Welcome to the Payroll Dashboard

Handout Manual

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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Welcome to...

The Payroll Dashboard in ADP Workforce Now

Audio

• You should be hearing the audio through your computer.
• If you do not have sound, check the volume settings.
• If difficulties continue, try pressing F5 to refresh your screen.
• You can also try switching your Internet browser to another browser, such as Mozilla Firefox or Google Chrome.
Questions and Answers

ADP Workforce Now

Refresh Now

ATTENTION:
The session will start shortly. The audio will be delivered through your computer speakers. Please be sure your volume is turned up. In order to participate in the class exercises, please print the Handout Manual found in your Welcome email.

Enter a Question

Submit
Resource List
Maximize Your Screen
Course Agenda

- Introducing the Biggest Payroll Enhancements
- Starting the Payroll Cycle
- Adding New Hires, Terminations, and Employee Changes
- Entering Paydata and Verifying Input
- Calculating, Previewing, and Finalizing Your Payroll
- Getting Help After Class
- Course Closing
Introducing the Biggest Payroll Enhancements

Overview
Two big enhancements to ADP Workforce Now will save you time!
What Do You Think? Time to Process

How long does it take for you to receive results once you submit your payroll to ADP to process your Payroll Preview?

a. A few seconds
b. A few minutes
c. At least 15 minutes
d. At least 30 minutes
Standard Preview versus Real-Time Preview

**Standard Preview**
- Results in 15 to 30 minutes
- PDF reports
- No filtering
- No other format

**Real-Time Preview**
- Results in seconds
- Graphical, interactive views
- Filtering
- Exporting to Microsoft Excel
Making Your Job Easier

Every pay period, I look at multiple screens and reports to check all of the new hires, employee updates, and paydata that I’ve entered. I wish I could see it all in one place.
The Payroll Dashboard

Quick glimpse of the new hires, rehires, terminations, and employee changes for this pay period

Consolidated view of all batches and their hours and earnings totals

Note: Because we are continually improving our solutions, the screens in this course may differ from those that you see in the product.
The Payroll Dashboard (cont.)

Constant visibility to where you are in the payroll cycle

Easy access to any warnings or messages that require your attention
The Payroll Dashboard (cont.)

<table>
<thead>
<tr>
<th>Input Summary</th>
<th>Other Inputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>QuickCalc Requests</td>
<td>Accumulator Adjustments</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ADD REQUEST</td>
<td>Allowed/Taken Adjustments</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
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<tr>
<td>Active Hourly/Daily Employees without Hours &amp; Earnings</td>
<td>Transfers</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Inactive Employees with Paydata</td>
<td>Prior Tax &amp; Taxables</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Automatic Pay Canceled</td>
<td>Third Party Sick Pay</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Manual Checks</td>
<td>Manual Checks</td>
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<tr>
<td>0</td>
<td>ADD CHECK</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Payroll Dashboard Replaces Payroll Cycle Page
Add New Hires is now a separate step.

Use Verify Input to review your entries at a glance before processing payroll.

The Create Payroll File and Submit Files for Processing steps are combined.

The Next Steps section guides you through the payroll process.
Online Help and Learning Bytes

Help and Learning Byte icons from within ADP Workforce Now

Just-in-Time Learning link from the Support window
What Do You Think? Menu for Payroll Tasks

Which menu would you select to access the Payroll Dashboard?

a. Resources  
b. People  
c. Process  
d. Setup
The Process Menu versus the People Menu

Use the Process menu to perform activities related to processes.

Use the People menu to update individual employees' records.
Starting the Payroll Cycle

Overview
In this topic, we will discuss how to start the payroll cycle for a single company code or for multiple company codes.
How to Start a New Payroll Cycle

Multi-company Cycle Processes

Where you are in the process:
- Entering Payroll/Correcting Input
- Under Review
- Cycle Complete

Important! Starting a new cycle is irreversible and will erase all paydata batches from the previous cycle, except for those you chose to retain. It will also erase all manual checks from the previous cycle.

Your next step for these companies is: START NEW CYCLE

Company Group: all companies

<table>
<thead>
<tr>
<th>SELECT ALL</th>
<th>DESSELECT ALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY</td>
<td>WEEK #</td>
</tr>
<tr>
<td>F&amp;S - Genova Entertainment</td>
<td></td>
</tr>
<tr>
<td>Ending: 17</td>
<td>2</td>
</tr>
<tr>
<td>Starting: 19</td>
<td>2</td>
</tr>
<tr>
<td>Scheduled Deductions and Special Effects</td>
<td>Change Starting Cycle Week</td>
</tr>
<tr>
<td>FSP - Genova Video Games</td>
<td></td>
</tr>
<tr>
<td>Ending: 17</td>
<td>2</td>
</tr>
<tr>
<td>Starting: 19</td>
<td>2</td>
</tr>
<tr>
<td>Scheduled Deductions and Special Effects</td>
<td>Change Starting Cycle Week</td>
</tr>
</tbody>
</table>
How to Start a New Payroll Cycle (cont.)

Payroll Cycle
- Payroll Cycle
- Start New Cycle
- Payroll Schedule
- Paydata
- Manual Checks

Gross Receipts
- Verify Input
- Calculate Preview Payroll
- Preview Results
- Tax Amendments

Payroll Cycle
- FG0 - Geneva Entertainment
- Status: Cycle Complete
- Week #: 16
- Pay Date: 04/22/20XX
- P/E Date: 04/17/20XX
- Qtly/Year: 2/20XX
- Service Center: 00TR 00TR

Viewing Week 16 Results | View Week 16 Input

Statistical Summary Totals
- Gross Pay: $180,743.63
- Company Liability: $193,739.39
- Checks (83): $129,704.48
- Net Payroll: $129,704.48
- Direct Deposits (0): $0.00

Cycle Status: Multi-company
- Where you are in this process
- Entering Payroll > Under Review > Cycle Complete
- Your next step is: START NEW CYCLE
How to Start a New Payroll Cycle (cont.)

Click (options) to select a different company code.

Click the Multi-Company link to perform tasks for multiple company codes at once.
What Do You Think? Starting the Cycle

Which method are you most likely to use to start your company’s payroll cycles?

b. Select Process > Payroll > Payroll Cycle, and then click Start New Cycle for each individual code.
c. Select Process > Payroll > Payroll Cycle, and then click the Multi-Company link to start the cycle for multiple codes.
What Do You Think? Essential Time & Attendance

Does your company use Essential Time & Attendance?

a. Yes.
b. No.
c. I’m not sure.
How to Start a New Time & Attendance Cycle

Click the Start New Cycle button to start payroll and Time & Attendance at once.

Select the Time cycle to include when you start the new pay period.
Adding New Hires, Terminations, and Employee Changes

Overview

In this topic, we will discuss adding new hires, terminations, and employee changes.
Adding New Hires

Employee Updates

- New Hires/Rehires
  - Lerner, Dawn
  - Add New Hire

- Terminations
  - Albany, Margaret
  - Add Termination

- Changes
  - View All Run Report (PDF)
  - Run Report (Excel)
  - Add Employee Change

Cycle Status
- Multi-company
- Where you are in this process
- Entering Payroll > Under Review > Cycle Complete
- Your next step is: Preview Payroll

Hire/Rehire

- Start Hire
- In-Progress Hires
- Hire History

Select a work location
- United States (US)
- International (INT)

Select a Template
- Quick Hire
- Quick Hire + Time
- HR + Payroll (System)
- HR + Payroll + Time (System)
- HR + Time (System)
- HR Only (System)
Adding Terminations

You can change or delete an in progress termination, or start a new termination.

New Termination
To begin, select an employee and a template and click "Start a Termination".

Selected employee: Franklin, David
Select a template: Termination (System) - US

START A TERMINATION
Adding Employee Changes

Personal Profile

Robert Carney
JBACCT - Junior Accountant
Home Department: 004000 - Accounting

Name
Robert Carney

Contact
Personal Email
Work Email (For Mattttraccc)

Work Phone (555)-555-6395

Home Phone (555)-555-9887

Personal Mobile (555)-555-7164

Personal Fax

Personal Pager

Demographics
Birth Date: 6/19/XXXX
Age: XX Years/XX Months
Marital Status: Married
Gender: Female

Addresses
Primary Address

5321 West Forster
#601a
Boston, MA 02103
United States

Work From Home: No

Emergency Contacts

David Carney (Spouse)

Home Phone (555)-8887

Personal Mobile (555)-3321

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What Do You Think? Other Employee Pages

Which menu would you select to access another page of Roberta’s record?

a. Home  
b. My Team  
c. People  
d. Process
Using the People Menu to Access Other Pages

You can find information about an employee’s pay rate, deductions, direct deposits, tax withholding, pay statements, and to-date accumulations on the People > Pay > Pay Profile page.

You can update an employee’s contact and address information on the People > Personal Information > Personal Profile page.
Selecting Another Employee
Selecting Another Employee (cont.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Tax ID</th>
<th>Emergency Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany, Margaret</td>
<td>F5N000065</td>
<td></td>
</tr>
<tr>
<td>Albright, Anthony</td>
<td>F5M000127</td>
<td></td>
</tr>
<tr>
<td>Barbato, Samuel</td>
<td>F5M000177</td>
<td></td>
</tr>
<tr>
<td>Barrow, Gary</td>
<td>F5M000121</td>
<td></td>
</tr>
<tr>
<td>Benton, Angelo</td>
<td>F5M000149</td>
<td></td>
</tr>
<tr>
<td>Berg, Sandy</td>
<td>F5M000152</td>
<td></td>
</tr>
<tr>
<td>Bon Tempo, Charlie</td>
<td>F5M000104</td>
<td></td>
</tr>
<tr>
<td>Brown, Peter</td>
<td>F5M000175</td>
<td></td>
</tr>
<tr>
<td>Carney, Roberta</td>
<td>F5M000112</td>
<td></td>
</tr>
<tr>
<td>Carr, Stephen</td>
<td>F5M000102</td>
<td></td>
</tr>
</tbody>
</table>

Current List: <all employees>
What Do You Think? Moving to Another Record

Which method do you think that you will use most often to select another employee’s record?

a. Employee Search
b. Next and Back buttons
c. Search field
The Business Card Tile
Effective-Dated Records

Pay Profile

Albright, Anthony
SF-ADM - Administrative Assistant - SF Homes Department: 000010 - Executive Staff

Pay Statement Summary

Year/Week: 20XX/06  Pay Date: 2/10/20XX
Pay Statement # 00004011

Gross Pay: $5,049.04
Total Taxes: $1,858.21
Total Deductions: $25.74
Take Home: $3,165.09

Year To Date

As Of: 12/29/20XX
Gross Pay: $131,275.04
State Income Tax: $9,176.18
Federal: $29,163.94
Social Security: $7,347.00
Medicare: $1,903.46
Unemployment/Disability: $1,903.46
Federal Taxable Wages: $131,275.04

Anthony’s Pay Settings

Show as of: 4/2/20XX

Regular Pay

Salary: $5,049.04
Annual Salary: $131,275.04
Rate 2: $0.00
Standard Hours: $0.00

Deductions

DESCRIPTION  CATEGORY  AMOUNT
2-Child Support: Support Or...  $300.00
D-DENTAL: Other  $25.74

Direct Deposits

DESCRIPTION  AMOUNT
W-Checking Acc 1d:  $300.00

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Effective-Dated Records (cont.)

Click a reference point in the effective-dating timeline to display the appropriate record.
Overview

In this topic, we will discuss entering paydata and verifying input.
Demonstration: Adding a Paydata Batch

Paydata batches work similarly to the way you are used to.
Payroll Cycle

FG1 - Geneva Video Games

Status: Entering Payroll Information

Viewing Week 18 Input | View Week 16 Results

Employee Updates

- New Hires/Rehires: 0
- Terminations: 5
- Changes:
  - Barrow, Gary
  - Benton, Angelo
  - Berg, Sandy
  - 2 more

Payroll Inputs

- Total Hours:
  - Regular: 0.00
  - Overtime: 0.00
  - Other: 0.00

- Total Earnings:
  - Regular: $0.00
  - Overtime: $0.00
  - Other: $0.00

Cycle Status

- Multi-company
- Where you are in this process:
  - Entering Payroll
  - Under Review
  - Cycle Complete

Your next step is:

- PREVIEW PAYROLL

Add Paydata Batch

Input Summary
Add Paydata Batch

Batch ID: H01

Description: Hourly

Batch Creation Options

How do you want to start creating the batch? *
Select the paydata template to use:
- Hourly

How would you like to choose the employees?
- Insert employees in the next step
- Add all employees from the selected list

Options to Reuse Batch

Use this batch in the future
- Automatically include in all future cycles
- With Employees Only

- Copy Standard Hours to Regular Hours Column
- Copy Salary to Regular Earnings Column

Add this paydata batch to the Saved list

CANCEL  NEXT
Add Paydata Batch

Batch ID
H01

Description
Hourly

Batch Creation Options

How do you want to start creating the batch?
Select the paydata template to use
Hourly

How would you like to choose the employees?
- Insert employees in the next step
- Add all employees from the selected list

Options to Reuse Batch

- Use this batch in the future
- Automatically include in all future cycles
  - With Employees Only
  - Copy Standard Hours to Regular Hours Column
  - Copy Salary to Regular Earnings Column
- Add this paydata batch to the Saved list

CANCEL  NEXT
<table>
<thead>
<tr>
<th>NAME</th>
<th>FILE #</th>
<th>STATUS</th>
<th>DEPT</th>
<th>COST NUMBER</th>
<th>RATE</th>
<th>RATE TYPE</th>
<th>CLOCK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany, Margaret</td>
<td>000065</td>
<td>Active</td>
<td>002000</td>
<td></td>
<td>3,490.90</td>
<td>Salary</td>
<td></td>
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<tr>
<td>Doris, Patty</td>
<td>003338</td>
<td>Active</td>
<td>005000</td>
<td></td>
<td>2,126.00</td>
<td>Salary</td>
<td></td>
</tr>
<tr>
<td>Drummond, Saundra</td>
<td>003337</td>
<td>Active</td>
<td>000001</td>
<td></td>
<td>1,538.46</td>
<td>Salary</td>
<td></td>
</tr>
<tr>
<td>Gonzalez, Jose</td>
<td>000051</td>
<td>Active</td>
<td>182244</td>
<td></td>
<td>2,261.53</td>
<td>Salary</td>
<td></td>
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<tr>
<td>Gupta, Indira</td>
<td>000057</td>
<td>Active</td>
<td>004000</td>
<td></td>
<td>14.7000</td>
<td>Hourly</td>
<td></td>
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<tr>
<td>Hoffman, Alice</td>
<td>000054</td>
<td>Active</td>
<td>009000</td>
<td></td>
<td>14.114</td>
<td>Hourly</td>
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<td>Howard, Daniel</td>
<td>003339</td>
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<td>003000</td>
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<td>1,638.59</td>
<td>Salary</td>
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<td>Jenks, Blake</td>
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<td>010000</td>
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<td>16.8000</td>
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<td>002000</td>
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<td>3,477.46</td>
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<td>Lerner, Dawn</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>File #</td>
<td>Name</td>
<td>Reg Hours</td>
<td>O/T Hours</td>
<td>Vacation Hours</td>
<td>Other Hours</td>
<td>Adjust Deductions</td>
<td>Replace Deductions</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------</td>
<td>-----------</td>
<td>-----------</td>
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<td>-------------</td>
<td>-------------------</td>
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</tr>
<tr>
<td>File #</td>
<td>Name</td>
<td>Reg Hours</td>
<td>O/T Hours</td>
<td>Vacation Hrs</td>
<td>Other Hours</td>
<td>Adjust Deduction</td>
<td>Replace Deduction</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
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<td>-------------</td>
<td>------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>000057</td>
<td>Gupta, Indira</td>
<td>80.00</td>
<td>2.50</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>000054</td>
<td>Hoffman, Alice</td>
<td>70.00</td>
<td></td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>000058</td>
<td>Patton, Henry</td>
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<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>000055</td>
<td>Washington, David</td>
<td>63.00</td>
<td>2.50</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Batch Totals:**
- Reg Hours: 213.00
- O/T Hours: 2.50
- Vacation Hrs: 8.00
- Other Hours: 0.00
- Adjust Deduction: 0.00
- Replace Deduction: 0.00
- Other Earned: 0.00
- Adjust Unit Hours: 10.00
- Replace Unit Hours: 0.00

**Your Totals:**
- Reg Hours: 0.00
- O/T Hours: 0.00
- Vacation Hrs: 0.00
- Other Hours: 0.00
- Adjust Deduction: 0.00
- Replace Deduction: 0.00
- Other Earned: 0.00
- Adjust Unit Hours: 0.00
- Replace Unit Hours: 0.00

**Difference:**
- Reg Hours: 213.00
- O/T Hours: 2.50
- Vacation Hrs: 8.00
- Other Hours: 0.00
- Adjust Deduction: 0.00
- Replace Deduction: 0.00
- Other Earned: 0.00
- Adjust Unit Hours: 10.00
- Replace Unit Hours: 0.00

Total Employees (by File#) in this batch: 4
Last Saved at 14:47:35

Change Saving Options
DONE
# Paydata

**FBV - Geneva Video Games**

**Status:** Entering Payroll Information  
**Week #:** 36  
**Pay Date:** 09/07/20XX  
**P/E Date:** 09/03/20XX  
**Qtr./Year:** 3/20XX  
**Service Center:** 00TR 00TR

- **ADD BATCH**  
- **IMPORT FROM FILE**  
- **CREATE W-2 BATCH**  
- **GRID TEMPLATE SETUP**  
- **VIEW SAVED BATCHES**

## Pay Information for Your Review

Click Add to Cycle to create a paydata batch.

<table>
<thead>
<tr>
<th>BATCH ID</th>
<th>DESCRIPTION</th>
<th>SOURCE</th>
<th>STATUS</th>
<th>TOTAL HOURS</th>
<th>TOTAL EARNINGS</th>
<th>EMPLOYEE COUNT</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>H01</td>
<td>Hourly</td>
<td>Manual Entry</td>
<td>In balance &amp; ready to process</td>
<td>223.50</td>
<td></td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Included This Cycle**

- **PREVIEW PAYROLL**
- **GO TO PAYROLL CYCLE**
The Payroll Inputs Section

<table>
<thead>
<tr>
<th>Payroll Inputs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Hours</strong></td>
</tr>
<tr>
<td>Regular</td>
</tr>
<tr>
<td>Overtime</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>145.00</strong></td>
</tr>
</tbody>
</table>

Add Paydata Batch

View All Batches

Out of balance
Verifying Other Input

Input Summary

- QuickCalc Requests: 0
- Active Hourly/Daily Employees without Hours & Earnings: 3
- Inactive Employees with Paydata: 0
- Automatic Pay Canceled: 2

Other Inputs

- Accumulator Adjustments: 0
- Allowed/Taken Adjustments: 0
- Transfers: 0
- Prior Tax & Taxables: 0
- Third Party Sick Pay: 0
- Manual Checks: 0
Verifying Other Input (cont.)

Active hourly and daily employees who have standard hours at the start of the cycle are eligible for Automatic Pay and will still get paid.

<table>
<thead>
<tr>
<th>FILE #</th>
<th>NAME</th>
<th>STATUS</th>
<th>RATE</th>
<th>HOME DEPARTMENT</th>
<th>HOME COST NUMBER</th>
<th>STANDARD HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>114</td>
<td>Barbato, Samuel</td>
<td>Active</td>
<td>13.4520</td>
<td></td>
<td>192255</td>
<td></td>
</tr>
<tr>
<td>112</td>
<td>Carney, Roberta</td>
<td>Active</td>
<td>9.5400</td>
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<td>004000</td>
<td></td>
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<tr>
<td>77</td>
<td>Harper, Laura</td>
<td>Active</td>
<td>18.0000</td>
<td></td>
<td>013000</td>
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</tr>
</tbody>
</table>
Verifying Other Input (cont.)
## Payroll Dashboard versus Standard Reports

<table>
<thead>
<tr>
<th>Payroll Dashboard Cards and Tiles</th>
<th>Standard Audit Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessed from the Payroll Dashboard</td>
<td>Accessed from Reports &gt; Standard Reports</td>
</tr>
<tr>
<td>Contain the latest updates in real time</td>
<td>Contain information as of the time the report was run</td>
</tr>
<tr>
<td>Available at any time and can be exported</td>
<td>Can be printed and exported at any time</td>
</tr>
<tr>
<td>Limited to the selected current company code</td>
<td>Can contain multiple company codes on one report</td>
</tr>
</tbody>
</table>
What Do You Think? Dashboard versus Reports

Which method will you use most often to verify your paydata entries?

a. Payroll Dashboard cards and tiles
b. Standard reports
c. A mixture of the Payroll Dashboard and standard reports
Calculating, Previewing, and Finalizing Your Payroll

Overview
In this topic, we will discuss calculating and submitting your payroll and previewing and finalizing your payroll information.
Submitting Payroll for Processing

Payroll Cycle

FGO - Geneva Entertainment

Status:
Entering Payroll Information

Week #:
18

Pay Date:
05/06/20XX

P/E Date:
05/31/20XX

C/O Year:
2/2/0XX

Service Center:
00TR 00TR

Viewing Week 18 Input | View Week 16 Results

Employee Updates

New Hires/Rehires

0

No New Hires/Rehires

Terminations

5

Barrow, Gary
Blandon, Angelo
Deng, Sandy
+2 more

Changes

View All
Run Report (PDF)
Run Report (Excel)

Your next step is:
PREVIEW PAYROLL

Payroll Inputs

Total Hours

145.00

Regular

145.00

Overtime

0.00

Other

0.00

Total Earnings

$9,598.55

Regular

$8,932.41

Overtime

$0.00

Other

$666.14

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Demonstration: Calculating Preview Payroll

1. One or more paydata batches contains errors or is out of balance.

2. The following paydata batches are out of balance. You cannot calculate them until they are balanced.

3. To calculate the preview payroll for Week 4, click Continue.
<table>
<thead>
<tr>
<th>WEEK #</th>
<th>QTR</th>
<th>YEAR</th>
<th>PAY DATE</th>
<th>PERIOD END</th>
<th>EXCLUSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>2</td>
<td>20XX</td>
<td>06/15/20XX</td>
<td>06/14/20XX</td>
<td></td>
</tr>
</tbody>
</table>

To calculate the preview payroll for Week 25, click Continue.
To calculate the preview payroll for Week 25, click Continue.

### Payroll Cycle
L48 - Geneva Vill... Status: Entering Payroll Information Viewing Week 25 In...

#### Employee Information
- New Hires/Re-hires
- Totally Restaurants

#### Payroll Information
- Total Hours
  - 160.00

---

### Calculate Preview Payroll

**Processing...**

**Processing Status Details**

<table>
<thead>
<tr>
<th>PROCESS</th>
<th>COMPANY</th>
<th>STATUS</th>
<th>START/FINISH</th>
<th>LOG FILE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculate Preview Payroll</td>
<td>L48</td>
<td>Collecting Data</td>
<td>06/18/20XX04:01:36 P...</td>
<td></td>
</tr>
</tbody>
</table>

---

**ADD MORE**

---

**CANCEL PROCESS**

---

**CLOSE**

---
Payroll Cycle

Status: Under Review
Week #: 25
Pay Date: 06/19/20XX
PIE Date: 06/14/20XX
Qtr/Year: 2/20XX
Service Center: 0029 TOTC

Viewing Week 25 Results | View Week 25 input

Statistical Summary Totals

Gross Pay $31,922.74

Company Liability $34,630.97

Net Payroll $21,642.34

Net Cash $21,642.34

Net Pay Liability $21,642.34

Total Debited from your Account $0.00

Checks (10) $21,642.34

Direct Deposits (0) $0.00

Adjustments/Prepay/voids (0) $0.00

Other Transfers $0.00

Taxes - debited from your account $0.00

Taxes - your responsibility $12,988.63

Cycle Status
Entering Payroll ➜ Under Review ➜ Cycle Complete

Warnings & Messages
Statistical Summary (1)
Includes Taxes that are your responsibility

Other Messages
The Medicare Surtax Deduction code and/or Medicare Surtax Accumulator code(s) are not set up for this Company code. Please contact your ADP service team to set up a new Medicare Surtax Deduction code and Accumulator code(s).
Payroll Cycle
L48 - Geneva Video Games

Status: Under Review
Week #: 25
Pay Date: 06/19/20XX
P/E Date: 06/14/20XX
G/T Year: 2/20XX
Service Center: 0029 TOTC

Viewing Week 25 Results | View Week 25 Input

Statistical Summary Totals

Gross Pay $31,922.74

Company Liability $34,630.97
Net Payroll $21,642.34
Net Cash $21,642.34
Net Pay Liability $21,642.34
Total Debited from your Account $0.00
Adjustments/Prepay/Voids (0) $0.00
Direct Deposits (0) $0.00
Other Transfers $0.00
Taxes - debited from your account $0.00
Taxes - your responsibility $12,988.63

Cycle Status Multi-company
Entering Payroll Under Review Cycle Complete

Your next step is:
ACCEPT OR MAKE CORRECTIONS

Warnings & Messages
Statistical Summary (1)
Includes Taxes that are your responsibility

Other Messages
The Medicare Surtax Deduction code and/or Medicare Surtax Accumulator code(s) are not set up for this Company code. Please contact your ADP service team to set up a new Medicare Surtax Deduction code and Accumulator code(s).
**Statistical Summary Details**

**Hours**
- Regular: 40.00
- Overtime: 0.00
- Other: 0.00

**Earnings**
- Regular: $31,422.74
- Overtime: $0.00
- Other: $500.00

**Taxes**
- Employee Withheld: $10,230.40
- Employer Withheld: $2,758.23

**Deductions**
- Liens: $0.00
- Deposits: $0.00
- Other: $50.00

**Funding Information**
- $0.00
## L48 - Geneva Video Games

### Statistical Summary

- **Roll Cycle**: Current Week 25
- **View**: Statistical Summary

### Tax Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Your Responsibility</th>
<th>Debit from Your Account</th>
<th>Taxable Amount</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Taxes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>10,230.40</td>
<td>2,758.23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Income</td>
<td>8,899.83</td>
<td>2,483.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security</td>
<td>1,979.22</td>
<td>1,979.21</td>
<td>31,922.74</td>
<td></td>
</tr>
<tr>
<td>Medicare</td>
<td>462.89</td>
<td>462.88</td>
<td>31,922.74</td>
<td></td>
</tr>
<tr>
<td>Medicare Sur...</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Unem...</td>
<td>40.96</td>
<td>40.96</td>
<td>6,826.36</td>
<td></td>
</tr>
<tr>
<td><strong>State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AZ</td>
<td>47.81</td>
<td>17.71</td>
<td>1,770.79</td>
<td></td>
</tr>
<tr>
<td>FL</td>
<td>0.45</td>
<td></td>
<td>45.08</td>
<td></td>
</tr>
<tr>
<td>MA</td>
<td>827.50</td>
<td>173.99</td>
<td>17,398.97</td>
<td></td>
</tr>
</tbody>
</table>
## L48 - Geneva Video Games

### Statistical Summary

#### Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Number of Pays</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Pay</td>
<td>31,922.74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>eVouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checks (A)</td>
<td>21,642.34</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Direct Deposits (D)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustments/Prepay/Voids (C)</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Payroll (A+C)</td>
<td>21,642.34</td>
<td></td>
<td>(1)</td>
</tr>
<tr>
<td>Net Cash (A+B)</td>
<td>21,642.34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Pay Liability (A + B + C)</td>
<td>21,642.34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Transfers (D)</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes - debited from your account (E)</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Statistical Summary Details**

**Hours**
- **40.00**
  - Regular: 40.00
  - Overtime: 0.00
  - Other: 0.00

**Earnings**
- **$31,922.74**
  - Regular: $31,422.74
  - Overtime: $0.00
  - Other: $500.00

**Taxes**
- **$12,988.63**
  - Employee Withheld: $10,230.40
  - Employer Withheld: $2,758.23

**Deductions**
- **$50.00**
  - Liens: $0.00
  - Deposits: $0.00
  - Other: $50.00

**Funding Information**
- **$0.00**
### Payroll Cycle

#### L48 - Geneva Video Games

- **Status:** Under Review
- **Pay Date:** 06/19/20XX
- **P/E Date:** 06/14/20XX
- **Off/Year:** 2/20XX
- **Service Center:** 0029 TOTC

#### Statistical Summary Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Liability</td>
<td>$34,630.97</td>
</tr>
<tr>
<td>Checks (10)</td>
<td>$21,642.34</td>
</tr>
<tr>
<td>Direct Deposits (0)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adjustments/Prepay/Volos (0)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Transfers</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Debited from your Account</td>
<td>$0.00</td>
</tr>
<tr>
<td>Taxes - debited from your account</td>
<td>$0.00</td>
</tr>
<tr>
<td>Taxes - your responsibility</td>
<td>$12,988.63</td>
</tr>
</tbody>
</table>

- **Gross Pay:** $31,922.74

#### Cycle Status

- **Multi-company**
- **Entering Payroll**
- **Under Review**
- **Cycle Complete**

**Warning & Messages**

- **Statistical Summary (1)**
  - Includes Taxes that are your responsibility

- **Other Messages**
  - The Medicare Surtax Deduction code and/or Medicare Surtax Accumulator code(s) are not set up for this Company code. Please contact your ADP service team to set up a new Medicare Surtax Deduction code and Accumulator code(s).
Payroll Cycle

L48 - Geneva Video Games

Status: Under Review
Week #: 25
Pay Date: 06/19/20XX
P/I Date: 06/14/20XX
Qtr/Year: 2/20XX
Service Center: 0029 TOTC

(View Current Schedule)

Viewing Week 25 Results | View Week 25 Input

Statistical Summary Totals

Gross Pay: $31,922.74

Company Liability: $34,630.97
Net Payroll: $21,642.34
Net Cash: $21,642.34
Net Pay Liability: $21,692.34
Total Debit from your Account: $0.00
Checks (10): $21,642.34
Direct Deposits (0): $0.00
Adjustments: Prepay/Voids (0): $0.00
Other Transfers: $0.00
Taxes - debited from account: $0.00
Taxes - your responsibility: $12,988.63

(Include Taxes that are your responsibility)

Cycle Status: Multi-company

Your next step is: ACCEPT OR MAKE CORRECTIONS
Register Details and Download Reports Sections
Warnings & Messages Section

Payroll Cycle

L46 - Geneva Entertainment

Status: Cycle Complete
Week: 2
Pay Date: 01/15/20XX
P/I Date: 01/10/20XX
Qtr/Year: 1/20XX
Service Code: 0029 TOTC

Gross Pay $145,591.60

Statistical Summary Totals

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Liability</td>
<td>$156,018.62</td>
</tr>
<tr>
<td>Checks (99)</td>
<td>$98,824.57</td>
</tr>
<tr>
<td>Net Payroll</td>
<td>$96,824.57</td>
</tr>
<tr>
<td>Direct Deposits (9)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Net Cash</td>
<td>$96,824.57</td>
</tr>
<tr>
<td>Adjustments/Prepay/Voids (9)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Net Pay Liability</td>
<td>$96,824.57</td>
</tr>
<tr>
<td>Other Transfers</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Debit from your Account</td>
<td>$0.00</td>
</tr>
<tr>
<td>Taxes - debited from your account</td>
<td>$0.00</td>
</tr>
<tr>
<td>Taxes - your responsibility</td>
<td>$57,194.05</td>
</tr>
</tbody>
</table>

Vouchers (0)                     
eVouchers (0)                     
Flagged Pays (0)                 
Net Cash pays $1,000.00 or more (48)

Cycle Status: Multi-company

Where you are in this process:
- Entering Payroll
- Under Review
- Cycle Complete

Your next step is:
- ACCEPT
- OR MAKE CORRECTIONS

Warnings & Messages

Statement of Deposits for 2015, Q1 are ready for download

Register Details

- Payroll Register
- Labor Distribution Register

Download Reports

To download a report, expand the section and click on the report name. Mouse over to check the status.

Select All | Download | Report Settings | Expand All

Summary Reports

VIEW FULL STATISTICAL SUMMARY | VIEW TRENDS

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Making Corrections

Payroll Cycle

L46 - Geneva Entertainment

Status: Under Review
Week #: 2
Pay Date: 01/15/20XX
P/E Date: 01/10/20XX
Qtr/Year: 1/20XX
Service Center: 0029 TOTC

(View Current Schedule)

Viewing Week 2 Results | View Week 2 Input

Statistical Summary Totals

Gross Pay $145,591.60

Compare Historical Data OFF

Make Corrections

After you make corrections you must recalculate the payroll. If you want to accept the corrected payroll automatically without previewing it, click Edit Schedule on the Company ID bar and select Automatically Accept Results for this Payroll Cycle on the Current Payroll tab. Click OK to continue, or click Cancel.

CANCEL OK
Accepting Payroll

Accept

If you accept the preview payroll it will be sent to ADP for final processing. If your company uses Direct Deposit, money movement will occur when payroll processing is complete. Click OK to Continue or click Cancel.
Cycle Complete

The payroll for week 2 was accepted. The payroll cycle is now complete.
Making Your Job Easier

Wow, these are some great enhancements! They will definitely save me time processing the payroll each pay period!
What Do You Think? Payroll Enhancements

Which enhancements are you most excited about? Select all that apply.

a. Real-Time Preview (results in seconds)
b. Payroll Dashboard (all my information on one page)
c. Graphical Preview Payroll results (information at a glance)
d. Comparison of historical payroll data (seeing how payroll has changed over time)
e. Viewing payroll trends (great for controllers and managers)
Getting Help After Class
Access The Bridge

TheBridge.adp.com

Company News and Announcements

Record earnings for fourth consecutive quarter! Click here to read more.

Quick Links
- Pay Statement
- Company Policies

Company Spotlight

Mary Smith had record sales for the month of May. Congratulations Mary! Click here to see all sales results for the month.

Forms
- State Tax Forms
- Benefits Forms
Click here to access the full Forms Library

Company Events

Making A Difference In Our Communities

Since the launch of our Volunteer Paid Time Off program, our office completed three large group projects and several smaller ones during a “Make a Difference Day” event. The team also committed to two year round projects - Adopt A Park and Adopt A Trail. In the past six months, one third of all team members have volunteered to make a difference in their communities and engage in team-building.

If you or your team have found ways to give back to the community through the use of our Volunteer Paid Time Off Program, please send your stories to the team.

We are all responsible to the world around us so keep these stories and photos coming!
Is there any way to turn the resume filler off? Meaning when someone uploads a resume, it does not automatically update.

When an applicant uploads a resume, it tries to populate certain fields in the resume. Is there any way to turn that feature off? Also is there a way to alert an applicant to go in and make sure that the information was entered correctly from the resume?
Welcome

Connect with other ADP Workforce Now® users, resolve mutual issues, get answers to questions, share best practices, and collaborate on product enhancements.

Please be advised there will be a downtime maintenance window conducted on Saturday, June 17, 2017 for all clients on ADP Workforce Now®. Anyone attempting to log on during this period will be presented with a system unavailable notification. This extended maintenance also impacts the ADP Mobile Solutions and ADP IVR Phone applications.
Additional Resources

For more information about payroll tasks, see the following resources:

• ADP Workforce Now News page
• Online Help
• ADP Support Center
• Payroll Dashboard Quick Reference Card (Available on The Bridge. From the Bridge, select Products > ADP Workforce Now and click Workforce Now Resource Guide.)
• Learning bytes (available at https://support.adp.com/basic/cr/matraining/sims/wfn/80901/80901coursemenu.htm)
Additional Resources (cont.)

For more information about some of the topics mentioned in this webinar, attend the following courses:

• What’s New in Company and Employee Maintenance for ADP Workforce Now
• Using Time Off for ADP Workforce Now
• What’s New in Standard Audit Reports for ADP Workforce Now
• What’s New in Manual Checks for ADP Workforce Now
• Practicing with the Payroll Process Enhancements for ADP Workforce Now
Course Closing

Objectives
Now that you have completed this webinar, you are prepared to process payrolls with the new version of ADP Workforce Now.
Training Evaluation

* 1. First Name:  

* 2. Last Name:  

* 3. Company Name:  

4. Company Code:  

5. Service Center:  

Next >>
Thank You!

It was my pleasure to work with you today!