

Payroll Guide: Processing Payroll without Timecards with RUN

Run Reports in Time and Attendance

1. From Time and Attendance Common Tasks, select **View Reports**.



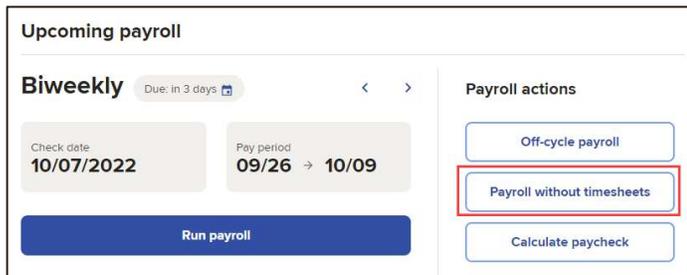
2. Choose the **View** icon for the **Payroll Detail Report with Dept.** to open your report.



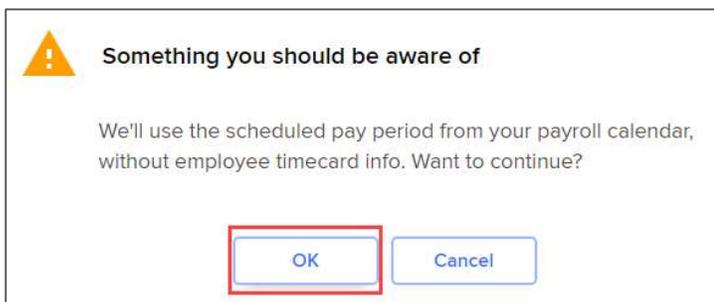
3. **Save** or **Print** report to use in RUN Powered by ADP

Process Payroll without Timecards in RUN Powered by ADP®

1. On the Payroll Home Page, click on the **Payroll without Timecards** icon.



2. Select **OK**, to confirm that payroll will use the scheduled pay period in your payroll calendar to process the upcoming payroll without timecards.





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3. Select the Correct payroll frequency and select **Enter Payroll**.
 - Note: This option will be present if your company has more than one frequency.

Start payroll

Select the pay frequency for the employees you need to pay in this payroll.

Biweekly

Cancel **Enter payroll**

4. On the Payroll spreadsheet, **enter the number of hours** necessary for each employee, select **Next** to continue.

Biweekly Pay period: Sep 26, 2022 → Oct 9, 2022 Check date: Oct 7, 2022

View: All employees Sort by: Last name

Name	Department	Available Rates	Rate	Regular Hours	Salary Amount	Overtime Hours	CASPSL22 Ho...	PTO Hours	Vacation Hours	Sick Hours
UserEMP, Support	1000 - All	\$15.0000 / hr	\$15.0000 / hr							
Alexander, Jason J	1500 - Backst	\$75.0000 / hr	\$75.0000 / hr							
Supervisor, Support	3500 - Admini			80.00	\$2,307.70					
Tsukino, Usagi	3500 - Admini	\$15.0000 / hr	\$15.0000 / hr							
Tartaglia, Rachel	4500 - Admini	\$30.0000 / hr	\$30.0000 / hr							
Baker, Tammy	7000 - Server	\$50.0000 / hr	\$50.0000 / hr	16.00						
Lopez, Jasmine	8000 - Engine			40.00	\$2,523.08					
Woods, Ben	8000 - Engine	\$50.0000 / hr	\$50.0000 / hr							
Totals				136.00	\$5,230.78	0.00	0.00	0.00	0.00	0.00

Charge Override: [dropdown] Show rows: 10 of 1

Payroll overrides Add employee Cancel Save Finish later **Next**

5. If you have 1099 employees, the next screen allows you to update their hours. Once done select **Preview Payroll**.

Biweekly Pay period: Sep 26, 2022 → Oct 9, 2022 Check date: Oct 7, 2022

View: All contractors Sort by: Last name

Name	Department	Rate	1099Comp Ho...	1099Comp Am...	1099 Exp Reimb
De Liencart, Lestat	1000 - All	\$10.0000 / hr			
Menou, Yaretyz	4500 - Admini	\$10.0000 / hr			
Totals			0.00	\$0.00	\$0.00

Charge Override: [dropdown] Show rows: 10 of 1

Payroll overrides Add contractor Cancel Previous Save Finish later **Preview payroll**



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6. Verify employees' hours and cash required, select **Approve** to continue payroll.

Cash required \$10,969.11 Biweekly Sep 26, 2022 → Oct 9, 2022	Payroll dates Check date Fri, Oct 7, 2022	People 5 Employees 1 Contractors 4 Unpaid ▾					
Employee name	Type	Total hours	Gross pay	Taxes	Deductions	Net pay	Employer taxes
Tsukino, Usagi	Regular	76.00	\$1,140.00	\$183.34	\$0.00	\$956.66	\$133.38
4500 - Administrative							
Baker, Tammy	Regular	16.00	\$800.00	\$147.01	\$0.00	\$652.99	\$93.60
8000 - Engineering							
Lopez, Jasmine	Regular	40.00	\$2,923.08	\$439.04	\$0.00	\$2,484.04	\$320.07
Totals		356.00	\$10,090.78	\$1,184.42	\$0.00	\$8,906.36	\$878.33
Payroll total: \$10,969.11 Cash required: \$10,969.11							
Pay stub message	Reports ▾	Previous		Finish later	Approve		

7. Click **Approve** on the final pop-up window to confirm and finalize your payroll.

⚠ Approve payroll of \$10,969.11

Once you approve this payroll, you won't be able to make any more changes. We'll withdraw **\$10,969.11** from your bank account to cover payroll and taxes.

Cancel **Approve**