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Payroll for Pay eXpert for ADP PC/Payroll Upgrades

Purpose

This course teaches participants with ADP PC/Payroll experience how to use the Payroll module to process payrolls.

Parts and Modules

Part 1
- Course Introduction
- Overview of the Payroll Module
- Starting a New Cycle
- Entering New Hires and Employee Maintenance
- Pay Employees

Part 2
- Introduction
- Verify and Create the Payroll File
- Submit Files for Processing
- Accept/Reject Payroll
- Workshop
- Completing the Cycle
Items for Follow-Up

To ensure you are completely prepared to process your first payroll, please use the space provided to list any follow-up items you may need to discuss with your implementation specialist or ADP representative, or research back at your office.

Items I need to discuss with my implementation specialist or ADP representative:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Items I need to research back at the office:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

To see about additional training, go to www.learn.adp.com.

Obtain copies of user guides, quick reference cards, and additional support information by accessing the Support Center at www.support.adp.com.
Key Points: Overview of the Payroll Module

Key Points

- The Payroll module is an Internet-based payroll solution. No software installation is necessary.
- ADP backs up your data.
- You need digital certificate, user name, and password for access.
- You have 24-hour online access to the Support Center.
- The Quick Links section of the Home page provides shortcuts to common tasks.
- You time out after 22 minutes of inactivity.
Knowledge Check: Overview of the Payroll Module

1. Which of the following are features of the Payroll module? (Select all that apply.)
   a. More standard audit reports than ADP PC/Payroll
   b. Time out after a period of inactivity
   c. A “Note of the Day” section
   d. 24-hour on-line access to the Support Center

2. A digital certificate does which of the following? (Select all that apply.)
   a. Provides a layer of security to keep your data safe
   b. Upgrades your computer to digital processing
   c. Verifies that your company has the latest version of Payroll
   d. Certifies that your software has no viruses
   e. Allows you to access Payroll
Key Points: Starting a New Cycle (Step 1)

Key Points

- Starting a new cycle clears temporary pay information.
- It is important to verify the pay date and period end dates when starting a new cycle.
- You can view employee information before starting a new cycle.
Key Points: Entering New Hires and Employee Maintenance

Key Points

- In the Payroll module, you can:
  - Enter a new hire using the New Employee wizard
  - Use filters to search for an employee
  - Create an effective-dated change
- In both the Payroll module and ADP PC/Payroll, you can:
  - Run audit reports
  - Make mass changes to employee records
Knowledge Check: Entering New Hires and Employee Maintenance (Step 2)

1. In the Payroll module, what can you do to enter a newly hired employee quickly?
   a. On the Home page, click the QuickFind link.
   b. On the Add New Employee page, click Add New Employee.
   c. On the Add New Employee page, click New Employee Wizard.
   d. On the Employee page, click Employee List.

2. What is the purpose of starting a new payroll cycle?
   a. Saves payroll check information
   b. Advances the payroll calendar to the next pay date
   c. Verifies the current payroll information
   d. Transmits the previous pay cycle’s payroll information

3. What does a yellow icon next to a field signify?
   a. The data has been imported from another application.
   b. The data is invalid and needs to be corrected.
   c. The data is associated with an effective-dated change.
   d. The data has not been saved.
Key Points: Pay Employees

Key Points

- Paydata entries are grouped in batches.
- You can modify paydata grids at any time.
- Automatic Pay is a time-saving feature used for salaried and standard hourly employees.
- Payroll times out after 22 minutes of inactivity.
Knowledge Check: Pay Employees (Step 3)

1. Entering regular earnings for a salaried employee will:
   a. Cancel Automatic Pay
   b. Add to Automatic Pay

2. Entering regular hours for an hourly employee with standard hours will:
   a. Cancel Automatic Pay
   b. Add to Automatic Pay

3. Entering a temporary department for a salaried employee will:
   a. Cancel Automatic Pay
   b. Add to Automatic Pay

4. Entering vacation hours for an hourly employee with standard hours will:
   a. Cancel Automatic Pay
   b. Add to Automatic Pay
Key Points: Verify and Create the Payroll File

Key Points

- Run audit reports to verify entries before creating the file.
- Use the Cycle Totals Page to identify any errors in paydata entry.
- You can create payroll files for multiple company codes at the same time.
- All batches must be in balance to successfully create a payroll file.
Key Points: Submit Files for Processing

Key Points

- You can submit files for multiple company codes at the same time.
- You can submit your payroll without a communication password.
Key Points: Accept/Reject Payroll

Key Points

- The Payroll Preview feature enables you to ensure that check amounts are correct.
- You must either accept or reject your payroll preview.
- If you reject a payroll, you can correct any errors and resubmit it.
- If you reject a payroll, you must wait 30 minutes before attempting to preview it again.
- In order for your payroll to be processed, you must accept your payroll.
Knowledge Check: Accept/Reject Payroll

1. Which of the following statements is true about the Payroll Preview feature?
   a. You need to select to send your payroll in Preview mode every pay period.
   b. One hour after you send your file, ADP will inform you as to when to review your reports.
   c. You need to send acceptance of the preview payroll before ADP prints your checks.
   d. If you reject your preview payroll, ADP will roll you back to the start of a new cycle.
Key Points: Completing the Cycle

Key Points

- Output reports contain processed employee pay information.
- You can automatically load CheckView and year-to-date information.
- ADP iPay Statements gives your employees online access to their payroll information.
Continuing Education Credits

Introduction

ADP is a member of the International Association of Continuing Education and Training (IACET) and an approved provider of both recertification credit hours (RCHs) by the American Payroll Association (APA) and continuing professional education credits (CPEs) by the National Association of State Boards of Accountancy (NASBA). This course may be eligible for RCHs, CPEs, and continuing education units (CEUs) from various professional organizations.

RCHs, CPEs, and CEUs provide recognition for updating or broadening professional competencies and may be used to maintain professional certifications such as Certified Payroll Professional (CPP), Certified Public Accountant (CPA), or Society for Human Resource Management (SHRM).

Professional organizations often require documentation of class objectives, duration, and so on along with a certificate of completion. This information is provided on the following pages. Your instructor will provide you with a certificate of completion at the end of this class.

Please note that professional organizations establish their own certification procedures that are subject to change.
Payroll for Pay eXpert for ADP PC/Payroll Upgrades (71120)

Program Content
This course prepares participants to recognize the similarities and differences between ADP PC/Payroll and ADP’s Pay eXpert and how to use Pay eXpert to process payrolls. Topics include features of Pay eXpert, navigating through Pay eXpert, making employee changes, entering pay information, verifying entries, creating and submitting a payroll file, and using Payroll Preview.

Objectives
Upon completing this course, participants will be able to do the following:
• Identify the differences and similarities between ADP PC/Payroll and Pay eXpert
• Start a new payroll cycle for a given pay period and pay date
• Enter new hires and employee changes
• Verify employee entries using audit reports
• Create a paydata batch for employees
• Verify paydata entries using audit reports
• Create a payroll file
• Submit payroll files to ADP for processing
• Preview a payroll to accept or reject

Participant Materials
VC: Participants must print the Let’s Practice and the handout manual prior to attending class.
ILT: Participants will receive all class materials in class.

Method of Presentation
Instructor-led classroom training and instructor-led virtual classroom training

Duration
Part 1: 2 hours, 30 minutes
Part 2: 2 hours
Continuing Education Credits for This Course

This course may be eligible for recertification credit hours (RCHs), continuing professional education credits (CPEs), and continuing education units (CEUs).

**RCH:** 4.5

**CPE:** 5.0

**CEU:** 0.45

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted on a 50-minute hour.

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Let's Practice

The following exercises contain guided practices and workshops that you will use in your payroll training.
Guided Practice: Hiring an Employee

Scenario

In this guided practice for Geneva Entertainment, you will do the following:

- Hire a new employee
- Use the New Employee wizard

Instructions

1. To hire yourself as a new employee, do the following:
   a. Under Employee Tasks, select Add New Employee.
   b. In the Social Security Number field, enter a fictitious number.

2. Enter information in the following fields:
   - First Name
   - Last Name
   - Birth Date
   - Hire Date
   - Worked In State
   - SUI/SDI State
   - Position Start Date
   - Job Title
   - Business Unit

   Note: The Position Start Date, Job, and Business Unit fields are required fields if you use the HR module. You may not have to enter these fields depending on your ADP solution.

3. To use the New Employee wizard feature to enter employee details, do the following:
   a. Click New Employee Wizard. Click Next to move to the next page of the New Employee wizard.
   b. On the Status page, enter Active, and specify the gender. Click Next.
   c. On the Address page, enter the address, home phone number, and e-mail address. Click Next.
   d. On the Position/Job page, enter the position start date and other details (at your discretion). Click Next.
   e. On the Pay Rates page, enter a rate, an increase type, and other details (at your discretion). Click Next.
   f. On the Tax Information page, enter federal and state marital status, exemptions, and state and SUI/SDI tax codes (at your discretion).
   g. After Tax Information, click Done.
Guided Practice: Adding a Deduction and Deduction Goal

Scenario

In this guided practice for Geneva Entertainment, you will do the following:

- Add a new scheduled deduction
- Add a goal limit for a deduction

Instructions

1. To locate Frank Cavallo, do the following:
   a. Click Employee List.
   b. In the Quick Find - Last Name field, type CA* and click Go.
   c. Click Cavallo, Frank.

2. To enter a loan deduction for Frank, do the following:
   a. Under Employee Information, select Deductions/Deposits.
   b. On the Deductions page, click Add New.
   c. In the Deduction Code field, select L - Loan.
   d. In the Deduction Amount field, type 75.
   e. Click Done.

3. To enter a deduction goal for Frank, do the following:
   a. Select the Goals tab.
   b. Click Add New.
   c. Leave Goal# as 1.
   d. In the Deduction Code field, select L - Loan.
   e. In the Limit field, type 2500.
   f. Click Done.
Guided Practice: Verifying Your Entries Using Employee Audit Reports

Scenario

You will run the Employee Changes audit report for Geneva Entertainment.

Instructions

1. Select the report using the following steps:
   a. Click Reports.
   b. Under Audit Reports, select Employee.
   c. Select Personal.
   d. Select Employee Changes.

2. Generate the report using the following steps:
   a. Click the double arrow to select both companies.
   b. In the Filters field, select All Employees.
   c. In the SSN Display field, accept the default option, Masked Display.
   d. In the Sorting Options, Home Department field, select 1.
   e. In the Home Department row, click Group By.
   f. In the Employee Last Name field, select 2.
   g. Click Run Report.

3. To view the report, under Report Name, click Employee Changes Report.
Workshop: Pay Hourly Employees

Scenario

In this practice, you will do the following for Geneva Entertainment:

- Pay regular hours.
- Create a separate check.
- Determine the tax frequency for a separate check.
- Insert a row in a batch.
- Pay at a temporary rate.
- Enter a one-time deduction.
- Determine whether to adjust or replace a deduction.
- Add a column to a pay grid.

Instructions

1. (VC only) Start a new cycle for Geneva Entertainment.
2. Create a new batch to pay hourly employees in the Traffic and Security departments.
   - Batch ID: H03
   - Description: Hourly T & S
   - Grid: Hourly
3. Select the following employee: (Hint: Sort by file number.)
   - 001014 – Steven Powell
4. Make the following entries for this employee:
   - Pay Steven for 80 regular hours and deduct an extra $10 for Union Dues.
   - Pay him a separate check for a $250 bonus.

   **Note:** Add the appropriate column to the grid for the extra Union Dues deduction.

   **Note:** Consider tax frequency.
5. Add the following employee to the batch:
   - 001015 – Christopher Pringle
6. Make the following entries for this employee:
   - Pay Chris for 80 regular hours at a temporary hourly rate of $25 this pay period instead of his regular rate.
   - Pay off Chris’s credit union loan with a final lump payment of $200.
7. Balance the batch using the following information:
   - Regular Hours: 160
   - Bonus Earnings: $250
   - Temporary Rate: $25
   - Replace Credit Union: $200
   - Adjust Union Dues: $10
Workshop Results

Paydata Entry Batch Page

Paydata Grid - 1U8 Geneva Entertainment - Hourly

- Columns:
  - Column 1: Name
  - Column 2: Pay #
  - Column 3: Tax Frequency
  - Column 4: Reg Hours
  - Column 5: O/T Hours
  - Column 6: Vacation Hours
  - Column 7: Sick Time Hours
  - Column 8: Retroactive Pay
  - Column 9: Bonus

- Paydata Field: Deduction
- Add as last column in grid
- Insert column before Name

Add New Column

- Company: 1U8 Geneva Entertainment
- Grid Name: Hourly

Next | Cancel
Let's Practice

Paydata Grid Column Detail

Company: 1U8 - Geneva Entertainment
Grid Name: Hourly
Paydata Field: Deduction

Code: U - Union Dues
Adjustment Type: Adjustment - Adjust
Position: 16
Heading Line 1: Union Dues
Heading Line 2: Adjust

Done  Add Another  Cancel

Verify Paydata Batch Totals

Company: 1U8 - Geneva Entertainment
Batch ID: H03
Description: Hourly T&S
Grid: Hourly
Total Employees: 2
Total Transactions: 3
Batch Status: In balance

<table>
<thead>
<tr>
<th>Reg Hours</th>
<th>Bonus</th>
<th>Temp Rate</th>
<th>Replace</th>
<th>Adjust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated</td>
<td>160.00</td>
<td>260.00</td>
<td>26.0000</td>
<td>200.00</td>
</tr>
<tr>
<td>Your Total</td>
<td>160.00</td>
<td>250.00</td>
<td>25.0000</td>
<td>200.00</td>
</tr>
<tr>
<td>Difference</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0000</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Display out of balance columns only

Done  Edit Batch  Cancel  Auto Balance
Workshop: View the Paydata Audit Report — Paydata Summary

Scenario

You need to run the Paydata - Summary audit report for Geneva Entertainment for the current pay period.

Instructions

To run the report, use the following information:

1. Under Audit Reports, select **Paydata**.
2. Select **Paydata Batch**.
3. Select **Paydata - Summary**.
4. Company: Geneva Entertainment
5. Select all batches.
Workshop Results

Paydata - Summary Report Selections

Paydata - Summary Report

<table>
<thead>
<tr>
<th>Tax #</th>
<th>Name</th>
<th>Status</th>
<th>Rate Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Company Code: 123</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HR001</td>
<td>John Doe</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td>HR002</td>
<td>Jane Smith</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td>HR003</td>
<td>Michael</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td>HR004</td>
<td>Sarah</td>
<td>Active</td>
</tr>
</tbody>
</table>

Total for Department 123: $100.00}

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## Workshop: Scavenger Hunt

### Instructions

Use the search tools in the Payroll module to answer the following questions:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is Frederick Parks' rate of pay?</td>
<td></td>
</tr>
<tr>
<td>How much does Frederick contribute to 401(k)?</td>
<td></td>
</tr>
<tr>
<td>How much does Sandra Sawyer contribute to her savings account?</td>
<td></td>
</tr>
<tr>
<td>What is Sandra’s job title?</td>
<td></td>
</tr>
</tbody>
</table>
### Workshop Results

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is Frederick Parks’ rate of pay?</td>
<td>$3,254.48</td>
</tr>
<tr>
<td>How much does Frederick contribute to 401(k)?</td>
<td>6%</td>
</tr>
<tr>
<td>How much does Sandra Sawyer contribute to her savings account?</td>
<td>$25</td>
</tr>
<tr>
<td>What is Sandra’s job title?</td>
<td>Accounts Receivable Clerk</td>
</tr>
</tbody>
</table>