ADP Workforce Now™

Payroll Learning Guide

Participant Guide

Need support after training?

To exchange tips and best practices with fellow users, get on The Bridge—an online community built exclusively for ADP clients.

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Always Designing for People™

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Welcome!

Together, we will ensure that you:

- Become comfortable with navigating in ADP Workforce Now.
- Learn how to enter your worksheets in preparation for your first payroll.
- Identify learning resources to help you prepare for your first payroll.

How to Use this Guide

You'll use this guide as a reference while you are getting familiar with ADP Workforce Now. You may not need to complete all the activities in this guide. Your ADP associate will help you focus on the tasks that apply to your company. All the activities in this guide will help you to prepare the payroll data that will be the foundation of your first payroll.

Before You Begin

- When meeting with your ADP associate, please be sure to have a copy of a recent payroll that was created before working with ADP. This will ensure that ADP has the most current information.
- Log on to your ADP Workforce Now solution:
    1. Access ADP Workforce Now at https://workforcenow.adp.com.
    2. Log on using your username and password.

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What Is the Payroll Process?

Each pay period, ADP Workforce Now guides you through tasks to pay your company's employees. These tasks are broken into the five phases of the payroll process, illustrated below.

Starting the New Payroll

After you've run your first payroll, you'll need to clear the temporary pay information from your system. That's usually the first step in the payroll process, called Starting the New Payroll. However, because you haven't yet run a payroll, you don't have any temporary data to clear.

Entering Payroll Information

You've entered changes and additions to your permanent employee information, such as taxes, deductions, and pay rates. In this step, you now enter employees' pay information that applies only to the current pay period, such as hours worked by an hourly employee, one-time deductions, and so on. You enter this temporary data in worksheets.

Verifying Payroll Information

After you've completed your entries, you view your data in real-time to check for errors.

Previewing the Payroll

You then submit your payroll information to ADP. ADP calculates a preview of your payroll, which you review and, if necessary, enter any corrections.

Approving the Payroll

Once your preview payroll is accurate, you approve the payroll. ADP then produces your paychecks, direct deposit vouchers, and payroll and management reports.

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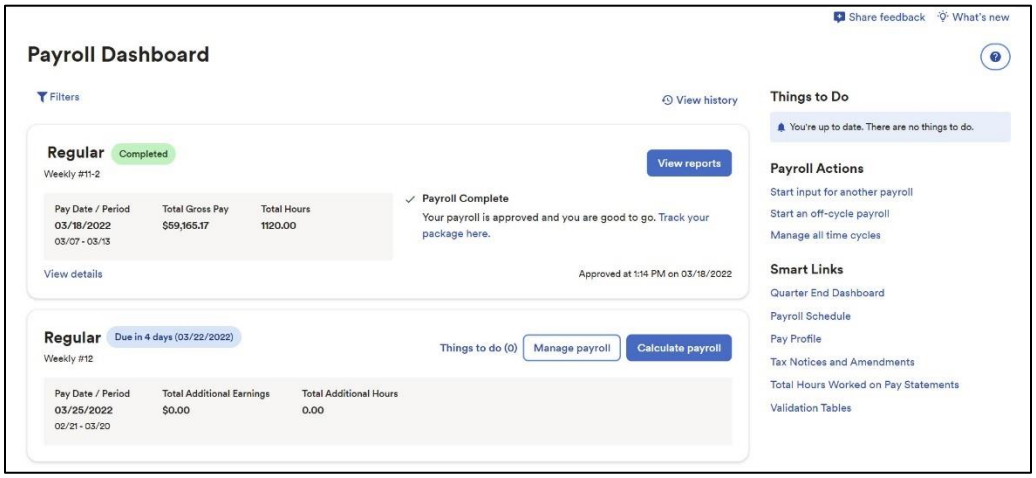
Using the Payroll Dashboard

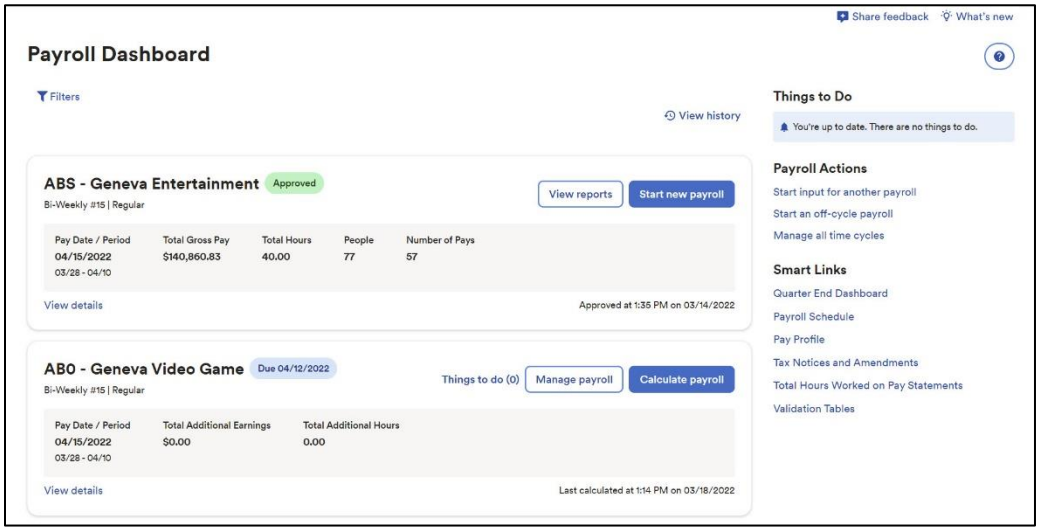
You complete many of your payroll tasks using the Payroll Dashboard, which you access in a couple of different ways:

- Select **Process** > **Payroll** > **Payroll Dashboard**.
- Click the **Payroll** icon on the Home page.

The Payroll Dashboard is a central location in ADP Workforce Now where you process your payroll and view payroll information.



Note: The above is an example of what the Payroll Dashboard looks like for a client with only one company code. The first entry is a completed payroll, and the second entry is an in-progress payroll.



Note: The above is an example of what the Payroll Dashboard looks like for a client with two company codes.

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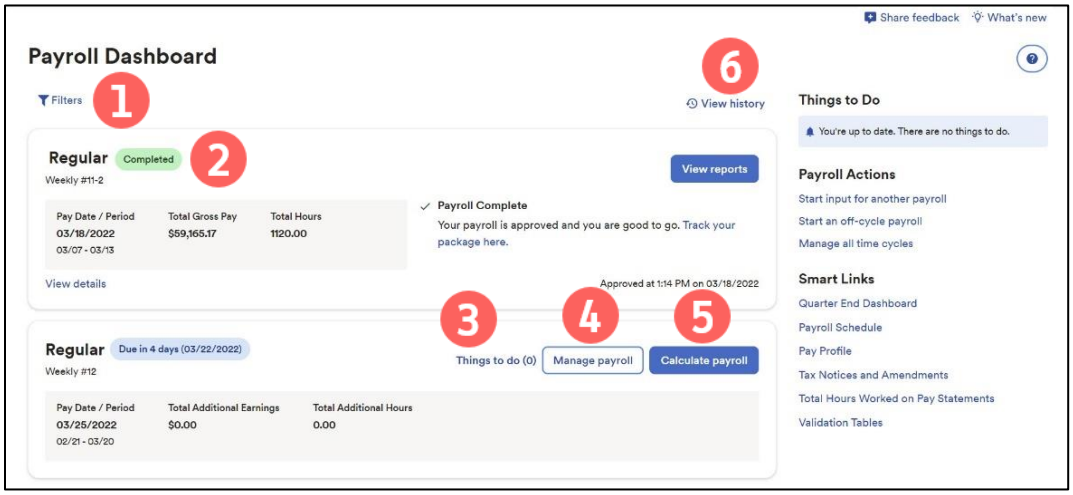
Payroll Dashboard Overview

The Payroll Dashboard is a central location for managing all your processing activities.



Review the primary components of the dashboard.

Component	Description
1 Filters	Use filters to hide or show payrolls on the Payroll Dashboard.
2 Status	Available statuses include: • Completed: The payroll is closed, and the next payroll has been started. • Awaiting approval: the payroll was calculated with no errors. You can make corrections or approve the payroll. • Approved: The payroll was approved, and you need to start the new payroll to complete the current one. • Due in # days (MM/DD/YYYY): The payroll is due to be input on the specified date. • Past due (MM/DD/YYYY): The payroll is late and was due to be input on the specified date.
3 Things to do	View a count of action items that need your attention, or when critical, need action before you calculate.
4 Manage payroll	Access the page where all your data is entered and verified for processing.
5 Calculate payroll	Calculate the payroll after any critical issues are resolved and preview the payroll.
6 View history	View completed payrolls and access reports on those payrolls.

Tip

For details of the components of the Payroll Dashboard, click (Help).

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What Are Worksheets?

You can use worksheets to make it easier to enter your payroll data in ADP Workforce Now by organizing groups of employees who have a specific payment type in common. For example, you can group all your hourly employees in one worksheet and all your salaried employees in another. The worksheet determines the payment type and which employees will appear in that worksheet. All the worksheets that you create become part of your payroll data.

What Are Worksheet Templates?

You enter the payroll information for your worksheets into ADP Workforce Now using a template called a worksheet template. You set up the fields that you want to populate in ADP Workforce Now as column headings on the template and then enter the payroll information for the pay period in the template cells. You can use the same worksheet template to create multiple worksheets. You can modify a worksheet template and reuse it every pay period.

What Information Do You Need in Your Worksheet Template?

Answer these questions to determine the payroll information that you should include in a customized worksheet template that you can reuse each pay period.

- ☐ Do you have hourly employees?
- ☐ Do you have salaried employees?
- ☐ Which of the following temporary pay changes do you typically make each payroll?
    - ☐ Different number of hours worked each pay period
    - ☐ Temporary departments
    - ☐ Temporary rate changes
    - ☐ Overtime
    - ☐ Sick/vacation
    - ☐ Bonuses and commissions
    - ☐ Retroactive pay
    - ☐ Reimbursement
    - ☐ Second checks
    - ☐ One-time changes to nonscheduled deductions
    - ☐ Temporary changes to scheduled deductions
- ☐ Other: _____
- ☐ Other: _____

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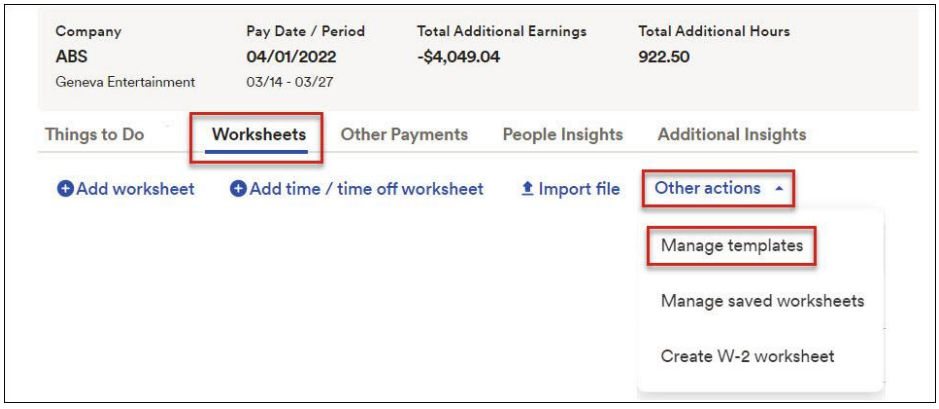
Building a Custom Worksheet Template

You can use the ADP Basic Worksheet template to enter basic employee pay details. You can also create a custom worksheet template for your company's specific needs that you can reuse each pay period.

Starting Point: Process > Payroll > Payroll Dashboard

Step	Action
1	For any in-progress payroll, click **Manage Payroll**.
2	On the **Worksheets** tab, click **Other actions** and select **Manage templates**. 
3	Click **Add a template**.
4	Enter a name and description for the template.
5	In the **Available Fields** list, click the field that you want to add and then click (move right).
6	In the **Selected Fields** list, for fields such as Other Hours, Other Earnings, Adjust/ Replace Deduction, and Memo Codes, in the **Code/Type** field, select the code to use. **Tip:** If you want to select the code during worksheet entry, select **Entered at runtime**.
7	In the **Selected Fields** list, for the **Adjust Statutory Deduction** and **Replace Statutory Deduction** fields, in the **Code/Type** field, select the tax type.
8	If your company uses multi-jurisdiction or labor distribution, add the **Tax Frequency** field.
9	After adding all the fields, you need to the worksheet template, click **Done**.

Tip

Drag and drop the fields to put them in the desired sequence.

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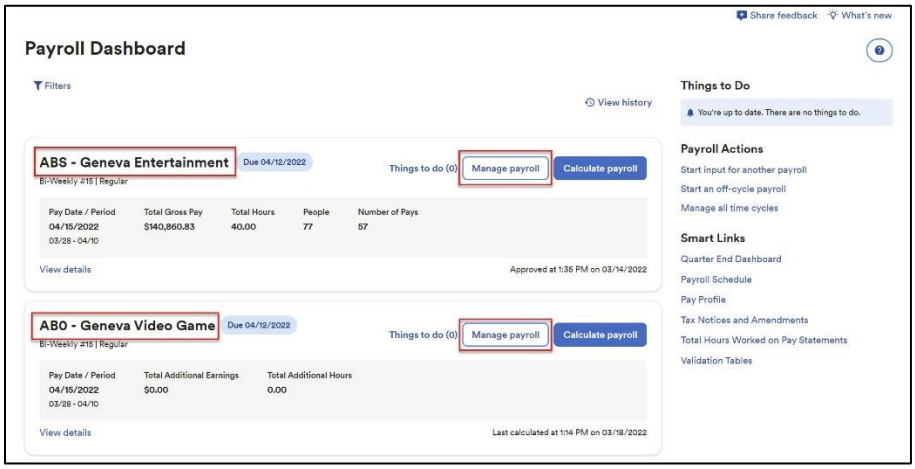
Creating a Worksheet

Instructions: Adding a Worksheet

Starting Point: Process > Payroll > Payroll Dashboard

Important: If your company has multiple company codes, make sure that you are working in the correct company code. On the Payroll Dashboard, select **Manage payroll** for the applicable company code.



Step	Action
1	Click **Manage payroll** for the applicable payroll. **Result:** The Manage Regular Payroll page is displayed.
2	Access the **Worksheets** tab and click **Add worksheet**.
3	Enter a worksheet name and (optional) description.
4	In the **How do you want to start creating the worksheet** field, select the **custom worksheet template you created**.
5	Click **Next**. **Result:** The Employee Selection page is displayed.
6	Select the employees to include in the worksheet. **Tip:** Use the **Select List** field to narrow the employees listed on the page.
7	Click **Next**. **Result:** The Worksheet page is displayed.

Tips

- The Use this Worksheet for Future Payrolls option enables you to create the same worksheet every pay period with the same groups of employees and, optionally, with the same worksheet data.
- Creating employee lists is an efficient way to select groups of employees that you work with frequently. Click the Manage My Lists link to set up lists that can be private or shared with other practitioners in your company.

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What Is Automatic Pay?

ADP Workforce Now uses the Automatic Pay feature to pay your salaried employees automatically every pay period. You do not need to do anything for these employees unless you have changes to their pay information, such as entering sick or vacation time or paying a bonus.

You may also have hourly employees who work a fixed number of hours each pay period. If you use the standard hours feature for your hourly employees, you do not need to enter their hours unless there is a change in a particular pay period.

Entries that Add to Automatic Pay

Certain types of worksheet entries add to an employee's Automatic Pay for the current pay period. These entries include earnings for vacation, sick, overtime, retroactive pay, bonus, and commission. Make sure that you enter only this type of data in a worksheet and not standard pay information, such as regular hours or earnings.

Entries that Cancel Automatic Pay

When an entry cancels an employee's Automatic Pay, the employee automatically resumes receiving his or her salary in the next pay period.

Rules

- Automatic Pay applies to pay #1 only. The same entries in any other pay number do not affect Automatic Pay.
- Any entries in the Regular Hours field for hourly employees or the Regular Earnings field for salaried employees override the employee's regular pay. To avoid the employee receiving double pay, the employee's Automatic Pay is canceled for the pay period.
- Any entry in the Tax Frequency or Temporary Department fields indicates a change in the employee's regular pay. To pay the employee, you must enter payroll information in the appropriate fields.
- Selecting Y in the Cancel Automatic Pay field forces the cancelation of an employee's Automatic Pay.

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Action Item

Access the *Pay Cycle Quick Reference Card* for a list of all the entries that add to and cancel Automatic Pay.

Step	Action
1	At the top of any page, click (support).
2	In the **Learning Resources & Product Documentation** section, click **Product Documentation**.
3	Under **Quick References/Welcome Cards**, click **Pay Cycle Quick Reference Card**.

Importing a Worksheet

If you create payroll data using an external source, such as a Microsoft® Excel® spreadsheet or time clock application, you can import that data into ADP Workforce Now without retyping it. After you finish importing the payroll data, you treat it like any other data entered directly in a batch.

You can find additional learning resources on the Support page.

Step	Action
1	At the top of any page, click (support).
2	In the **Learning Resources & Product Documentation** section, click **Product Documentation**.
3	Under **Import Guides & Templates**, access the applicable import guide.

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Entering Your Payroll Information

The best way to understand the entries that you'll need to make is to look at some examples of typical scenarios that you may face.

Scenario 1: Paying Salaried Employees with Entries that Add to Pay

Because salaried employees all have Automatic Pay, you do not need to enter their regular earnings. Just add the columns for entries that add to Automatic Pay and make the appropriate entries in those columns.

Note: If you use the Time Off feature, you will not manually enter time-off hours into a worksheet.

Scenario 2: Paying Hourly Employees with Entries that Add to Pay

Determine whether your hourly employees have standard hours.

If the Employee Has	Then
No standard hours	In the **Regular Hours** field, enter the number of hours worked, add the columns for entries that add to Automatic Pay and make the appropriate entries in those columns.
Standard hours	Do not enter their regular hours. Just add the columns for entries that add to Automatic Pay and make the appropriate entries in those columns.

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Scenario 3: Temporarily Working in a Different Department

Step	Action
1	In the first row for the employee, in the **Regular Hours** field, enter the number of hours worked in the home department, or in the **Regular Earnings** field, enter the salary amount for the home department.
2	Insert a row by selecting the row above where the new row will be added and selecting **Insert** > **New Row for Selected Employee**.
3	For the second row, insert the **Temporary Department** column by clicking the column in front of the new column and selecting **Insert** > **Column**.
4	In the **Regular Hours** or **Regular Earnings** field, enter the number of hours worked or the salary amount earned in the temporary department, as applicable.
5	In the **Temporary Department** field, select the temporary department.
6	Click **Save** to save your entries and continue entering payroll information.

Scenario 4: Temporarily Working at a Different Rate

Step	Action
1	In the column for **Regular Hours**, enter the number of hours worked.
2	Insert a column for **Temporary Rate** by clicking the column in front of the new column and selecting **Insert** > **Column**.
3	In the **Temporary Rate** column, enter the rate for those hours worked. **Note:** If the employee worked at two different temporary rates, insert a second row and enter the hours worked and the second temporary rate.
4	Click **Save** to save your entries and continue entering payroll information.

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Scenario 5: Paying a Bonus or Commission (Issuing a Second Check)

Step	Action
1	Complete the following steps, as applicable. **If the Employee** / **Then** Has standard hours: 1. Insert a second row for the employee and in the **Pay #** column, select **2**. 2. Add the **Bonus** or **Commission** column and enter the amount. Does not have standard hours: 3. In the **Regular Hours** field, enter the hours worked. 4. Add a second row for the employee and in **the Pay #** column, select **2**. 5. Add the **Bonus** or **Commission** column and enter the amount.
2	Select the appropriate tax frequency. **Note:** If you do not select any value for the **Tax Frequency** field, ADP assumes that the employee's tax frequency is the same as the pay frequency, and the aggregate method is used for calculating taxes.
3	Click **Save** to save your entries and continue entering payroll information.

Percentage versus Flat Dollar Deductions

Percentage deductions are usually automatically withheld from second and subsequent checks. Flat dollar amounts are deducted from the first check only.

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Scenario 6: Adding a One-Time Unscheduled Deduction or Reimbursement

Step	Action
1	Insert a new column for **Adjust Deduction**. **Note:** Use Adjust for an isolated case. For what is on file, use Replace.
2	Select the type of deduction.
3	In the **Adjust Deduction** column, enter the amount of the deduction. **Note:** For a non-taxable reimbursement (reverse deduction), enter a minus sign before the deduction amount. Taxable reimbursements are added as earnings.
4	Click **Save** to save your entries and continue entering payroll information.

Scenario 7: Adding One-Time Override to a Scheduled Deduction

Step	Action
1	Insert a new column for **Replace Deduction**.
2	Select the type of deduction.
3	In the **Replace Deduction** column, enter the amount of the deduction.
4	Click **Save** to save your entries and continue entering payroll information.

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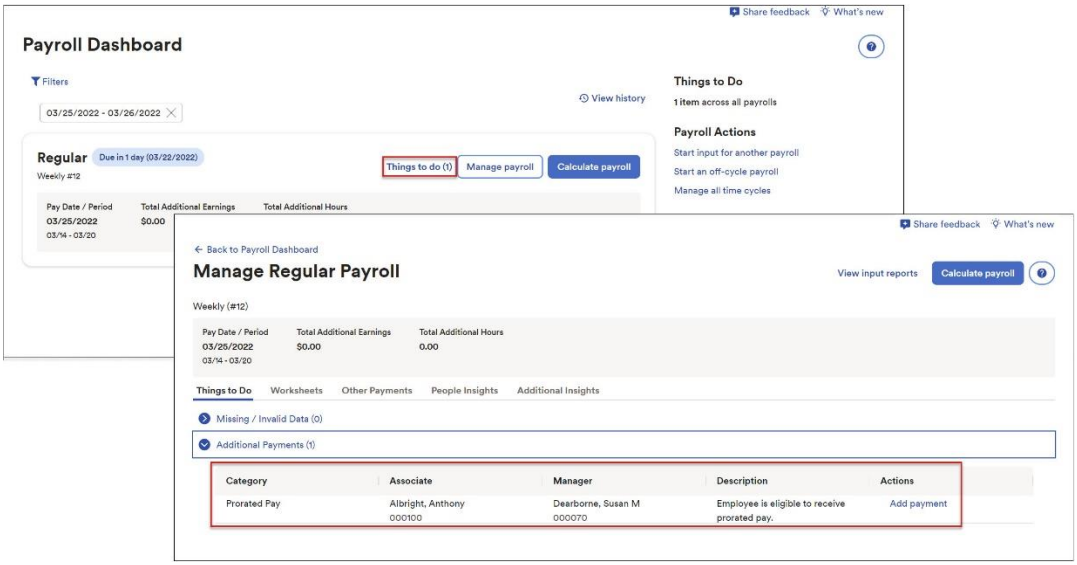
Scenario 8: Paying an Employee with a Mid-Cycle Rate Change

Whenever an employee is hired, has a status change, or the employee's rate of pay is changed in the middle of a pay period, you will receive a Things to Do notification on the Payroll Dashboard indicating when an employee is eligible for prorated pay. Clicking on the notification takes you to the Things to Do page, where you can view the employee(s) eligible for prorated pay in the Additional Payments section.



An employee's rate type determines the necessary entries in a worksheet.

If the Employee Rate Type Is	Action
Salaried	1. Review the prorated pay record by clicking **Add payment**. 2. Use the prorated pay page to automatically add the prorated pay earnings record to a worksheet. **Note:** The prorated earnings are entered in the Regular Earnings field for the employee, which cancels the employee's Automatic Pay.
Standard hourly or hourly without standard hours	1. Review the prorated pay record by clicking **Add payment** to identify the appropriate rate to the appropriate hours in a worksheet. 2. Manually enter regular hours to be paid at the old rate, along with the old rate in the Temporary Rate column. 3. In a second row in the worksheet, manually enter regular hours to be paid at the new rate. You can also choose to enter the new rate in the Temporary Rate column, although it is not necessary. ADP Workforce Now will apply the new rate if you do not enter a rate. **Note:** An entry in Regular Hours for a standard hourly employee cancels Automatic Pay.

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Important Information

- If you don't take action on an employee, that employee will be paid at the new salary rate for the entire pay period.
- The Prorated Salary Adjustment page displays information for employees with pay changes that are effective *this pay period*. The page does not include information from past pay periods. When you advance to the next pay period, the page is updated to reflect only those employees with pay changes in the next pay period.
- For hourly and daily employees, you use the information provided on the Prorated Salary Adjustment page to manually update the appropriate hours and rates in a worksheet.

Scenario 9: Canceling Automatic Pay

There may be times when you need to cancel Automatic Pay for an employee who will not be paid this pay period. For example, you will cancel Automatic Pay if an employee is on an unpaid leave, or if you are terminating an employee and you want to generate a manual check.

You can cancel automatic pay by inserting the Cancel Automatic Pay column in a worksheet.

A terminated employee will receive Automatic Pay for the last pay period in which the employee is terminated. Automatic Pay is canceled when you complete the termination process. You can add the terminated employee's payroll information in a worksheet or generate a manual check for the final payment using the termination process if the termination falls within the current pay period. If the termination is effective in a future pay period, you will be prompted to handle the final payment when the termination becomes current.

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Completing the Worksheet

After you've completed all your entries, at the bottom of the page, move to totals rows.

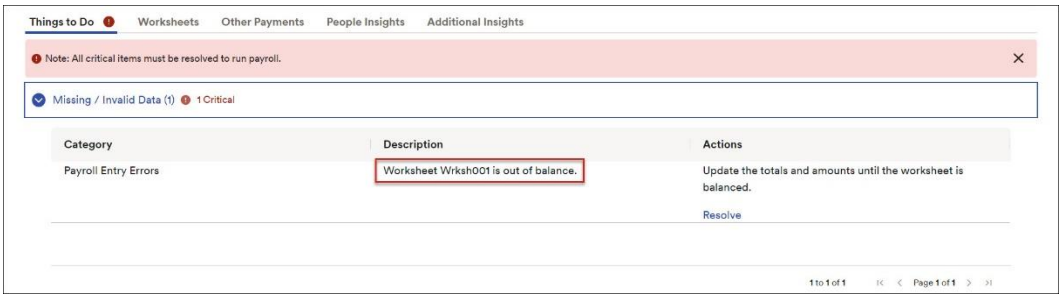
The Batch Totals row displays the totals calculated by the application. Enter any totals that you calculated independently from source documents in the Your Totals row. The worksheet is in balance when all the columns in the Difference row show zeros. When you're finished, click **Save** and **Done**.

Important: You cannot complete the Preview Payroll stage of the payroll process if any of your worksheets are out of balance.

Batch Totals				17.5000	112.00	8.00	0.00	0.00
Your Totals				0.0000	0.00	0.00	0.00	0.00
Difference				17.5000	112.00	8.00	0.00	0.00

Critical Notification

Things to Do will let you know when your worksheet is out of balance.



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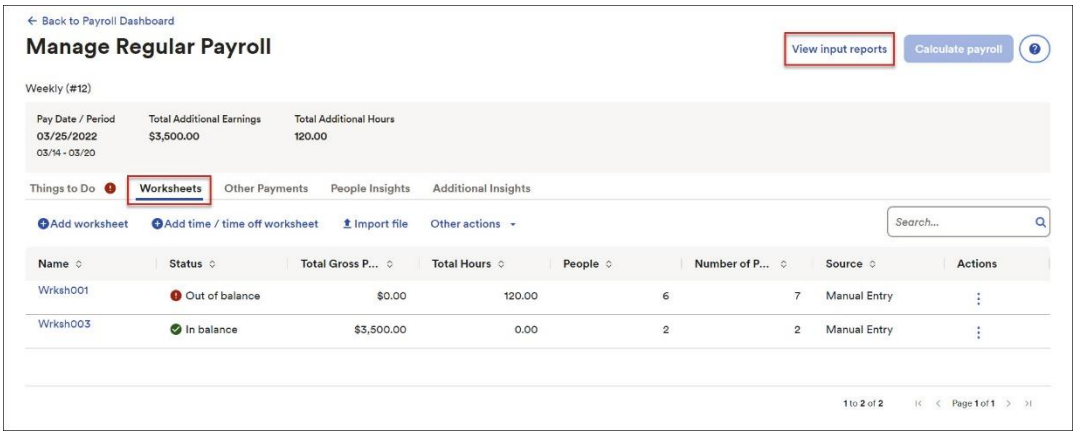
Verifying Payroll Information

You just completed your worksheet entries and now need to validate everything that you entered, so you are in the Verifying Information phase.

The Worksheets Section

You can view a summary of your worksheets in the Worksheets section of the Manage Regular Payroll page. This section includes the total hours and total earnings calculations that you entered in all your worksheets.

Click **View input reports** to access a Worksheet Summary report (Excel or PDF output) to view more details.



COMPANY CODE	NAME	POSITION ID	EMPLOYEE STATUS	RATE TYPE	BATCH ID	PAY #	ENTRY #	REG HRS	OT HRS	OTHER HRS	TOTAL HRS	REGULAR EARNS	OT EARNS	OTH EARNS	TOTAL EARNS
9L-	Albright, Anthony	9L-000100	Active	S-Salary	Wrksh001	1	1								
9L-	Anderson, Todd	9L-000059	Active	H-Hourly	Wrksh001	1	2	32.00			32.00				
9L-	Anderson, Todd	9L-000059	Active	H-Hourly	Wrksh001	1	3	40.00			40.00				
9L-	Bethany, Beth	9L-000074	Active	H-Hourly	Wrksh001	1	4	40.00	8.00		48.00				
9L-	Biggins, Peter A	9L-000053	Active	H-Hourly	Wrksh001	1	5								
9L-	Bonner, Edward J	9L-000054	Active	H-Hourly	Wrksh001	1	6								
9L-	Cole, Dale G	9L-000063	Active	H-Hourly	Wrksh001	1	7								
9L-	Berry, Lawrence	9L-000051	Active	S-Salary	Wrksh003	1	1							3,500.00	3,500.00
9L-	Beyer, Laura A	9L-000052	Active	S-Salary	Wrksh003	1	2								
Report	Total Records in Report : 9							112.00	8.00		120.00			3,500.00	3,500.00

Note: Employees with standard hours or those paid by Automatic Pay are not included in these totals.

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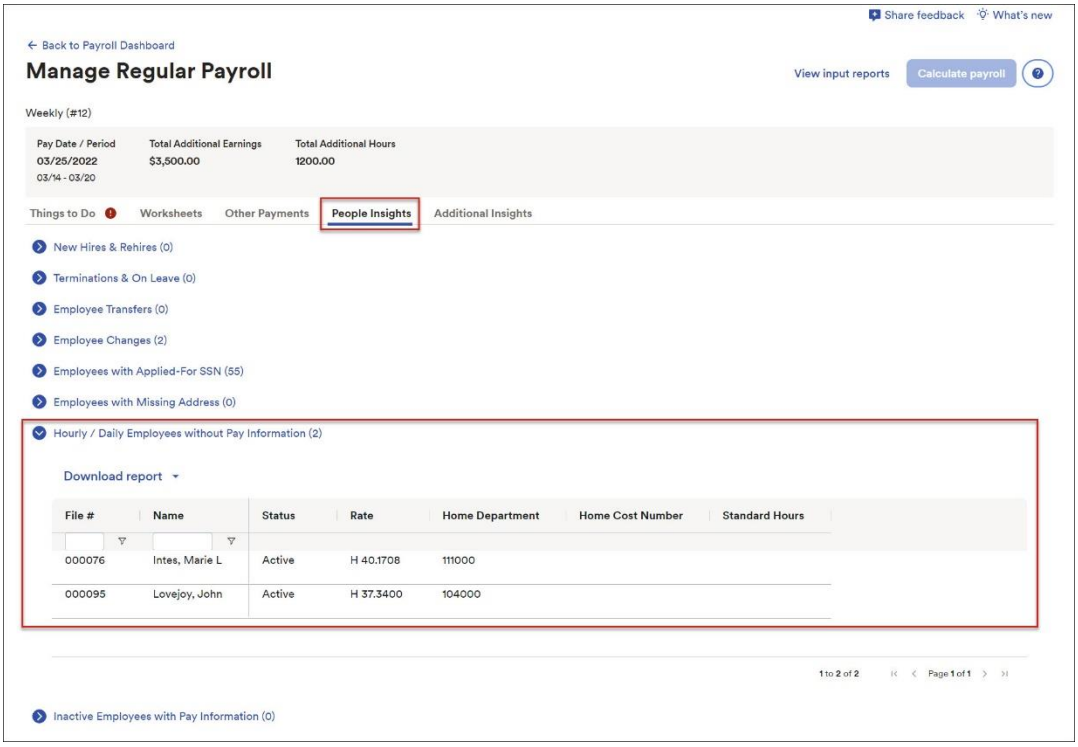
The People Insights Section

On the Manage Regular Payroll page, access the People Insights tab. In the Hourly / Daily Employees without Pay Information section, you can quickly see whether any active hourly or daily employees do not yet have information entered into a worksheet. Expand this section to view the names of these employees and determine whether you need to enter their information into a worksheet.



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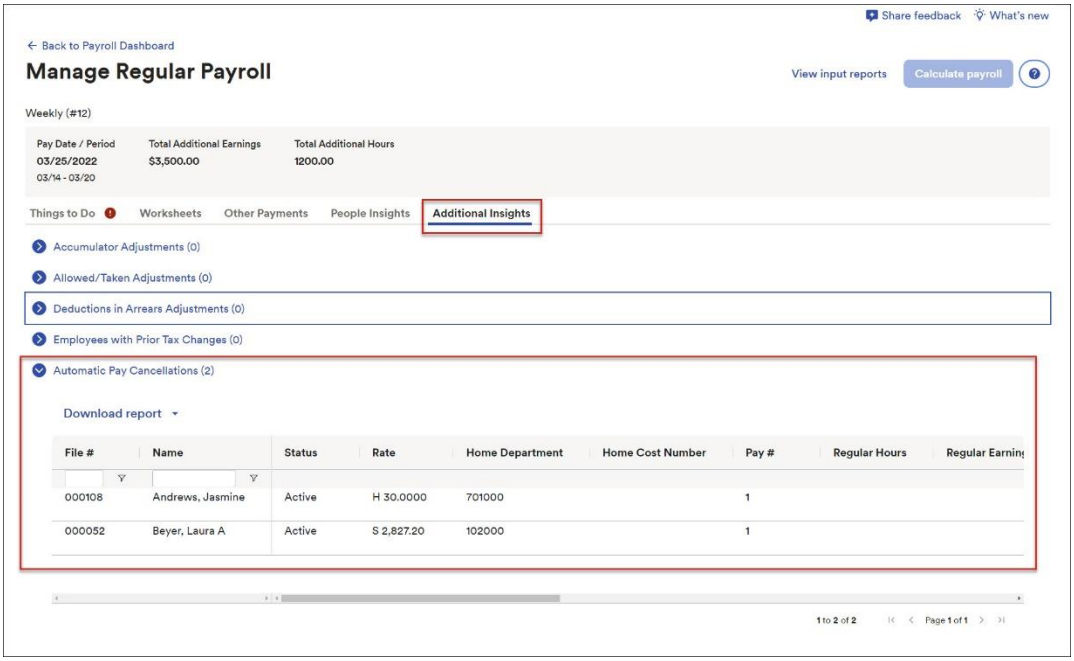
The Additional Insights Section

On the Manage Regular Payroll page, access the Additional Insights tab. In the Automatic Pay Cancellations section, you can quickly see whether any active employees had their automatic pay canceled. Expand this section to view the names of these employees and determine whether you meant to cancel their automatic pay for this pay period.



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Previewing the Payroll

After you've verified your employee and payroll information and you've updated all your worksheets, you are now ready to process and preview your payroll. Preview Payroll enables you to approve or correct the payroll based on your findings when you view your preview reports. You can save, print, or download the reports.

If you find errors in the reports, you can correct them and then approve your payroll.

Starting Point: Process > Payroll > Payroll Dashboard

Step	Action
1	For the applicable payroll and company code, click **Calculate payroll** to submit your payroll for processing. **Notes:** • If adjustments are needed, such as balancing worksheets or correcting errors, access Things to Do to view a list of items that require your attention. • A critical issue will stop the payroll from advancing. To view of list of possible critical items, access online Help and view the Critical Issues that Prevent Payroll Calculation article. **Result:** The payroll statuses changes to "Awaiting approval."
2	Click **View details** to view a summary of your payroll and to download preview reports. **Result:** The Regular Payroll Details page is displaying, providing you with access to a summary of your payroll and a variety of preview reports.
3	Review the **Statistical Summary Totals** section and the **Payroll Register** for accuracy.

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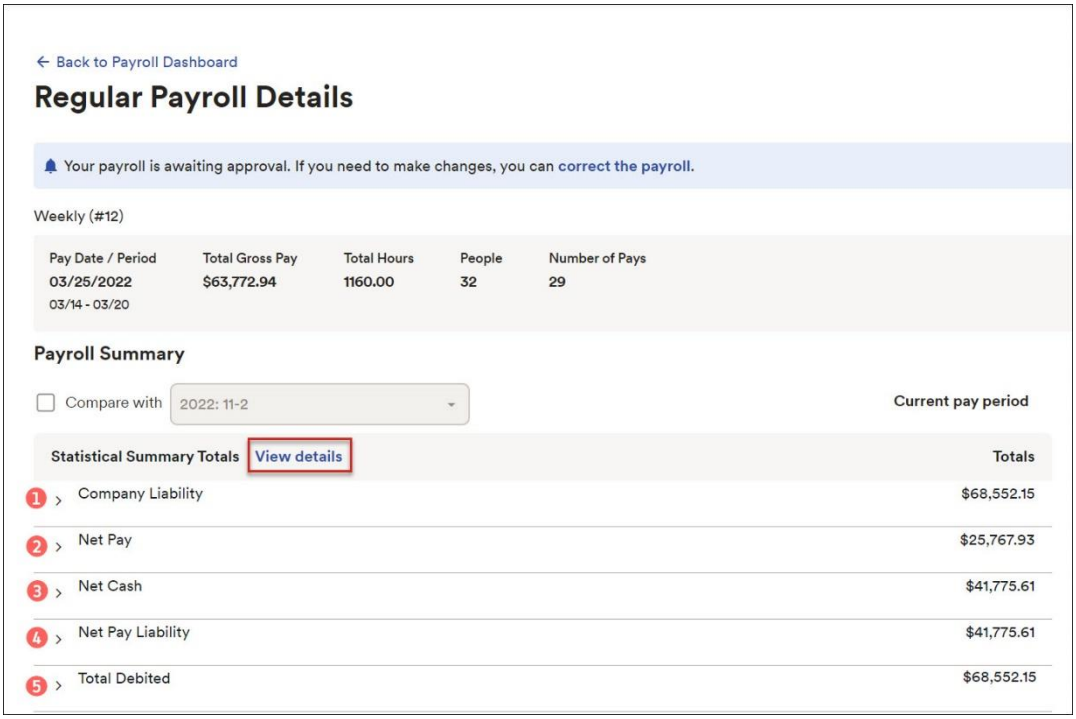
The Statistical Summary Totals Section

The Statistical Summary Totals section shows the gross pay and your company's liability. Expand any item on the left to see the components included in that calculation. Click **View details** to view the Full Statistical Summary Details. Make sure that the Statistical Summary does not include any taxes that are not your responsibility.



Checking Data in the Statistical Summary Totals Section

Every time you preview/calculate your payroll, expand each total type in the Statistical Summary Totals section and review the component amounts for accuracy.

Total Type	What to Check
1 Company Liability	Validate that this number correctly represents any taxes that may be your responsibility to file.
2 Net Pay	Verify that this is the sum of all live checks and adjustments, prepays, and voids.
3 Net Cash	Verify that this is the sum of the checks plus any direct deposits in this payroll.
4 Net Pay Liability	Verify that this is the sum of checks plus direct deposits plus adjustments, prepays, and voids.
5 Total Debited	Validate that this is the correct amount needed to fund the payroll.

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The Payroll Register Report

On the right side of the page, in the Reports section, you can preview the Payroll and Labor Distribution Registers.

To download your payroll reports to Microsoft Excel, select the report names and click **Download selected**.

Personnel 1	Hours 2			Earnings 3			
	Reg	O/T	H 3/4	Reg	O/T	E 3/4	E 5
Cody, Timothy D Associate ID: 0000000025 File #: 000061 Clock: XCLK1 W-In Dept: 701000 H Dept: 701000 Rate: 2,212.3200				2,212.32			

Statutory Deductions 4		Voluntary Deductions 5	Net Pay 6
Federal	State/Local		
FIT 392.34 SS 137.16 Med 32.08	S1 NJ 110.25 SUI NJ 9.40 SDI NJ 3.10 FLI NJ 3.10	D Dental 2.31 E Supplemental Li 42.00 M Medical 32.77 CK1 Checking Acct 1,447.81	Voucher# eVoucher 0.00

Checking Data in the Employee Information Section

Every time you preview/calculate your payroll, confirm the accuracy of the data for each employee in the Employee Information section of the Payroll Register.

Column	What to Check
1 Personnel	Ensure rates are present and correct.
2 Hours	Ensure hours worked are correct and coded correctly.
3 Earnings	If there are additional rates, be sure that all rates are correct.
4 Statutory Deductions	Verify that amounts are within acceptable limits.
5 Voluntary Deductions	Ensure that any reimbursements are in parentheses indicating negative deductions.
6 Net Pay	If a voucher is listed in the Net Pay column, be sure a checking or savings indicator is displayed in the Voluntary Deductions column. **Note:** Employees with two asterisks in the Net Pay column are flagged when their net pay is over the dollar amount set up in the ADP system. They appear when an hourly employee's net pay is over that amount or when a salaried employee's gross pay is greater than their rate 1.

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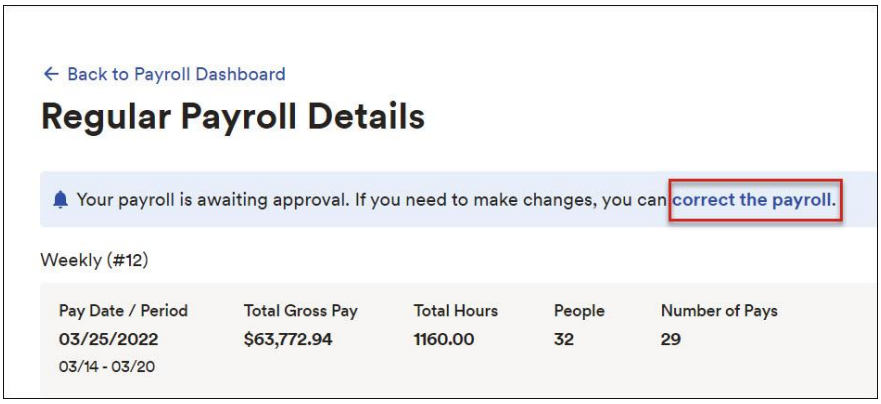
Correcting the Payroll

If you need to make corrections or if you remember some entries that you had forgotten to make, follow these steps:

Step	Action
1	On the Regular Payroll Details page (or the Manage Regular Payroll page), in the blue notification banner, click **correct the payroll**.  **Note:** If you navigate away from the Regular Payroll Details page, you return to it by clicking **View details** on the Payroll Dashboard. **Result:** You are returned to the Worksheets tab on the Manage Regular Payroll page.
2	Make your corrections, and then click **Calculate payroll** again to recalculate the payroll.

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Approving the Payroll

Once you've reviewed all your reports and have confirmed that your preview payroll is correct, you're ready to approve your payroll and send it to ADP for processing. When you approve the payroll, ADP processes your payroll and produces your paychecks, direct deposit vouchers, and payroll and management reports.

Step	Action
1	For the applicable payroll and company code, click **Approve**. **Note:** You can access the Approve button from a variety of pages: Payroll Dashboard, Manage Regular Payroll, and Regular Payroll Details.
2	On the Confirmation window, confirm the payroll week number, total gross pay, total hours, pay date, and pay period, and then click **Approve** again. **Result:** The status of your payroll is changed to "Approved."

Caution **Do not approve your test payroll!**

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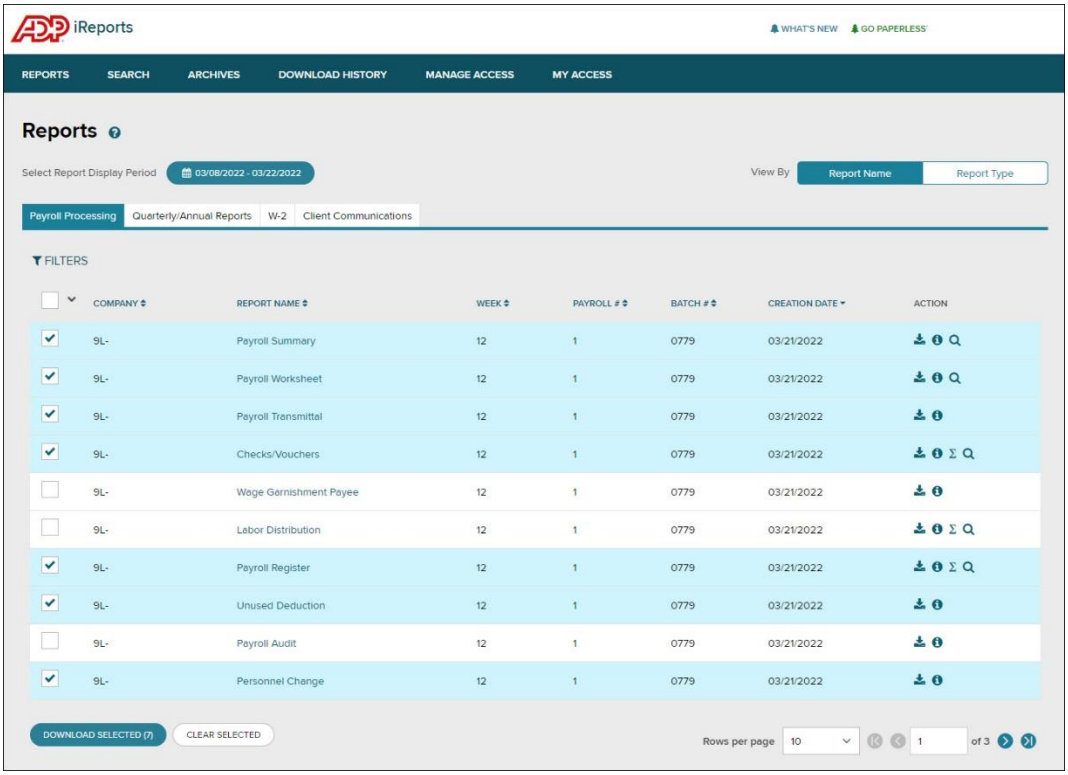
Review Payroll Reports

About 20 minutes after approving your payroll, paychecks, direct deposit vouchers, and management reports are available. Review the Payroll Register, Employee Changes report, and your paychecks and vouchers before distributing checks and vouchers. If you find that there are corrections that need to be made, ADP can rerun the payroll.

Starting Point: Reports & Analytics > Reports Dashboard > Additional Reporting > PR & Qtrly Tax Reports (iReports)

Step	Action
1	Access the **Payroll Processing** tab. **Result:** By default, the most current payroll reports are displayed.
2	To narrow down the results, use the **Filters** option to select a specific company code, report name(s), and report date.
4	Select the appropriate report(s).
5	Click **Download Selected**. **Result**: You will be prompted to save the file to your computer.



Note: You can also download reports from the Payroll Dashboard by clicking **View reports** for the current payroll.

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Starting a New Payroll

Once you verify your output, you can start the payroll for the next pay period. Starting a new payroll clears the temporary information that was entered for the previous pay period, moves your time and attendance data into the history (if applicable), and advances the date of the current pay period. Additionally, any changes that you had previously scheduled to become effective in this pay period will be automatically applied.

Important: Starting a new payroll clears the worksheet data. If you find that there are corrections that need to be made to the payroll, you should contact ADP ***before*** you start a new payroll. ADP can rerun the payroll if the worksheet data is still there, saving you time.

Start the New Payroll

Starting Point: Process > Payroll > Payroll Dashboard

Step	Action
1	Click **Start New Payroll**. **Note:** The Start New Payroll page is displayed.
2	Verify that the payroll schedule information, scheduled deductions, and special effects information are correct.
3	Click **Continue**. **Result:** A confirmation page is displayed with possible tasks.
4	Click **Back**.

Action Item

Validate your output reports before starting a new payroll. ADP also recommends that you wait a few days after your pay date to start your new payroll. This allows sufficient time to ensure that all the checks have been deposited.

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Learning Activity: Let's Review

Take note of the payroll process steps that you feel you need to review before you can begin entering your first payroll.

- ☐ Enter changes or additions to permanent employee information.
- ☐ Enter your worksheets.
- ☐ Verify your entries.
- ☐ Preview the payroll.
- ☐ Correct the payroll, if needed.
- ☐ Approve the payroll.
- ☐ Start a new payroll cycle.

Do You Remember?

1. How do you pay an employee who worked in two different departments?

2. Which of the following entries in a worksheet cancel Automatic Pay?

   a. An amount in the Vacation Earnings field
   b. An amount in the Regular Earnings field
   c. An amount in the Adjust United Way field
   d. An entry in the Tax Frequency field

3. Which step of the payroll process clears the temporary data from the system?

   a. Starting the new payroll
   b. Entering payroll information
   c. Verifying payroll information
   d. Previewing the payroll
   e. Approving the payroll

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Learning Activity: Answers

The answers to the Learning Activity on the previous page are listed below.

1. Create a second row in the worksheet and enter the regular hours in the temporary department.

2. b. An amount in the Regular Earnings field
   d. An entry in the Tax Frequency field

3. a. Starting the new payroll

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Next Steps

This is your ADP Workforce Now solution. From this point on, you are responsible for completing the tasks that we walked through today to generate your first live payroll.

Here's how you can prepare for the next step in your implementation:

- Explore the pages in ADP Workforce Now to get familiar with navigating. Remember that you can click Cancel to back out of any changes.
- Start entering your first payroll. Use this guide for a reference.
- Your Payroll Input call is scheduled for: _____

Accessing Additional Learning Resources

The Bridge

Join TheBridge.adp.com, an online community for payroll and HR professionals where you can ask questions, share knowledge, make connections, and learn from industry experts and peers about a broad range of human capital management topics. Special topics are dedicated to new users of ADP Workforce Now like you.

Instructions

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>
<table>
<tr><th>If You Are</th><th>Then</th></tr>
<tr><td>Logged on to ADP Workforce Now</td><td>At the top of any page, click (The Bridge).</td></tr>
<tr><td>Not logged on to ADP Workforce Now</td><td>1. Access https://thebridge.adp.com/welcome
2. Log in using your ADP Workforce Now user</td></tr>
</table>
</td></tr>
<tr><td>2</td><td>To access learning resources that are designed to support you on the topics that you learned about today, access the Personalized 1:1 Learning Guides for ADP Workforce Now group on The Bridge.</td></tr>
</table>

Online Help

In your ADP solution, at the top of most pages, you'll see an online Help icon. Click (help) to open online Help, where you can search for information on any topic. Use this resource to help you get the most from your solution.