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Payroll Basics

Purpose

This course teaches participants how to process a basic payroll.

Modules

The course consists of the following modules:

- Module 1: Introduction to the Payroll Cycle
- Module 2: Paying Salaried Employees Automatically
- Module 3: Paying Hourly Employees – Basic Pay
- Module 4: Maintaining Employee Information
- Module 5: Paying Salaried Employees with Changes
- Module 6: Paying Hourly Employees with Changes
- Module 7: Workshops: Practice Processing a Payroll
Items for Follow-Up

To ensure you are completely prepared to process your first payroll, 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:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
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_______________________________________________________________________
_______________________________________________________________________

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: The Payroll Cycle

Key Points about the Payroll Cycle

- Process your payroll using the six-step payroll cycle.
- You can enter employee maintenance information in any cycle step.
- Use the Payroll Cycle Quick Reference Card to help you process your payrolls.
Key Points: Paying Salaried Employees Automatically

Key Points about Logging On and Starting a New Cycle

Logging On
- You need a digital certificate, user ID, and password.
- Your password is case-sensitive.

Starting a New Cycle
- Start a new cycle for each company code before processing a new payroll.
- Verify key information before starting a new cycle.

Key Points about Automatic Pay

- Salaried employees and hourly employees with standard hours are paid automatically using Automatic Pay.
- For Automatic Pay employees with no pay changes, you can bypass the Pay Employees step of the payroll process.
Knowledge Check: Paying Salaried Employees Automatically

1. A digital certificate does which of the following? (Select all that apply.)
   a. Upgrades your PC to digital processing
   b. Verifies that your company has the latest version of your Payroll module
   c. Certifies that your software has no viruses
   d. Provides a layer of security to keep your data safe
   e. Allows you to access your ADP solution

2. Which of the following are true about Automatic Pay? (Select all that apply.)
   a. You always bypass the Pay Employees step of the payroll cycle.
   b. You may be able to bypass the Pay Employees step of the payroll cycle.
   c. The amount that appears on the Pay Rates page determines an employee's Automatic Pay amount.
   d. You typically pay salaried employees a fixed amount each pay period.
   e. You must always pay salaried employees a fixed amount each pay period.

3. Place the following steps of the payroll process for paying a salaried employee with no paydata changes in the correct order:
   a. Verify and create payroll file
   b. Accept/reject payroll
   c. Start new cycle
   d. Pay employees (bypassed)
   e. Submit files for processing
   f. Enter new hires and employee maintenance
Key Points: Paying Hourly Employees - Basic Pay

Key Points about Making Paydata Entries for Hourly Employees – Basic Pay

- Grids populated with employee data become a paydata batch.
- You can use paydata grids repeatedly.
- You can archive a paydata batch to copy it for future use.
- Enter hours for hourly employees in a paydata batch.
- Paydata batches are erased when you complete step 1 of the payroll cycle – Start New Cycle.
- You do not need to complete your batch entry in one sitting.
- Balance all of your batches before creating your payroll file.

Key Points about Verifying and Creating, Submitting, and Previewing the Payroll File

- Balance all your batches before creating the payroll file.
- Verify your data by running audit reports.
- The payroll file contains all of your employee and pay information changes.
- Create the file and submit it to ADP to inform ADP to process your payroll.
Key Points: Paying Hourly Employees - Basic Pay (Continued)

Key Points about Verifying and Creating, Submitting, and Previewing the Payroll File (Continued)

- Before using the Payroll Preview feature, wait for ADP to inform you that your payroll is ready for preview. Do not accept or reject a payroll until ADP notifies you.
- Review payroll reports thoroughly before accepting/rejecting your payroll.
- Always send your acceptance or rejection to inform ADP.
- If you reject your payroll, wait 30 minutes before resubmitting it to ADP.
- Each company code needs to be processed once per pay period.
Knowledge Check: Paying Hourly Employees - Basic Pay

1. Select the statements that are true about paydata grids and paydata batches. (Select all that apply.)
   a. Paydata grids are templates that you use to create paydata batches.
   b. You need to create paydata grids every pay period.
   c. The Payroll module comes with a default paydata batch.
   d. You select a group of employees to create a paydata batch.
   e. Paydata grids define the columns that display in your paydata batch.

2. You submitted your payroll file to ADP half an hour ago, and ADP has just notified you that your payroll is processed and ready for preview. What is your next step?
   a. Verify your entries and then create a payroll file.
   b. Verify your entries and then total them.
   c. View your reports and then accept or reject the payroll.
   d. View your reports and then verify your totals.
   e. Balance your batch and then review your reports.

3. Place the following tasks of the payroll cycle in the correct order:
   a. Preview the payroll and notify ADP of your decision to accept or reject the payroll.
   b. Create the payroll file.
   c. Submit your payroll file to ADP for processing.
   d. Enter hours in a batch for the current pay period.
   e. Increase an employee's pay rate.
   f. Start a new cycle to prepare for the new payroll.
Key Points: Maintaining Employee Information

Key Points about Maintaining Employee Information

- Use the Deductions/Deposits page to enter information. If you use HR & Benefits, enter nonbenefit deductions only.
- Enter either a full or a partial direct deposit.
- Direct deposits undergo a prenote process.
- The Employee Changes report is useful to help verify employee change entries.
- To enter changes for multiple employees, use the Mass Change feature.
Knowledge Check: Entering Employee Maintenance Information

1. What kind of permanent information can you enter in the Payroll module for an employee? (Select all that apply.)
   a. Tax
   b. Personal
   c. Hours worked
   d. Pay rate
   e. Bonus pay

2. Roger Kramer has asked that a direct deposit to his checking account be set up for his entire net pay. What entry should you make on the Deductions/Deposits page to complete this task?
   a. Select Full Deposit.
   b. Enter his pay in the Deduction Amount field.
   c. Enter a date in the Bank Deposit Prenote Date field.
   d. Change the Deposit Number field.
   e. Select Full Deposit and enter the deduction amount.

3. Which of the following statements are true about setting up a deduction with a goal limit? (Select all that apply.)
   a. A goal limit is the total amount of a deduction that is owed.
   b. Once the deduction is entered, the goal limit is automatically set up for you.
   c. A deduction is set up on the same tab as the goal limit.
   d. A goal limit will never stop the deduction from occurring on the check.
   e. A goal limit is set up manually on a separate tab from the deduction.
Key Points: Paying Salaried Employees with Changes

Key Points about Making Paydata Entries for Salaried Employees

- To pay salaried employees with temporary pay changes, you need to enter their changes in a paydata batch.
- For deduction entries, for what is on file, use Replace; use Adjust for an isolated case.
- Percentage deductions are automatically withheld from separate checks; flat dollar amount deductions are not automatically withheld.
- Enter adjusted earnings if a salaried new hire starts mid-cycle.

Key Points about Automatic Pay Cancellation

- Automatic Pay applies to Pay #1 only.
- Some paydata batch entries in Pay #1 cancel Automatic Pay.
- Automatic Pay cancellation caused by paydata batch entry is temporary.
Key Points: Paying Salaried Employees with Changes (Continued)

Key Points about Automatic Pay for Terminated Employees

- A terminated employee with Automatic Pay will receive one last paycheck unless you cancel Automatic Pay.
- To pay an employee for a portion of the pay period, make the appropriate paydata entries in a paydata batch.
  - If you pay an employee for a portion of the pay period with a manual check, remember to cancel the employee’s Automatic Pay in a paydata batch.
Knowledge Check: Paying Salaried Employees with Changes

1. Your company is set up for Automatic Pay and your salaried employees receive their salary automatically. For which of the following would you use a paydata batch?
   a. Any pay changes for the pay period
   b. Regular salary amount
   c. All the salaried employees
   d. Only newly hired salaried employees
   e. All temporary and permanent pay changes

2. You hired a new salaried employee two days into the pay period. Which one of the following paydata batch entries must you make to pay the employee accurately?
   a. Enter the hours worked in the Regular Hours column.
   b. Enter the earnings amount in the Regular Earnings field.
   c. Enter the earnings amount in the Regular Earnings field and select Y in the Cancel Pay column.
   d. Select Y in the Cancel Pay column.
   e. Select 2 weeks in the Tax Frequency column.
Key Points: Paying Hourly Employees with Changes

Key Points about Making Paydata Entries for Hourly Employees

- For deduction entries, for what is on file, use Replace; use Adjust for an isolated case.
- If your batches are out of balance, you cannot create a payroll file.
- A filter remains in effect until you change it or until you end your session by logging off.
- Flat dollar amount deductions are not withheld from separate checks.

Key Points about Creating a Second Check

- Insert a line, and then select #2 in the Pay field.
- Be sure to select the correct tax frequency.
- Percentage voluntary deductions calculate automatically.
- Enter flat dollar deductions using the Adjust option.
Key Points: Paying Hourly Employees with Changes (Continued)

Key Points about Accepting/Rejecting Your Preview Payroll

- Preview reports contain processed information.
- ADP will not process your payroll until you accept it.
- If you reject the payroll, you must:
  - Be aware of when the changes you make take effect
  - Correct the error
  - Wait 30 minutes before resubmitting the corrected payroll
  - Create and resubmit the file
  - Preview and either accept or reject it again

Key Points about Audit Reports, Payroll Preview Reports, and Output Reports

<table>
<thead>
<tr>
<th>Audit Reports</th>
<th>Payroll Preview Reports</th>
<th>Output Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contain information you enter</td>
<td>Contain processed payroll information</td>
<td>Contain processed payroll information</td>
</tr>
<tr>
<td>Generated by you</td>
<td>Generated by ADP</td>
<td>Generated by ADP</td>
</tr>
<tr>
<td>Include pay period information</td>
<td>Include pay period information</td>
<td>Include pay period, quarter, year-to-date, and employee information</td>
</tr>
<tr>
<td>Deleted automatically after six months</td>
<td>Deleted automatically five days after receipt</td>
<td>Never deleted – yours to keep</td>
</tr>
</tbody>
</table>
Key Points: Paying Hourly Employees with Changes (Continued)

Key Points about Receiving Output from ADP

- ADP processes any direct deposits and sends you paychecks and vouchers.
- Output reports contain processed information.
- You can select from paper or various electronic formats.
- ADP updates your payroll data.
Online Resources Scavenger Hunt

1. Name three payroll calculators available to you on the Support Center.

2. Where on the Support Center can you see a demonstration of how to void a check?

3. Where on the Support Center can you find topics on federal payroll taxes?

4. Where can you submit your SUI rate change request?

5. Where in the online User Guide can you find a list of audit reports?

6. Where in the online User Guide can you find a copy of the Payroll Cycle Checklist to print?
7. Once you have opened an online User Guide chapter, how can you search for a topic? 
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

8. Where in online Help can you find step-by-step information on how to print a manual check? 
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

9. How many pages does the Payroll Preview Guide consist of? 
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

10. Where can you find information describing the purpose of the Employee Changes report? Be specific. 
____________________________________________________________________________________
____________________________________________________________________________________
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 Basics (75101)

Program Content
This course teaches participants how to use the features of the Payroll module. Topics include paying salaried and hourly employees and entering permanent employee information.

Objectives
Upon completing this course, participants will be able to:
- Pay salaried employees automatically
- Pay hourly employees - basic pay
- Maintain employee information
- Pay salaried employees with changes
- Pay hourly employees with changes
- Practice processing a payroll

Participant Materials
The following materials will be distributed in class for classroom training. For virtual classroom training, participants will need to print the materials prior to class:
- Let’s Practice
- Payroll Basics handout manual
- Payroll Cycle Quick Reference Card

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

Duration
6.5 hours
Continuing Education Credits for This Course

Upon completion of all parts of this course, participants may be eligible for the following recertification credit hours (RCHs), continuing professional education (CPE) credits, and continuing education units (CEUs):

**RCH:** 6.5  
**CPE:** 7.5  
**CEU:** 0.7  

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

In accordance with the American Payroll Association (APA), RCHs apply to Certified Payroll Professional (CPP) and Fundamental Payroll Certification (FPC) credentials.

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Payroll Basics

Let’s Practice

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Let's Practice

The following pages contain guided and unguided practices, which you will use in your payroll training.
1. Practice: Enter Regular and Sick Hours in a Batch (H02)

Scenario
You need to make paydata entries for the remaining hourly employees for Geneva Video Games. You will complete the following tasks:

- Start a new cycle (VC only).
- Make paydata entries for hourly employees.

Instructions
1. To add a new batch, use the following information:
   - Batch ID: H02
   - Description: Hourly Other
   - Grid: Hourly

2. Select the following employees:
   - Indira Gupta
   - Alice Hoffman
   - David Washington (optional)
   - Connie Wong (optional)

3. Make the following paydata batch entries for these employees:
   - Pay Indira for 80 regular hours.
   - Pay Alice for 72 regular hours and 8 sick time hours.
   - Pay David for 64 regular hours and 16 vacation hours (optional).
   - Pay Connie for 80 regular hours (optional).

4. Batch totals excluding the two optional employees:
   - Regular hours: 152
   - Sick hours: 8

5. Batch totals including the two optional employees:
   - Regular hours: 296
   - Vacation hours: 16
   - Sick hours: 8
Practice Results

Add Paydata Batch

Add Paydata Batch

Company: XXX - Geneva Video Games
Source: Now batch
Batch ID: HD2
Description: Hourly Other
Grid: Hourly

Paydata Tasks
- Paydata
- Manual Debits & Credits
- GL Debits
- Third Party Sick Pay

Paydata Entry Batch

Paydata Entry Batch

Hoffman, Alice
Payline: 1/100/802
Status: Active
Rate 1: 14.11/4
Rate 2: 14.11/4
Rate 3: 14.11/4
SSN: XXX-XX-4033
Department: 00000 - Marketing
Std Hrs: Show Rates A - D

<table>
<thead>
<tr>
<th>Item</th>
<th>Name</th>
<th>Reg Hours</th>
<th>OTH Hours</th>
<th>Vacation Hour</th>
<th>Sick Time Hour</th>
<th>Adjust Credit</th>
<th>Replace Credit</th>
<th>Bonus Earning</th>
</tr>
</thead>
<tbody>
<tr>
<td>002345</td>
<td>Gupta, India</td>
<td>50.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>002346</td>
<td>Hoffman, Alice</td>
<td>72.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Batch Total: 122.00

Save | Done | Cancel
Paydata Entry Batch – Optional Additional Employees

Verify Paydata Batch Totals
### Verify Paydata Batch Totals – Optional Additional Employees

#### Verify Paydata Batch Totals

- **Company:** XXX - Games Video Games
- **Batch ID:** H02
- **Description:** Hourly Other
- **Grid:** Hourly
- **Total Employees:** 4
- **Total Transactions:** 4
- **Batch Status:** In balance

<table>
<thead>
<tr>
<th>Reg Hours</th>
<th>O/T Hours</th>
<th>Vacation Hours</th>
<th>Sick Time Hours</th>
<th>Adjust Hours</th>
<th>Credit Union Hours</th>
<th>Replace Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated</td>
<td>216.00</td>
<td>0.00</td>
<td>16.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Your Total</td>
<td>216.00</td>
<td>0.00</td>
<td>16.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Difference</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- **Display out of balance columns only**
4. Practice: Set Up Employee Deductions and Direct Deposits

Scenario

You need to enter the following information for Charles Ryder and Charles Christiano in Geneva Entertainment:

- A United Way deduction and goal
- A direct deposit to savings (partial deposit)
- A garnishment deduction and goal
- A direct to deposit to checking (full deposit)

Instructions

Enter the following information for Charles Ryder:

1. Use the following information to enter the United Way deduction:
   - Deduction Code: 4 – United Way
   - Deduction Amount: $5
   - Goal Amount: $100 (Hint: Use the Goals tab and online Help to add the goal amount.)

2. Use the following information to enter the direct deposit to savings (partial deposit):
   - Deposit #: 1
   - Deduction Code: Y - Saving Account 1d
   - Deduction Amount: $150
   - Transit ABA Number: 002514002
   - Bank Deposit Account Number: 224260

Enter the following information for Charles Christiano:

1. Use the following information to enter the garnishment deduction:
   - Deduction Code: G – Garnishment
   - Deduction Amount: $25
   - Goal Amount: $500 (Hint: Use the Goals tab and online Help to add the goal amount.)

2. Use the following information to enter the direct deposit to checking (full deposit):
   - Deposit #: 1
   - Deduction Code: W - Checking Account 1d
   - Full deposit
   - Transit ABA Number: 002514002
   - Bank Deposit Account Number: 227500
Practice Results

Deductions and Goals Pages - Charles Ryder
Note: The Deposit # field could contain the number 2 if you added a direct deposit for Charles earlier in class along with your instructor.
5. Guided Practice: Enter Paydata Changes in a Batch for Salaried Employees (S02)

Scenario

You need to make changes to various salaried employees who work in the Executive Staff department, 001000, of Geneva Entertainment. These employees have the following pay changes for the pay period:

- Charlie Bontempo wants to make a one-time United Way deduction of $50.
- John Dexter worked in a temporary department, Marketing 009000, this pay period.
- Thomas Evers returned from his leave of absence. He is to receive only one week of his regular biweekly pay.
- Barbara Taylor is to receive a separate check for a bonus of $500.
- Nick Karas was hired in the middle of the pay period and is to receive half of his regular biweekly pay.

Instructions

1. To add a new batch, use the following information:
   - Batch ID: S02
   - Description: Salary 2
   - Grid: Salary

2. On the Add Paydata Batch - Select Employees page, do the following:
   a. Select the filter for Active Sal Dept 1000.
   b. Click Select All Employees.

3. Make the following entries for these employees:
   - For Charlie Bontempo, in the Adjust United Way field, type 50.
   - For John Dexter, in the Temp Dept field, select 009000.
   - For Thomas Evers, in the Tax Frequency field, select 1, and in the Reg Earnings field, type 2100.
   - For Barbara Taylor, click Insert and select Row. In the new row, in the Pay # field, select 2; in the Tax Frequency field, select B; and in the Bonus Earnings field, type 500.
   - For Nick Karas, click Insert and select Employee. In the Enter a Last Name field, type Karas and click Next. In the Tax Frequency field, select 1, and in the Reg Earnings field, type 1350.
6. Guided Practice: Verify and View the Paydata Audit Report - Automatic Pay Cancellation

Scenario

You will run the Automatic Pay Cancellation paydata audit report for Geneva Entertainment.

Instructions

1. Select the report using the following steps:
   a. Click Reports.
   b. Under Audit Reports, select Paydata.
   c. Click Automatic Pay Cancellation.

2. Generate the report using the following steps:
   a. In the Employee Last Name field, select 1.
   b. Click Run Report.

7. Guided Practice: Enter Regular Earnings and Cancel Pay in a Batch for Salaried Employees (S02)

Scenario

Some of the entries in the S02 batch canceled Automatic Pay for the employees. You need to ensure that all employees are paid this pay period. These employees have the following changes for the pay period:

- John Dexter worked in a temporary department this pay period.
- David Franklin received an advance paycheck last pay period. His Automatic Pay needs to be canceled for this pay period.

Instructions

1. Make the following entries for these employees:
   - For John Dexter, in the Reg Earnings field, type \textbf{7080}.
   - For David Franklin, in the Cancel Pay field, select \textbf{Y}.

2. Balance the batch using the following information:
   - Regular Earnings: $\textbf{10,530}$
   - Bonus Earnings: $\textbf{500}$
   - Adjust United Way: $\textbf{50}$
8. Guided Practice: Enter Paydata Changes in a Batch for Hourly Employees (H04)

Scenario

You need to make changes to the hourly employees who work in the Accounting department, 004000, of Geneva Entertainment. These employees have the following pay changes for the pay period:

- Roberta Carney worked 70 regular hours and wants to contribute $200 toward her Credit Union Loan account. She has been paying $50 each pay period.
- Mary Jones worked 72 regular hours in a temporary department, Finance 003000, this pay period.
- Sandra Sawyer worked 70 regular hours and is to receive a separate check for a bonus of $300.

Instructions

1. To add a new batch, use the following information:
   - Batch ID: H04
   - Description: Hourly - Accounting
   - Grid: Hourly

2. On the Add Paydata Batch - Select Employees page, do the following:
   a. Select the Active Hrly Dept 4000 filter.
   b. Click Select All Employees.

3. Make the following entries for these employees:
   - For Roberta Carney, in the Reg Hours field, type 70 and in the Replace Credit Union field, type 200.
   - For Mary Jones, in the Reg Hours field, type 72 and in the Temp Dept field, select 003000.
   - For Sandra Sawyer, in the Reg Hours field, type 70. Click Insert> Row. In the new row, in the Pay # field, select 2; in the Tax Frequency field, select B; and in the Bonus Earnings field, type 300.

4. Balance the batch using the following information:
   - Regular Hours: 212
   - Bonus Earnings: $300
   - Replace Credit Union: $200
9. Guided Practice: View the Paydata Audit Report - Paydata Summary

Scenario

You will run the Paydata Summary paydata audit report for Geneva Entertainment.

Instructions

1. Select the report using the following steps:
   a. Click Reports.
   b. Under Audit Reports, select Paydata.
   c. Select Paydata Batch.
   d. Click Paydata - Summary.

2. Generate the report using the following steps:
   a. Under Selection Options, click >> arrow.
   b. Click Run Report.

3. To view the report, under Report Name, click Paydata - Summary Report.
10. Workshop: Start a New Cycle (VC Only)

Scenario

You need to start a new cycle for Geneva Entertainment.

Instructions

To start a new cycle, use the following information:

- Click Payroll.
- Select the company, Geneva Entertainment.
- Click Start New Cycle.
- Select the Geneva Entertainment Company, and click Start.
- Check the status of the log file.
11. Workshop: Enter Employee Maintenance Information

Scenario

You need to perform some employee maintenance for two employees of Geneva Entertainment:

- Enter a new pay rate for Mary Jones as her merit increase effective this pay period.
- Add a partial deposit to Mary Jones' savings account.
- Add a voluntary deduction and a goal limit for Eileen Godfrey.

Instructions

1. Enter a new rate for Mary Jones using the following information:
   - Hourly Rate: $16.75
   - Rate Effective Date: 7/26/20XX
   - Increase Type: MER – Merit

2. Enter a partial deposit to Mary's savings account using the following information:
   - Deposit #: 1
   - Deduction Code: Y – Saving Account 1d
   - Deduction Amount: $50
   - Transit ABA Number: 002514002
   - Bank Deposit Account Number: 221210

3. Enter a voluntary deduction with a goal limit for Eileen Godfrey using the following information:
   - Deduction Code: 5 - Credit Union
   - Deduction Amount: $20
   - Goal #: 1
   - Goal Limit: $1,000
Workshop Results

Pay Rates and Deductions Pages – Mary Jones
12. Workshop: Pay Salaried Employees

Scenario
You need to make paydata entries for some salaried employees of Geneva Entertainment.

Instructions

1. To add a new batch, use the following information:
   - Batch ID: S03
   - Description: Salaried 03
   - Grid: Salary
2. Select the following employees:
   - Michael Carson
   - Charles Christiano
   - Henry Damaska
   - Steven Darlinski
3. Make the following paydata batch entries for these employees:
   - Pay Michael Carson his regular pay and $500 retroactive pay.
   - Pay Charles Christiano his regular pay and enter his one-time contribution of $50 toward United Way.
   - Henry Damaska received an advance paycheck last pay period. Cancel his Automatic Pay this pay period.
   - Pay Steven Darlinski his regular pay. Also, pay him a bonus of $1,000 on a separate check.
4. Balance the batch using the following information:
   - Bonus Earnings: $1,000
   - Retroactive Pay Earnings: $500
   - Adjust United Way: $50
Workshop Results

Add Paydata Batch
Paydata Entry Batch

Note: As an alternative to adding retroactive pay to Michael Carson’s automatic pay, you could create a second check for this retroactive pay amount.

Paydata Entry Batch Totals
13. Workshop: Pay Hourly Employees

Scenario

You need to make paydata entries for the hourly employees who work in the Customer Service and Administrative departments of Geneva Entertainment.

Instructions

1. To add a new batch, use the following information:
   - Batch ID: H05
   - Description: Hourly CS and A
   - Grid: Hourly

2. Select the following employees:
   - Brenda Hahn
   - Laura Harper

3. Make the following paydata batch entries for these employees:
   - Pay Brenda Hahn for 40 sick time hours this pay period in her home department at her regular rate. Make a payment of $250 to her Credit Union Loan account. She has been paying $100 each pay period. (Hint: For what is on file, use Replace; use Adjust for an isolated case.) Also pay her for 40 regular hours at a temporary rate of $22 for working in the Operations department (011000).
   - Pay Laura Harper for 40 regular hours, 6 overtime hours, and 40 vacation hours.

4. Balance the batch using the following information:
   - Regular Hours: 80
   - Overtime Hours: 6
   - Vacation Hours: 40
   - Sick Time Hours: 40
   - Temporary Rate: $22
   - Replace Credit Union: $250
Workshop Results

Paydata Entry Batch

<table>
<thead>
<tr>
<th>File #</th>
<th>Name</th>
<th>Pay #</th>
<th>Tax Frequency</th>
<th>Reg Hours</th>
<th>O/T Hours</th>
<th>Vacation/Hour</th>
<th>Sick Time/Hour</th>
<th>Temp Rate</th>
<th>Temp Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>001105</td>
<td>Hohn, Brenda</td>
<td>1</td>
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<td></td>
<td></td>
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<tr>
<td>001106</td>
<td>Hohn, Brenda</td>
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<td></td>
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<tr>
<td>003100</td>
<td>Harper, Laura</td>
<td>1</td>
<td></td>
<td>40.00</td>
<td>6.00</td>
<td></td>
<td></td>
<td>20.0000</td>
<td>010000</td>
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Paydata Entry Batch Totals

<table>
<thead>
<tr>
<th>Reg Hours</th>
<th>O/T Hours</th>
<th>Vacation</th>
<th>Sick Time</th>
<th>Temp Rate</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated</td>
<td>80.00</td>
<td>6.00</td>
<td>40.00</td>
<td>40.00</td>
<td>22.0000</td>
</tr>
<tr>
<td>Your Total</td>
<td>80.00</td>
<td>6.00</td>
<td>40.00</td>
<td>40.00</td>
<td>22.0000</td>
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<tr>
<td>Difference</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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</tbody>
</table>

Display out of balance columns only
13. Workshop (Time & Attendance): Send Payroll Data, Verify, and Edit the Batch (Practice)

Scenario

Paydata information from the Time & Attendance module has flowed to the Payroll module. You need to locate the batch on the payroll Paydata Batches page and then enter some employee changes.

Instructions

For classroom training, wait for your instructor to give you instructions for completing this workshop.

For virtual class training, on the agenda, select 13. Workshop Time & Attendance.

To complete the payroll, you will complete the following steps:

1. Export timecard data from the Time & Attendance module to the Payroll module.
2. Verify that the data has flowed from Time & Attendance to Payroll.
3. Enter paydata changes for two employees in Payroll.
4. Save and balance the batch.
14. Workshop: View the Employee Audit Report - Employee Changes

Scenario
You need to run the Employee Changes audit report for Geneva Entertainment for the current pay period.

Instructions
To run the report, use the following information:

- Select Audit Reports > Employee > Personal > Employee Changes.
- Company: Geneva Entertainment
Workshop Results

Employee Changes Report Selections

Employee Changes Report

<table>
<thead>
<tr>
<th>Field</th>
<th>Sort Order Priority</th>
<th>Group By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee File Number</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Employee Last Name</td>
<td>(none)</td>
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</tr>
</tbody>
</table>

Employee Changes Report

Date: 04/07/20XX

<table>
<thead>
<tr>
<th>File #</th>
<th>Name</th>
<th>Home Department</th>
<th>Home Cost Number</th>
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<tbody>
<tr>
<td>001009</td>
<td>Jones, Mary</td>
<td>004000-Accounting</td>
<td>001009</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Field(Row)</th>
<th>Old Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate 1 Amount</td>
<td>15.1714</td>
<td>16.75</td>
</tr>
<tr>
<td>Autopay Date 8 (%)</td>
<td>06/26/20XX</td>
<td>07/26/20XX</td>
</tr>
<tr>
<td>Bank Deposit Account Number (01)</td>
<td>221120</td>
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</tr>
<tr>
<td>Transit ABA Number (01)</td>
<td>00251400</td>
<td></td>
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<tr>
<td>Bank Deposit Position Number (01)</td>
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<tr>
<td>Deduction Code (01)</td>
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<td>Deduction Amount (01)</td>
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<td>Total Changes in Company Code Z05: 7</td>
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<tr>
<td>Total Changes in Report: 7</td>
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</table>
15. 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:

- Select Audit Reports > Paydata > Paydata Batch > Paydata – Summary.
- Company: Geneva Entertainment
- Select all batches.
Workshop Results

Paydata - Summary Report Selections
# Paydata - Summary Report

## Paydata - Summary Report

<table>
<thead>
<tr>
<th>File #</th>
<th>Name</th>
<th>Status</th>
<th>Rate type</th>
<th>Pay Hrs</th>
<th>OT Hrs</th>
<th>Other Hrs</th>
<th>Total Hrs</th>
<th>Reg Rate</th>
<th>OT Rate</th>
<th>Oth Rate</th>
<th>Date</th>
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<tbody>
<tr>
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<tr>
<td>H90</td>
<td>1 2</td>
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<td>8.00</td>
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<tr>
<td>001066</td>
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<tr>
<td>001195</td>
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<td>40.00</td>
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<tr>
<td>001195</td>
<td>Mike, Brenda</td>
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</tbody>
</table>
16. Workshop: Create and Submit a Payroll File and Accept or Reject the Payroll

Scenario
You have entered all of the employee changes and paydata information in Payroll. You now need to complete the payroll cycle.

Instructions
Please wait for your instructor to give you instructions for completing this workshop.
To complete the payroll, use the following steps:
1. Create a payroll file.
2. Submit the payroll file to ADP.
3. Assume that ADP has sent you an e-mail message to inform you that your Payroll Preview is ready. Use Payroll Preview to review the payroll and accept or reject the payroll.

After you complete the three steps, answer the following questions:
1. In the Payroll Preview, did you see errors in the payroll file?
2. What would you do to correct a payroll file that has errors? (Fill in the missing steps.)
   a. Correct the error(s).
   b.
   c.
   d. Submit the payroll file.
3. What are some possible consequences of committing a payroll with errors to ADP for live processing?