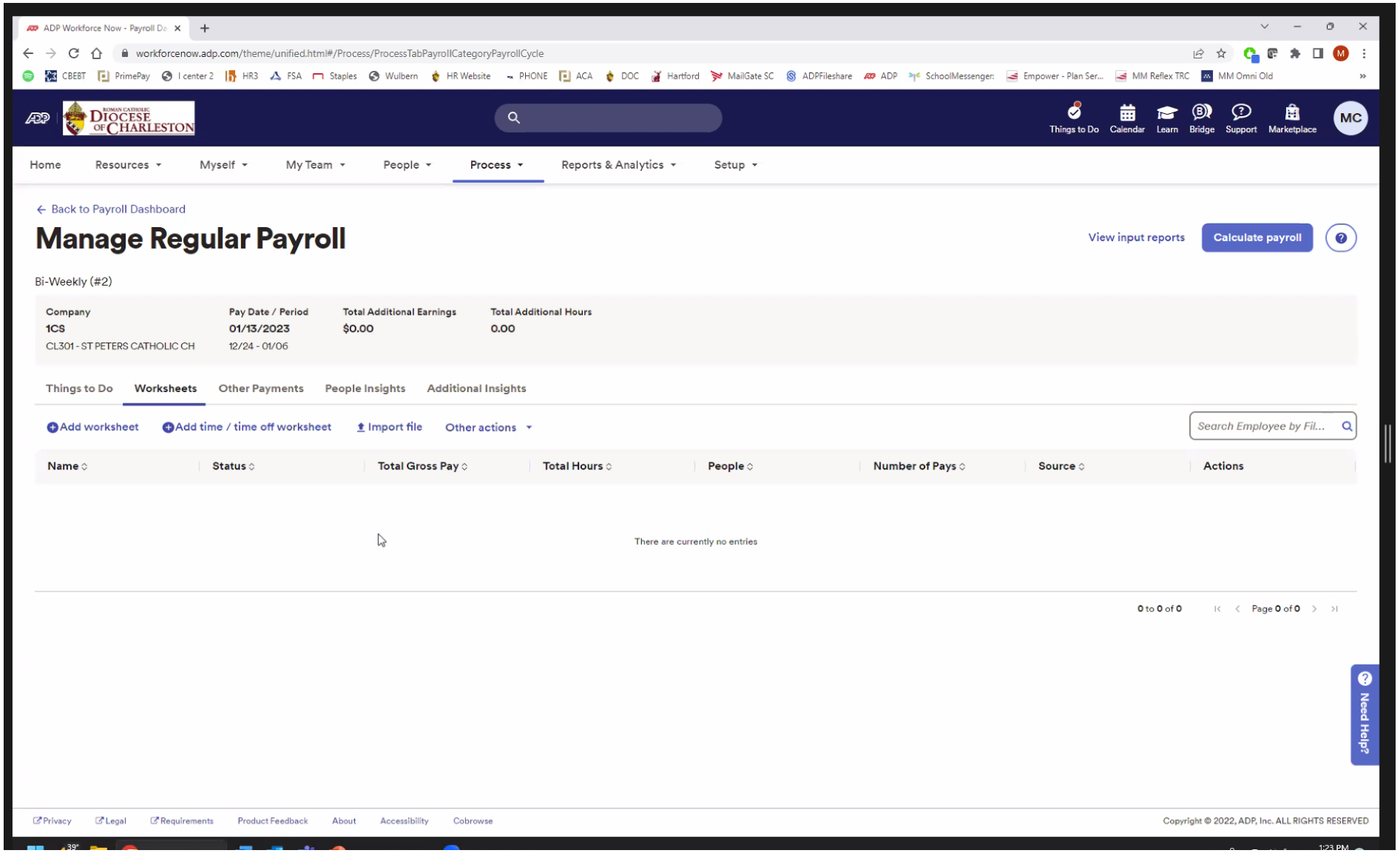
ADP Instructions for Cancelling Auto Pay with an Automatically Recurring Worksheet

In the absence of a timecard, the ADP system will automatically pay an employee using their standard hours. Therefore, if you have employees that regularly do not have any hours (ie: substitute teachers, etc), you may want to consider using a recurring worksheet to repeatedly cancel their auto pay. This will save you from having to make manual entries each pay period.

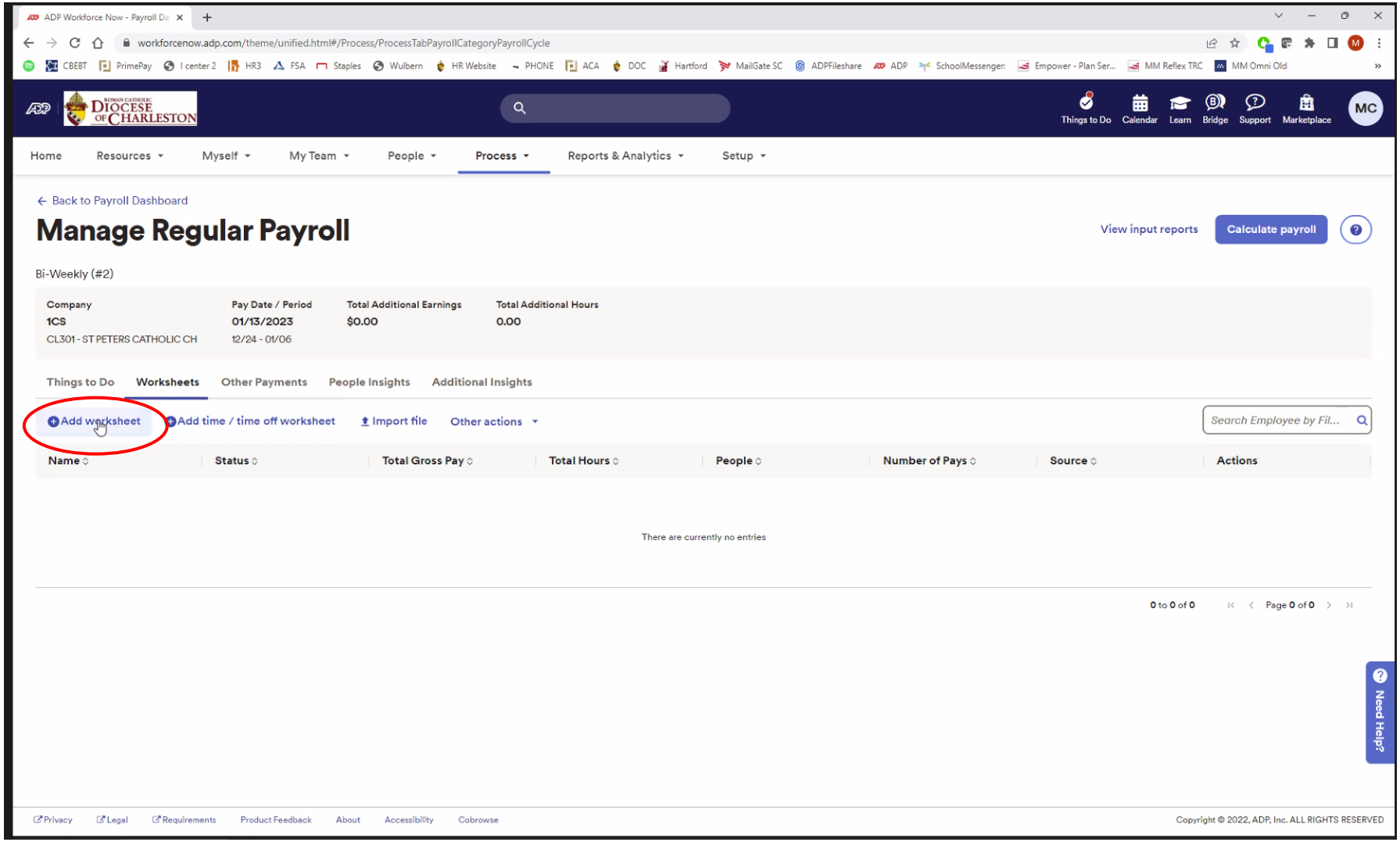
(Even if you include an employee in this process below and they do work and submit a timecard, the system will pay according to their timecard. Therefore, you could reasonably do this for all hourly employees as a safety net to ensure they are not automatically paid in error.)

See next page

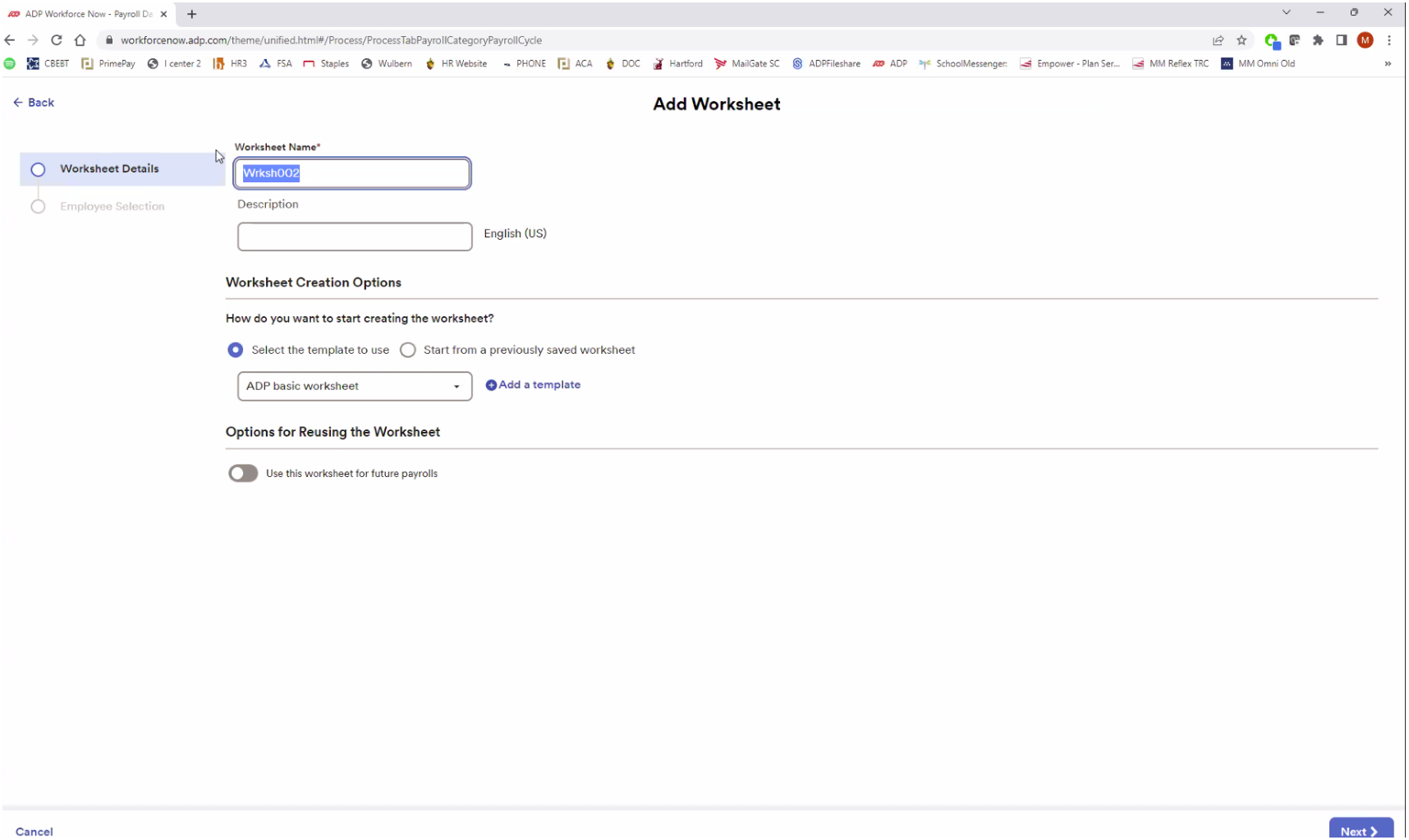
Go to Process / Payroll Dashboard / Manage Payroll



Click ‘Add Worksheet’

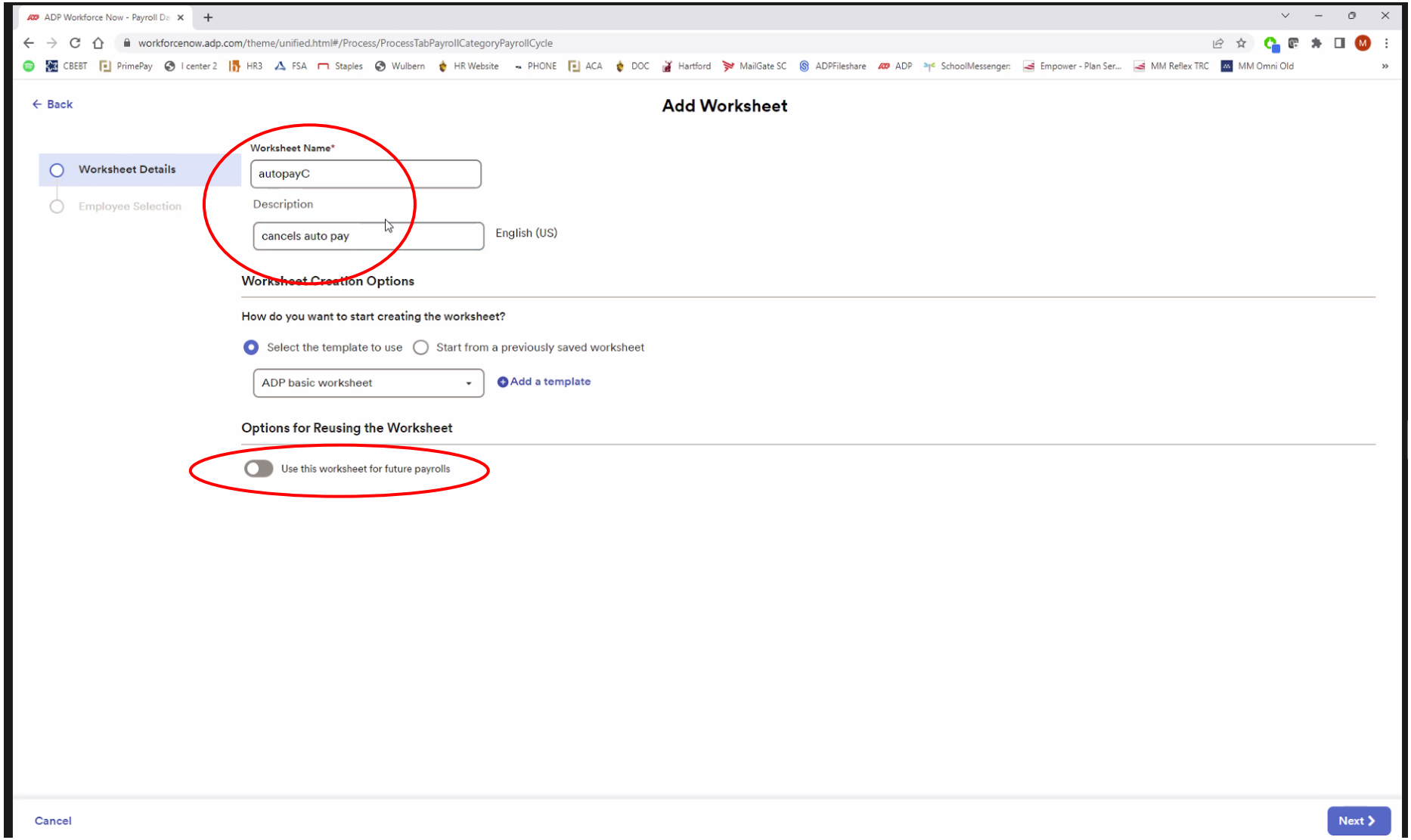


This screen will appear



We would recommend naming the worksheet something like ‘autopay C’ (characters are limited) and the description of ‘cancels auto pay’

If you’d like to reuse the worksheet for future payrolls, you can choose ‘Use this worksheet for future payrolls’. Or, you can choose this option later.



The following page will then appear showing your employees

ADP Workforce Now - Payroll Da

workforcenow.adp.com/theme/unified.html#/Process/ProcessTabPayrollCategoryPayrollCycle

CBEBT | PrimePay | I center 2 | HR3 | FSA | Staples | Wulbern | HR Website | PHONE | ACA | DOC | Hartford | MailGate SC | ADPFileshare | ADP | SchoolMessenger | Empower - Plan Ser... | MM Reflex TRC | MM Omni Old

← Back

Add Worksheet

- Worksheet Details
- Employee Selection

Select List <status is active>

Search Employee by Po...

Filters

	Name	File #	Status	Dept	Cost Number	Rate	Rate Type
☐	Duck, Donald	999997	Active	000000 - Default	301-000000-COMPTCHR	2,000.00	Salary
☐	Goofy, Goofy	999996	Active	000000 - Default	301-000000-ACCT	35.00	Salary
☐	McDuck, Scrooge	999995	Active	000000 - Default	301-000000-ADMASST2	15.0000	Hourly
☐	Mouse, Mickey	999999	Active	000000 - Default	301-000000-FAFRMCO	25.0000	Hourly
☐	Mouse, Minnie	999998	Active	000000 - Default	301-000000-MNTHELP	13.5000	Hourly

Total Employees: 5

☐ Copy Standard Hours to Regular Hours Column

☐ Copy Salary Rate to Regular Earnings

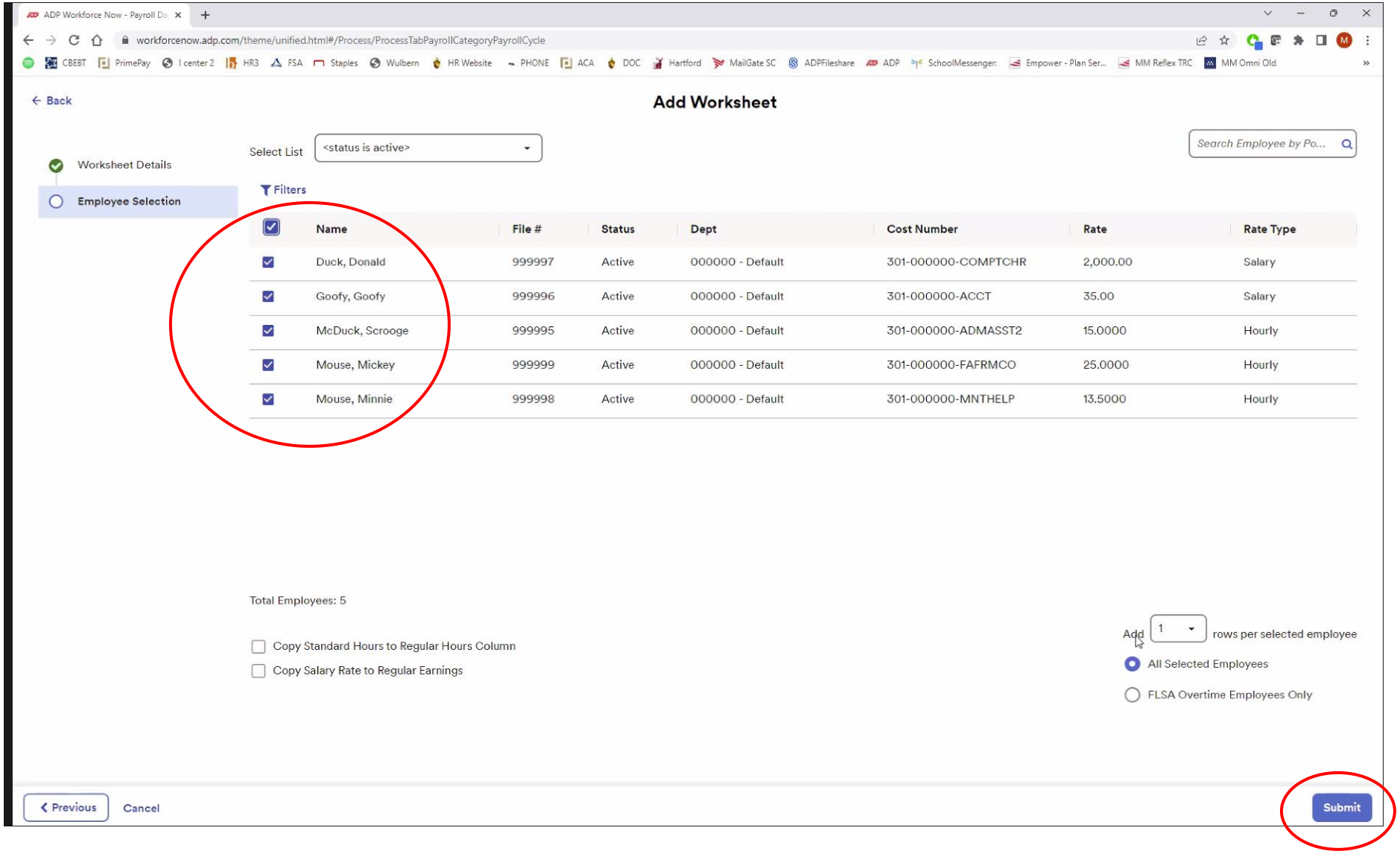
Add 1 rows per selected employee

◉ All Selected Employees

○ FLSA Overtime Employees Only

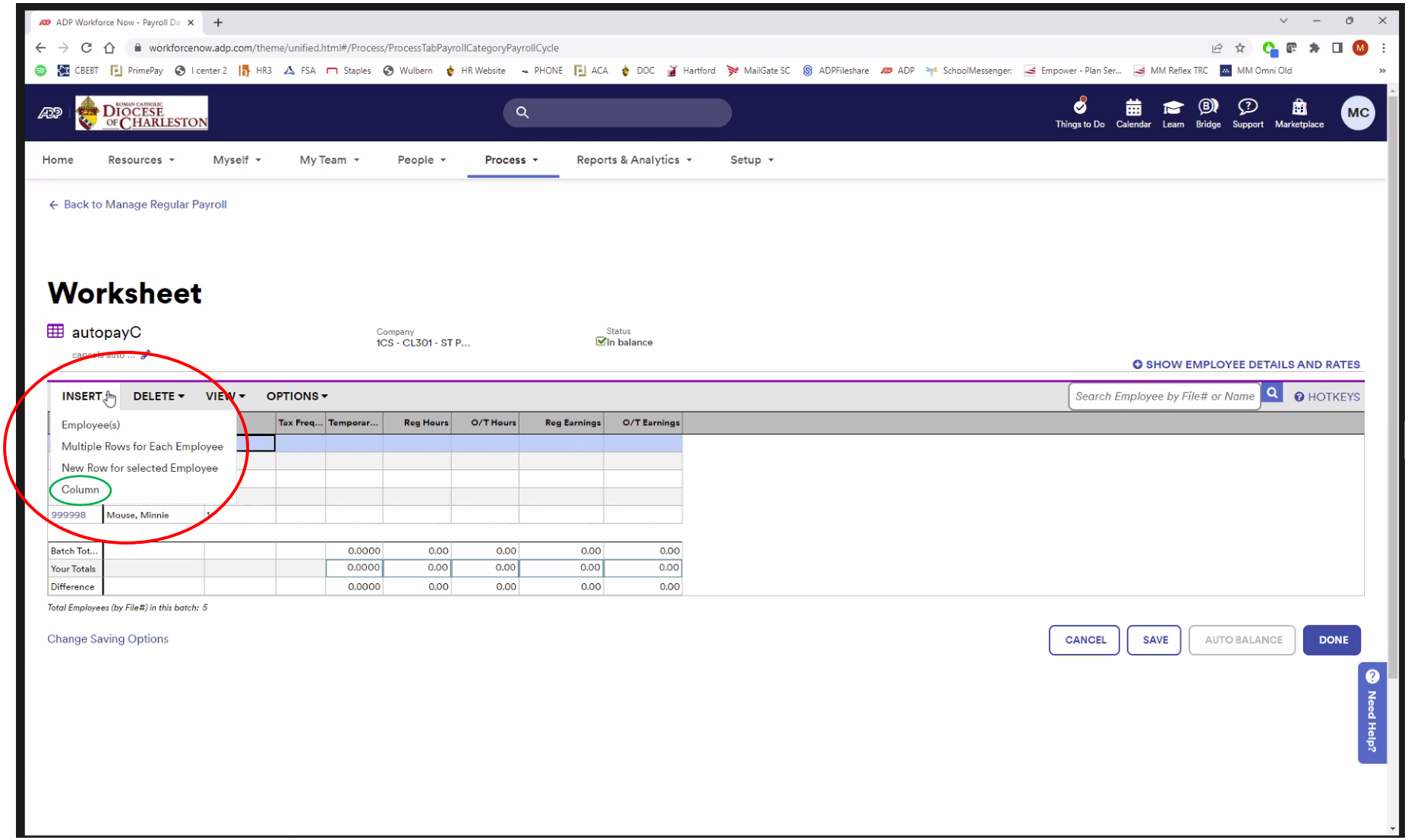
Previous | Cancel | Submit

Select the employees you'd like to include by checking the box to the left of their names; click submit in the bottom right corner

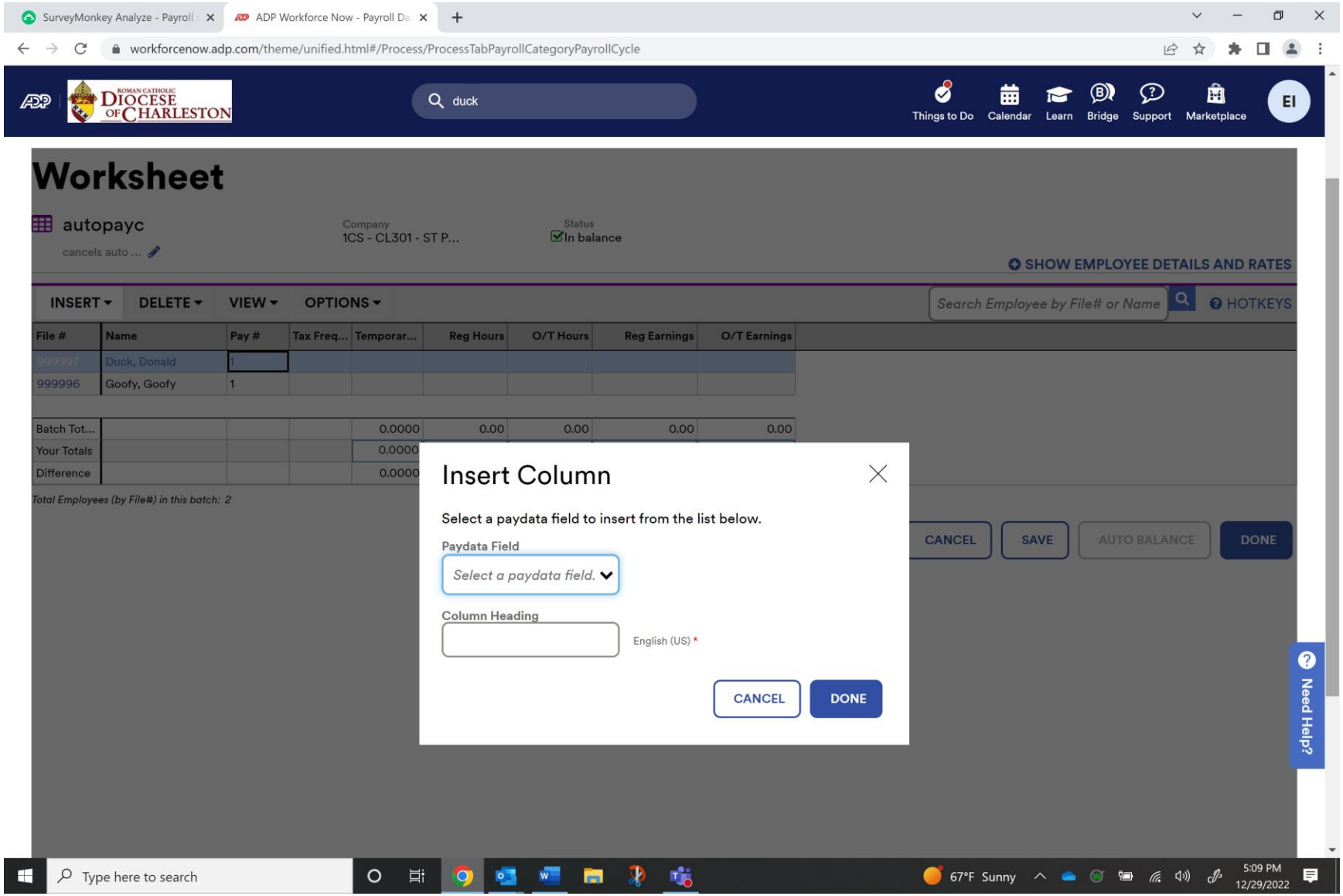


Your new worksheet will appear with the selected employees

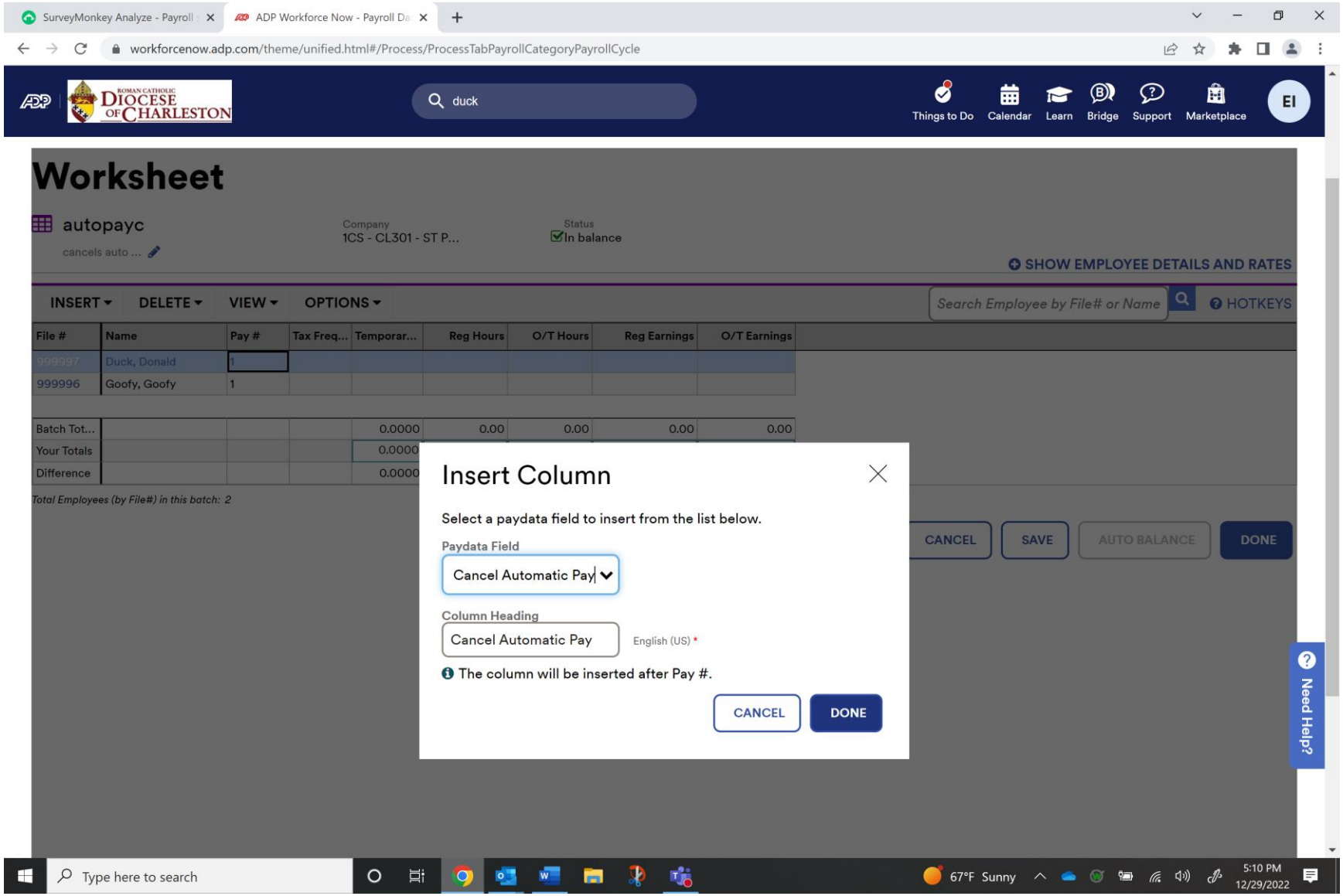
Click ‘Insert’ on the light grey toolbar at the top of the worksheet; then choose ‘Column’



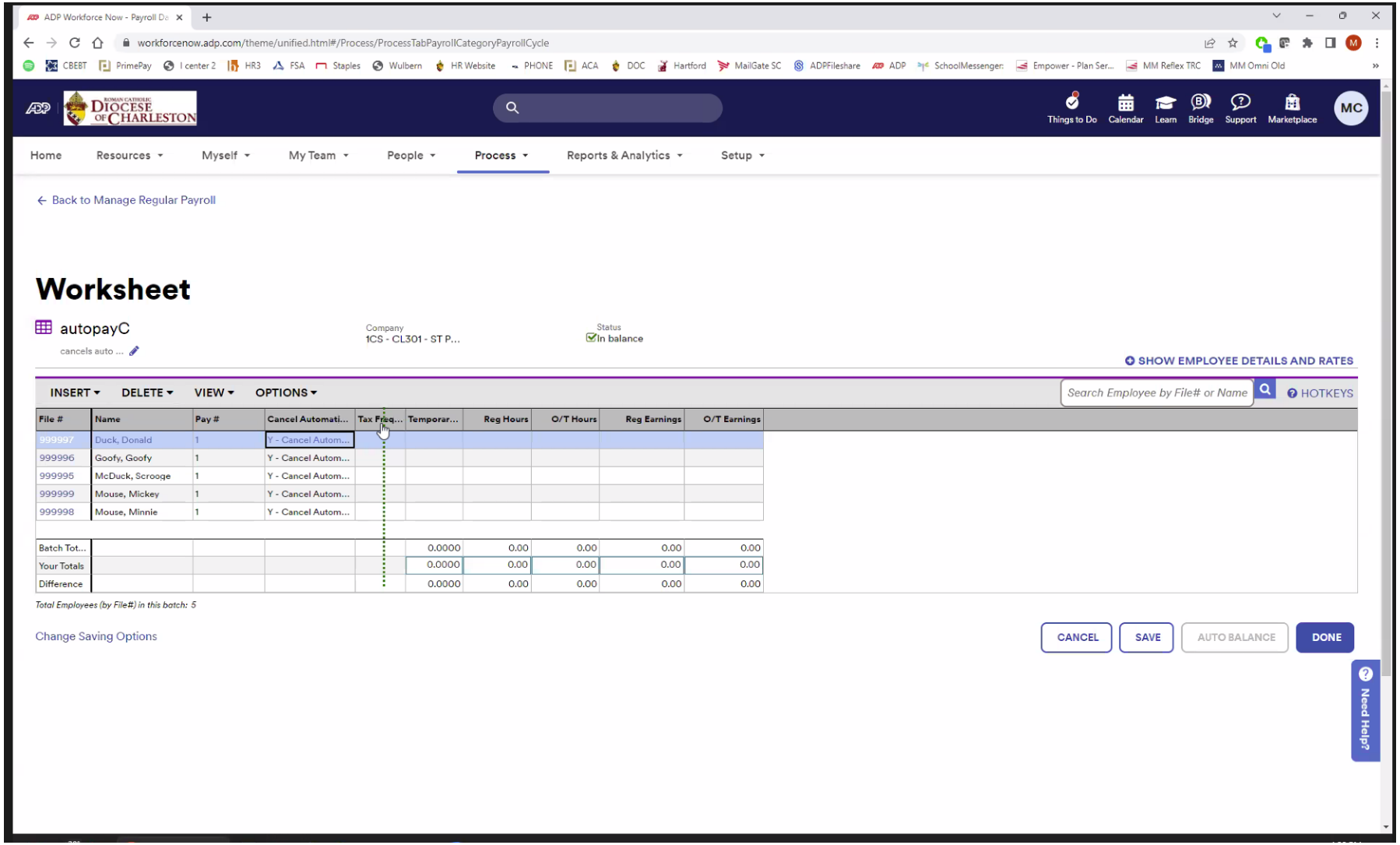
The following screen will appear



Select ‘Cancel Automatic Pay’ in the Paydata Field; the click ‘Done’

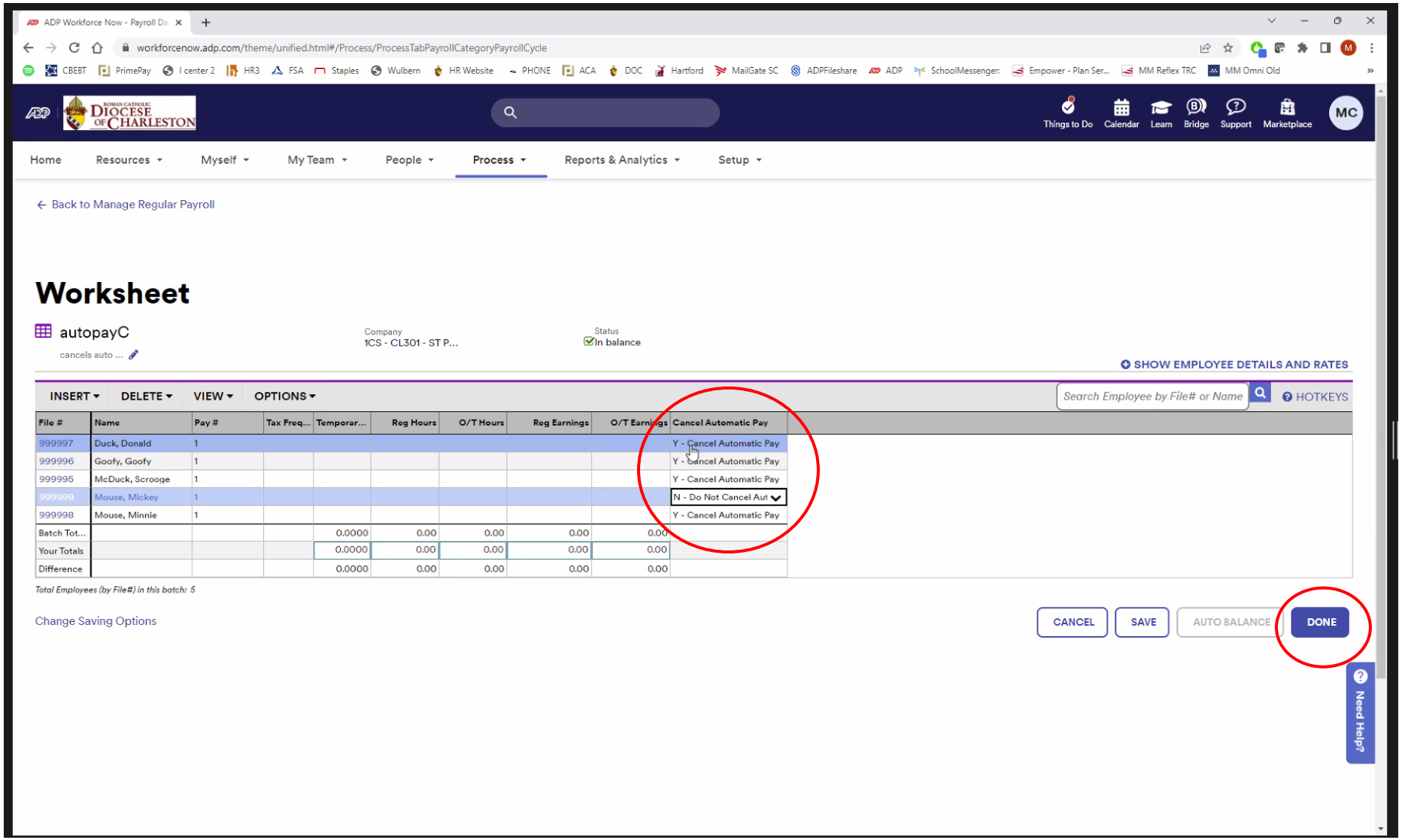


The new column w/ Cancel Automatic Pay appears; you can widen your column by clicking and dragging the right hand border as shown below

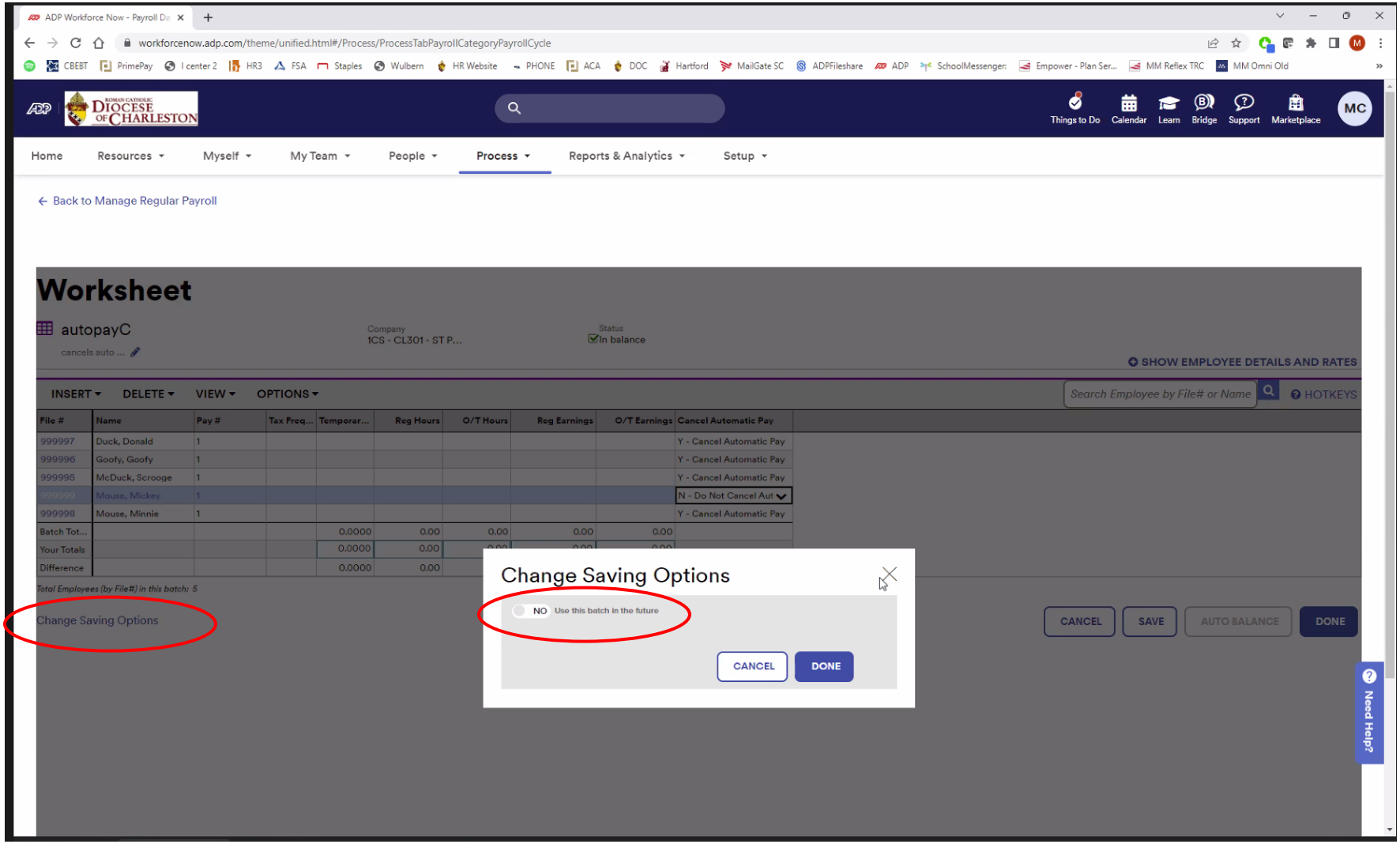


Make sure to select ‘Y – Cancel Automatic Pay’ or ‘N – Do Not Cancel Automatic Pay’ for each employee

Click ‘Done’

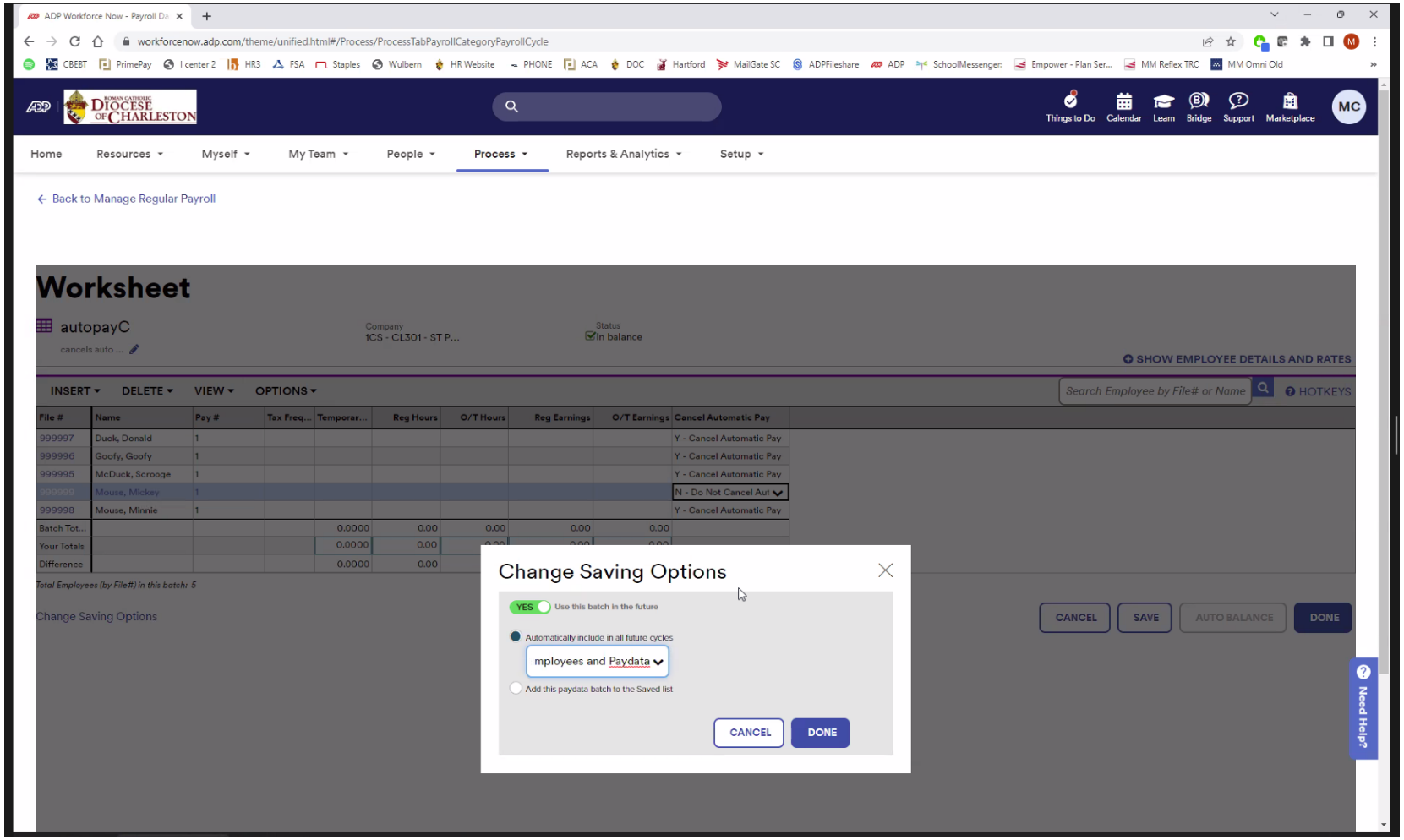


If you would like to use this worksheet in the future, and didn't select as such earlier, you can click on Change Saving Options, and again say to use the batch for future payrolls.



If you want it to automatically appear be sure to choose’Automatically include in all future cycles’ and then ‘Employees and Paydata’

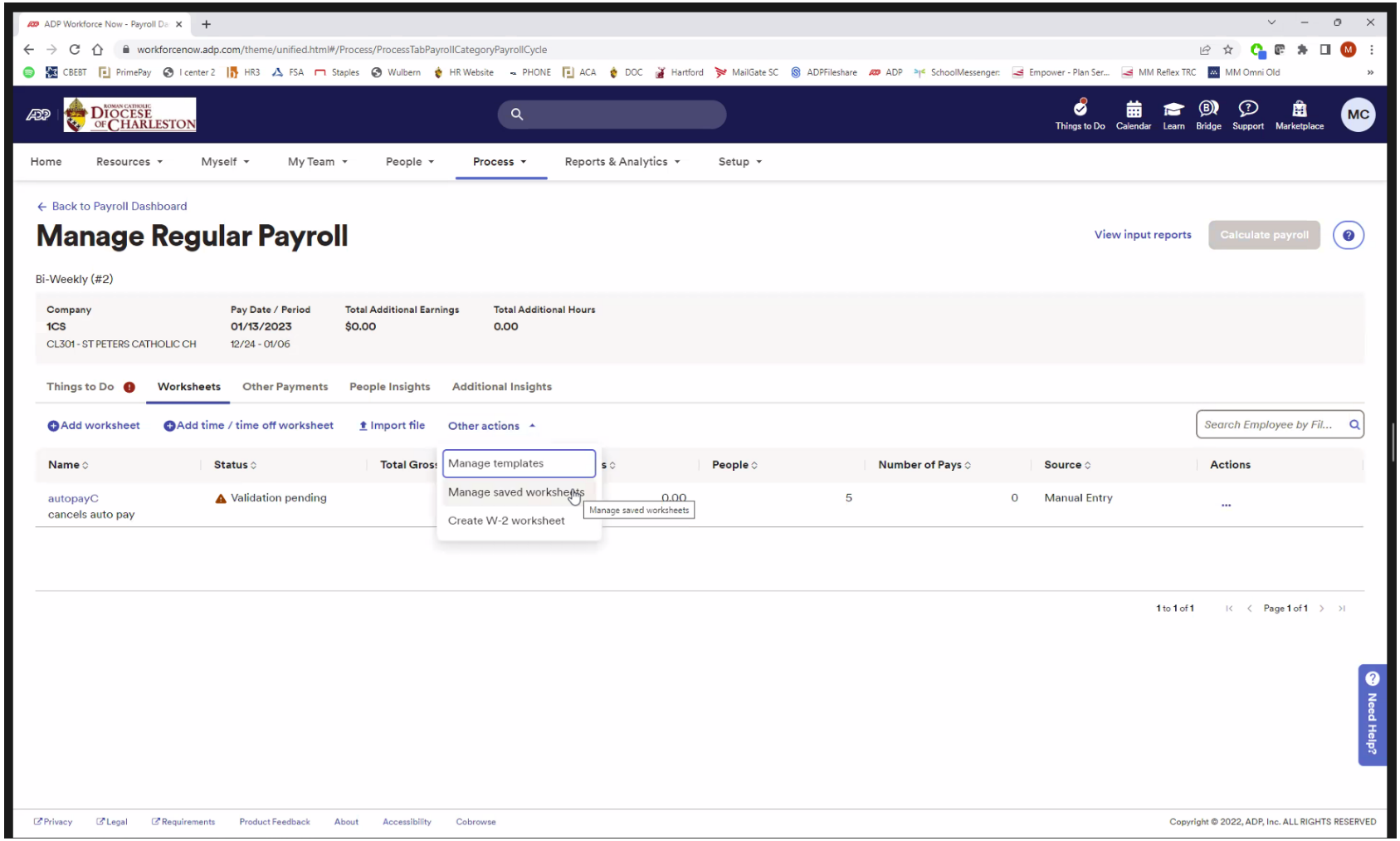
Click ‘Done’



Then proceed to process payroll as normal

See next page.

If you would instead like to save it to be loaded at your request, rather than automatically, you can choose “add the paydata batch to the Saved List” in the previous step.

Then you can locate the worksheet to load it whenever you want by clicking ‘Other actions’ and ‘Manage saved worksheets’.

There are a lot of different reasons to save and load work sheets besides just the autopay discussed in this example. Be sure to experiment and save some sheets that work well for your workflow and contain the employees and columns you find yourself using often.