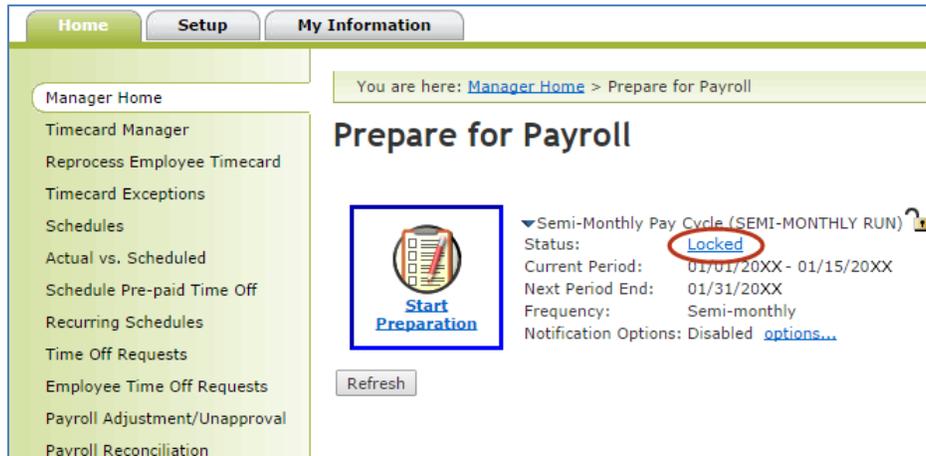
Pay Cycle: Semi-Monthly Pay Cycle (Semi-Monthly) 01/01/20XX - 01/15/20XX

Preparation complete!

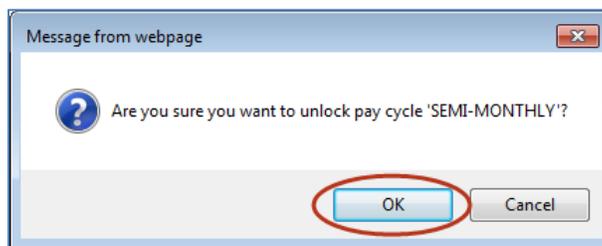
 [Access reports to run payroll/timecard reports.](#)

Finished

7. In the **Pay Cycle Status** field, click **Locked**.

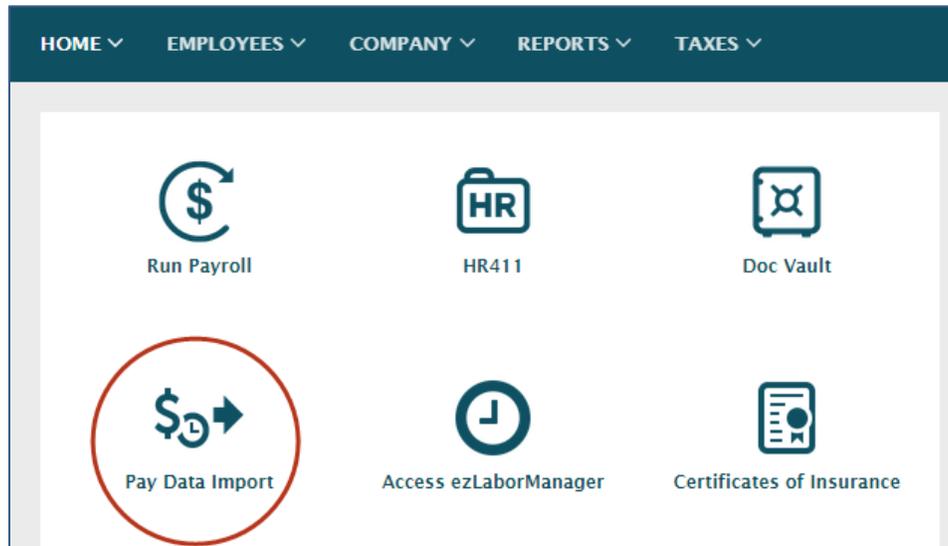


8. Click **OK**.



Process Payroll in RUN

1. In RUN, from the **Payroll Home** page, click the **Pay Data Import** icon.



2. If the uploaded hours equal the ezLaborManager **Projected Payroll Detail Report with Dept**, then click **Combine Payroll and Import**.

Pay Data Approval - Semimonthly ?

Pay frequency: Semimonthly Pay period start: 01/01/20XX Delete This Pay Data File
 Check date: 01/16/20XX Pay period end: 01/15/20XX The import data was automatically imported

Employee Name	Department	Rate	Check	Regular Hours Payroll	Regular Hours Import	Salary Amount Payroll	Salary Amount Import	Overtime Hours Payroll
Albright, Anthony		20.0000	0		80.00			
McDonald, Jennifer		10.0000	0		80.00			
TOTALS								160.00

Page 1 of 1: 1

Combine Payroll And Import Accept Import Only < Previous Approve Finish Later Cancel

Note: Once the file has been approved, changes can only be made on the Payroll Home page.

3. Click **Approve**.

Pay Data Approval - Semimonthly ?

Pay frequency: Semimonthly Pay period start: 01/01/20XX
 Check date: 01/16/20XX Pay period end: 01/15/20XX

[Delete This Pay Data File](#)
 The import data was automatically imported

Employee Name	Department	Rate	Check	Regular Hours Payroll	Regular Hours Import	Salary Amount Payroll	Salary Amount Import	Overtime Hours Payroll
Albright, Anthony		20.0000	0	80.00				
McDonald, Jennifer		10.0000	0	80.00				
TOTALS				160.00				

Page 1 of 1: 1

[Combine Payroll And Import](#)
 [Accept Import Only](#)
 [< Previous](#)
 [Approve](#)
 [Finish Later](#)
 [Cancel](#)

4. Edit entries as needed and click **Preview Payroll**.

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

Semimonthly: Jan 1, 20XX to Jan 15, 20XX Check date: 01/16/20XX

Payroll Notes ?

Employee Name	Rate	Regular Hours	Salary Amount	Overtime Hours	Vacation Hours	Sick Hours
Albright, Anthony	\$20.0000 / hr	80.00				
McDonald, Jennifer	\$10.0000 / hr	80.00				
Smith, Steven			\$1,000.00			
Totals		160.00	\$1,000.00	0.00	0.00	0.00

Page 1 of 1: 1

[Payroll Overrides ▲](#)
 [Sort By ▲](#)
 [Cancel](#)
 [Save](#)
 [Finish Later](#)
 [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**

6. 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

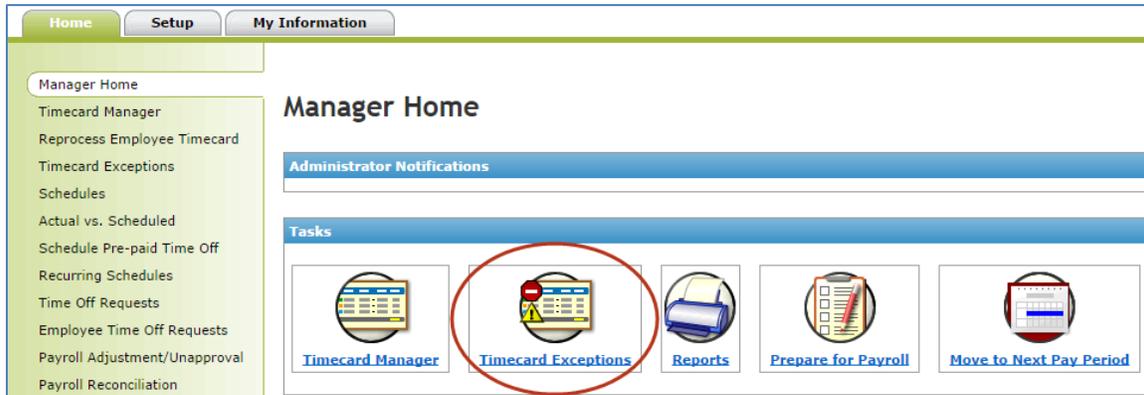
Important: Continue to the next step once the **Pay Cycle** ends.

Resolve Timecard Exceptions from the Projected Pay Period

1. In ezLaborManager, click the **Home** tab.



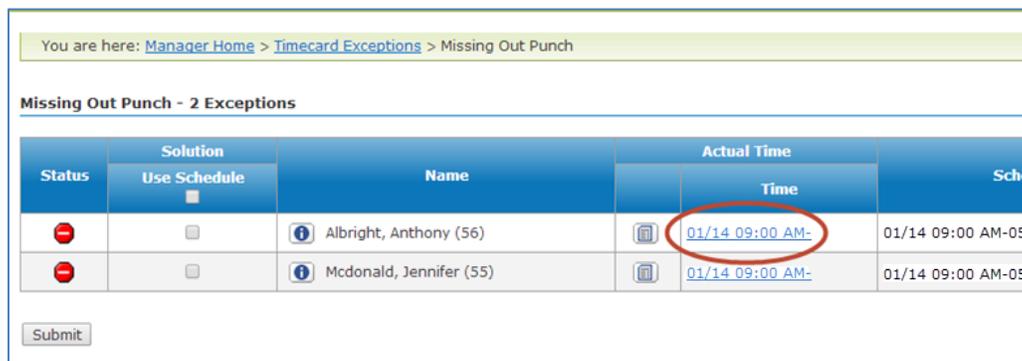
2. Click the **Timecard Exceptions** icon.



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**

Albright, Anthony (56) Find

Pay Date Range: User-Defined Date Range 01/14/20XX - 01/14/20XX

[Printable View](#) [Payroll Summary](#) [Schedule](#)

Save Save & Calculate

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	Mon	01/14/20XX	09:00 AM			0.00?			
Total Hours:					0.00				

Save Save & Calculate Insert Copy Paste Clear Delete

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

You are here: [Manager Home](#) [Timecard Exceptions](#) [Missing Out Punch](#) > Timecard Manager

Timecard Manager

Albright, Anthony (56) Find

Pay Date Range: User-Defined Date Range 01/14/20XX - 01/14/20XX

[Printable View](#) [Payroll Summary](#) [Schedule](#)

Save Save & Calculate

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	<input checked="" type="checkbox"/> Mon	01/14/20XX	09:00 AM	05:00 PM	7.00	7.00			
Total Hours:					7.00				

Save Save & Calculate Insert Copy Paste Clear Delete

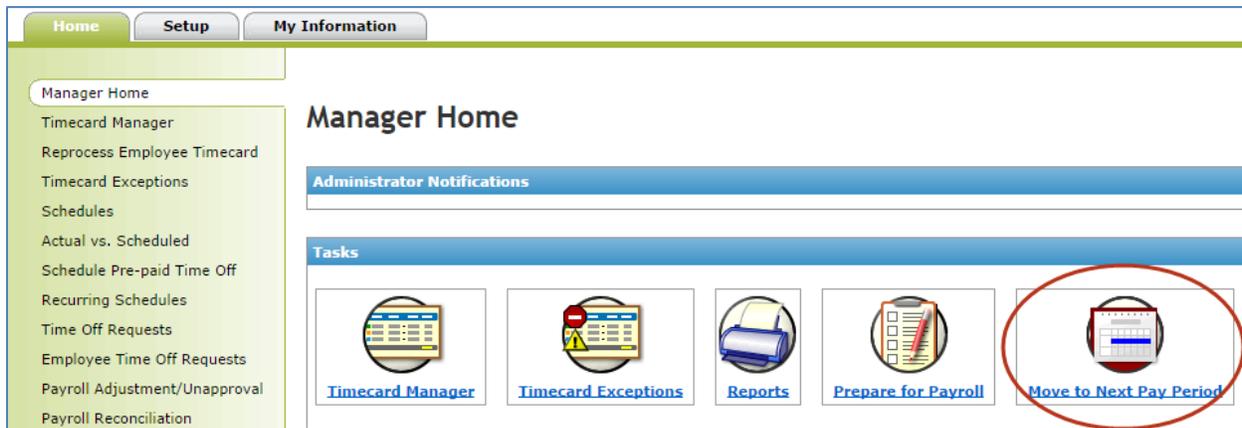
Reminder: Go to Step 3 on page 12 and repeat until no **Timecard Exceptions** remain.

Move to Next Pay Period

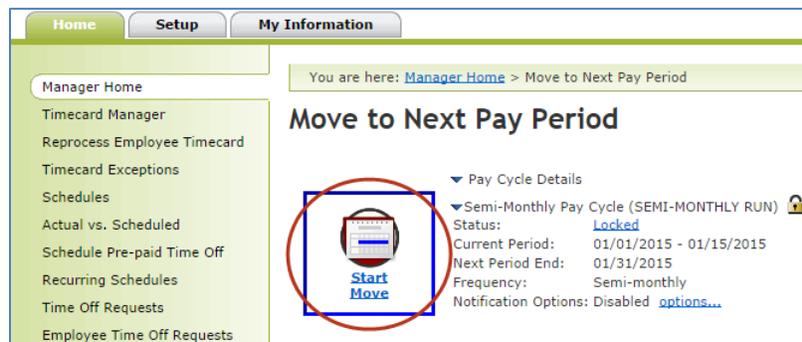
1. In ezLaborManager, click the **Home** tab.



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.

Move to Next Pay Period

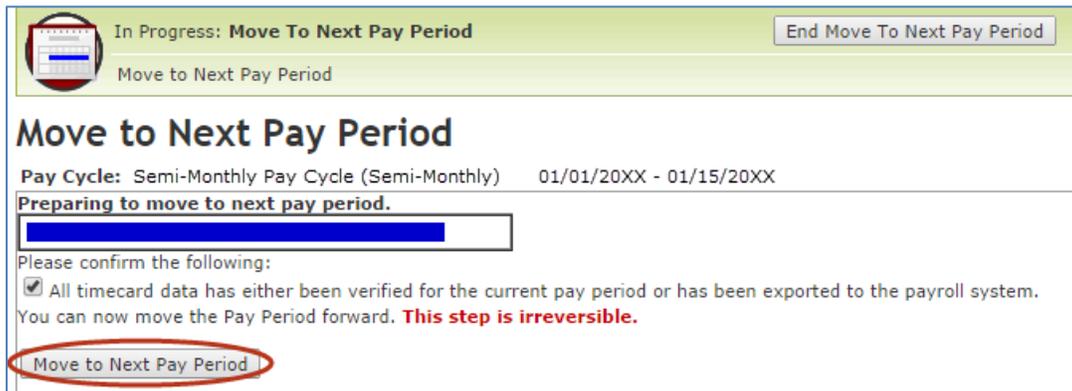
Pay Cycle: Semi-Monthly Pay Cycle (Semi-Monthly) 01/01/20XX - 01/15/20XX

Preparing to move to next pay period.

Please confirm the following:

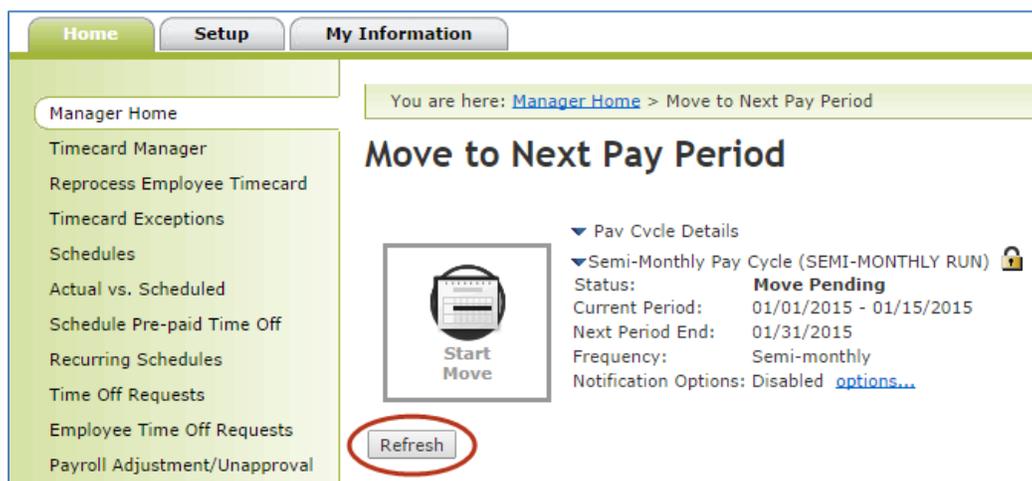
All timecard data has either been verified for the current pay period or has been exported to the payroll system. You can now move the Pay Period forward. **This step is irreversible.**

- Click **Move to Next Pay Period**.

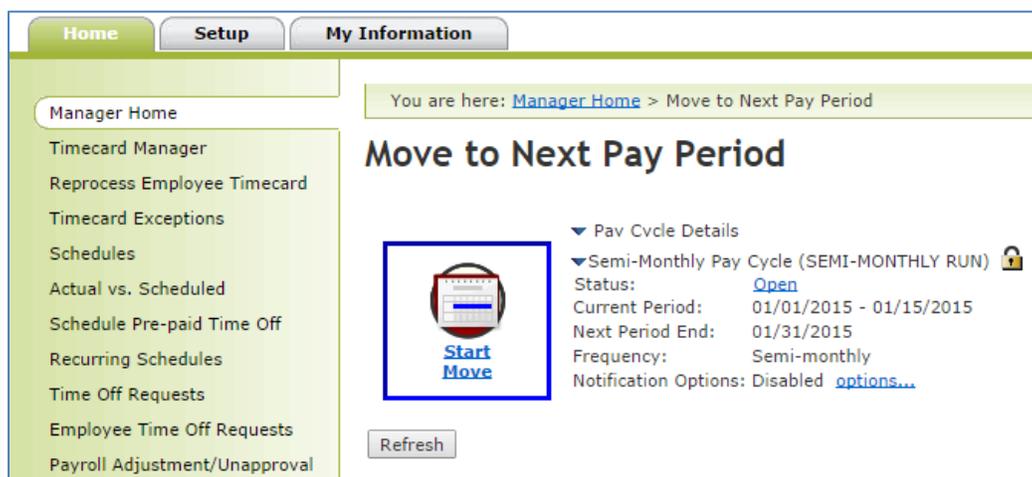


Note: You will return to the **Move to Next Pay Period** page with a **Status of Move Pending**.

- 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.

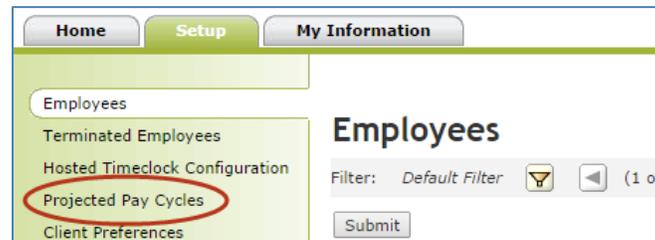


Confirm Next Projected Pay Cycle Dates

1. In ezLaborManager, click the **Setup** tab.



2. Click **Projected Pay Cycles**.



3. Confirm the **Number of Days to Project**.

Note: Include the day payroll is being processed when calculating, since employees have not clocked out yet.

Example: If the current pay cycle is from 1/16 to 1/31, and you process payroll on 1/29, then the **Number of Days to Project** is **3** days.

Important: If the **Number of Days to Project** is incorrect, click the **Projected Pay Cycle Calendar** icon in the **Pay Cycle** column and click the date from which to begin projecting.

i If you want to project payroll for a pay cycle, click the Project Payroll checkbox and enter a value for Number of Days to Project. To override this rule for individual pay periods, select the calendar in the Pay Cycle column.

Row	Pay Cycle	Project Payroll	Number of Days to Project	Begin Projecting	Current Pay Cycle
1	Semi-Monthly Pay Cycle (SEMI-MONTHLY RUN)	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	01/29/20XX ¹	01/16/20XX - 01/31/20XX

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.

Submit

4. Click **Submit**.

i If you want to project payroll for a pay cycle, click the Project Payroll checkbox and enter a value for Number of Days to Project. To override this rule for individual pay periods, select the calendar in the Pay Cycle column.

Row	Pay Cycle	Project Payroll	Number of Days to Project	Begin Projecting	Current Pay Cycle
1	Semi-Monthly Pay Cycle (SEMI-MONTHLY RUN)	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	01/29/20XX ¹	01/16/20XX - 01/31/20XX

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.

Submit

Process Payroll Reconciliations

1. In ezLaborManager, click the **Home** tab.



2. Click **Payroll Reconciliation**.

Manager Home

Administrator Notifications

Tasks

- Timecard Manager
- Timecard Exceptions
- Reports
- Prepare for Payroll
- Move to Next Pay Period

3. Click the number in the **Incomplete** column.

Payroll Reconciliation

Pay Cycle ID	Employee Count			Total	Payroll Export Description	Exported On	Reconciliation Data
	Incomplete	Accepted	Has Rejections				
Semi-Monthly	3	0	0	3	projected	1/13/20XX	Available

4. Click the **Details** tab.

You are here: [Payroll Reconciliation](#) > Payroll Reconciliation Summary

Payroll Reconciliation Summary

Summary (1 of 3) ▶ **Albright, Anthony (56)** Review Status **Incomplete**

Payroll Export Date 01/13/20XX Pay Group HOURLY2
 Pay Cycle Semi-Monthly Pay Cycle (01/01/20XX - 01/15/20XX) Department
 Adjustment Pay Date 01/31/20XX

Earnings Code	Projected		Actual		Adjustment	
	Hours	Dollars	Hours	Dollars	Hours	Dollars
REGULAR	15.00	0.00	0.00	0.00	-15.00	0.00
Total:	15.00	0.00	0.00	0.00	-15.00	0.00

5. Click to select **Accept** or **Reject** in each row.

Note: Click **Accept** to alter the employee's time card for the new pay cycle by the amount in the **Hours** column. Click **Reject** to ignore the adjustment.

Payroll Reconciliation Summary

Summary (1 of 1) ▶ **Albright, Anthony (56)** Review Status **Incomplete**

Payroll Export Date 01/13/20XX Pay Group HOURLY2
 Pay Cycle Semi-Monthly Pay Cycle (01/01/20XX - 01/15/20XX) Department
 Adjustment Pay Date 01/31/20XX

Accept	Reject	Notes	Pay Date	Payroll	Earnings Code	Hours	Dollars	Adjustment	
All	All							Hours	Dollars
<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Wed 1/14	Projected	REGULAR	7.50	0.00	-7.50	0.00
<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Thu 1/15	Projected	REGULAR	7.50	0.00	-7.50	0.00
Total:								3.00	0.00

6. Click **Submit**.

Payroll Export Date 01/13/20XX Pay Group HOURLY2
 Pay Cycle Semi-Monthly Pay Cycle (01/01/20XX - 01/15/20XX) Department
 Adjustment Pay Date 01/31/20XX

Accept	Reject	Notes	Pay Date	Payroll	Earnings Code	Hours	Dollars	Adjustment	
All	All							Hours	Dollars
<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Wed 1/14	Projected	REGULAR	7.50	0.00	-7.50	0.00
<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Thu 1/15	Projected	REGULAR	7.50	0.00	-7.50	0.00
Total:								3.00	0.00

Note: Go to Step 5 and repeat until no **Payroll Reconciliations** remain.

Note: Accepted Reconciliation adjustments will display as a wrench icon on the employee's timecard.