Payroll Guide: Processing Projected Payroll with RUN

Objectives:

- Day of Payroll Processing Steps
- End of Period and Reconciliation Steps

Day of Payroll Processing

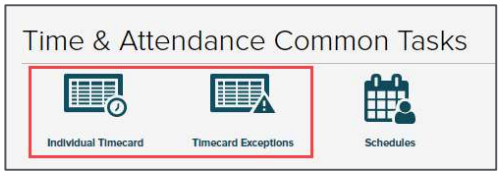
- Review Timecards and handle any exceptions
- View and Print the Projected Payroll report
- Process and Approve payroll

Review Timecards

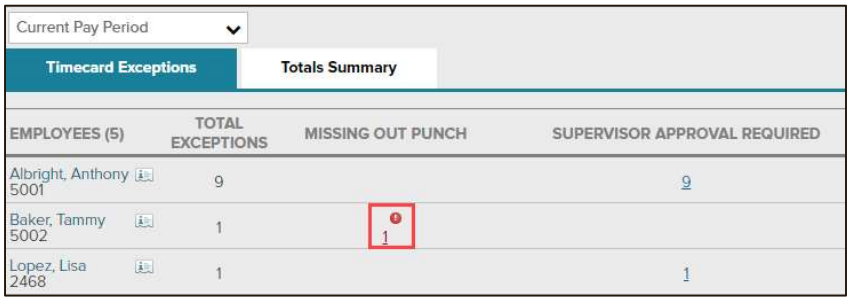
1. Navigate and log into RUN payroll and select **Time** from the left navigation menu.

2. From the Time & Attendance Common Tasks select **Timecard Exceptions** to begin the review of your employees' timecards.

   Alternatively, select **Individual Timecard**.



3. **Review and clear** all timecard exceptions for the current pay period.



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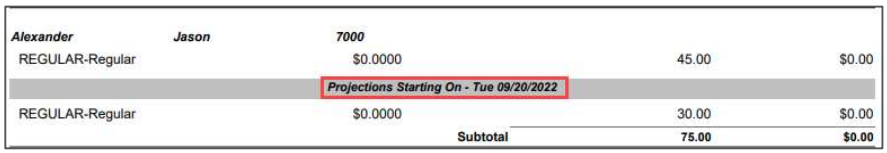
Projected Payroll Report

1. Navigate to **Reports** and select **Standard Reports**.

2. Choose the **View Report** icon ( ) for the Projected Payroll Detail Report with Dept

3. Download, save, or print your report.



Alexander	*Jason*	*7000*		
REGULAR-Regular		$0.0000	45.00	$0.00
		Projections Starting On - Tue 09/20/2022		
REGULAR-Regular		$0.0000	30.00	$0.00
		Subtotal	**75.00**	**$0.00**

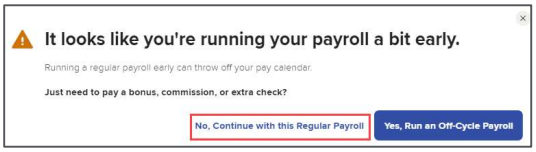
- **Note:** This report cannot be pulled after the current period's payroll has been processed.

Complete Payroll with RUN Powered by ADP

1. From the RUN home page select the **Payroll** icon ( )in the left navigation bar.

2. Select **Run payroll**.

3. When running a regular payroll before the last day of your pay period, a warning message will appear stating "It looks like you're running your payroll a bit early." From this message, select **No, continue with this regular payroll** to proceed.



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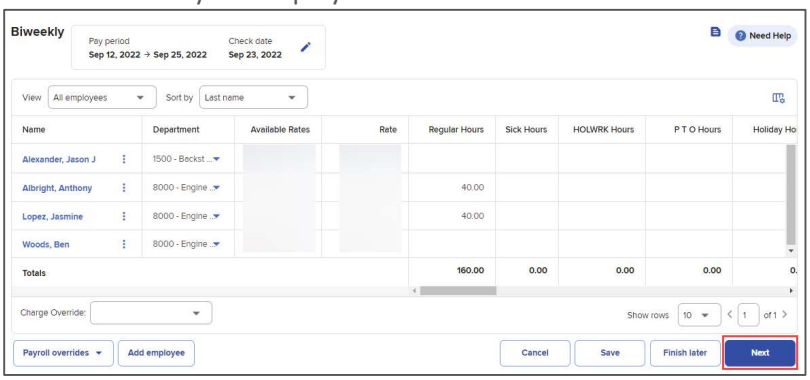
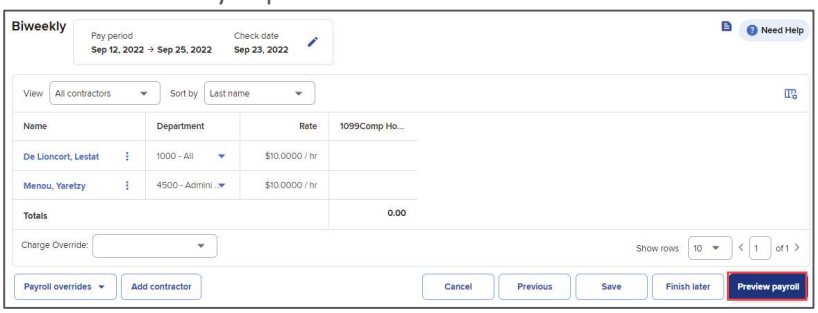
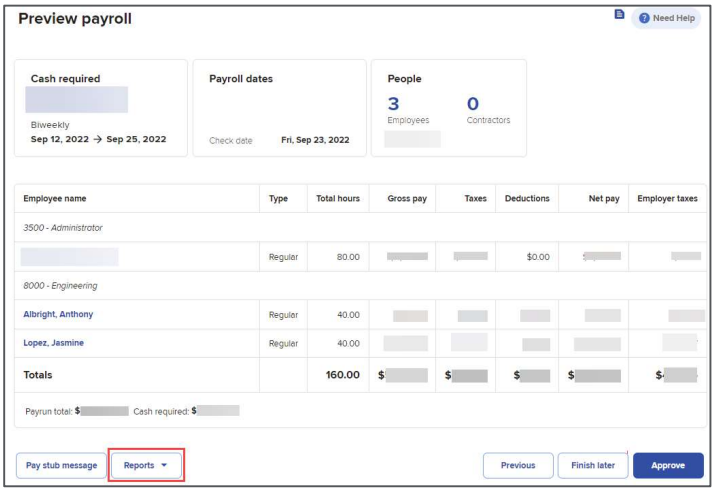
4. Review and/or edit all W-2 employees' **Hours** and select **Next**.
    - **Note:** If there are any inaccuracies in the hours, click Cancel to unlock and allow further edits to your employee timecards.



5. Review and/or edit all 1099 employees' **Hours**.
    - After verifying that all employees' timecard hours are accurate, select **Preview Payroll** to officially import all timecard hours.



6. From the Preview Payroll page, select **Reports** to download or save the file.



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7. If the totals are accurate, select **Approve**.

8. From the Approve payroll pop-up, verify total amount, and select **Approve** to finalize.

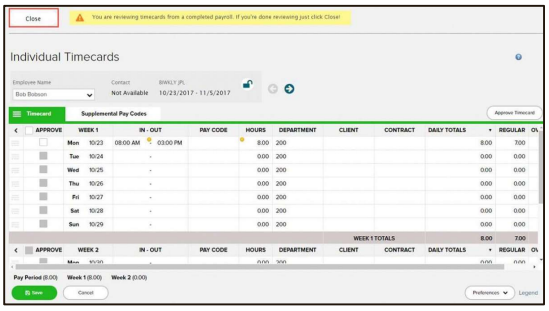
After Pay Cycle Has Ended

- Review Timecards and Close Pay Period
- Confirm next projected dates
- Process Reconciliations

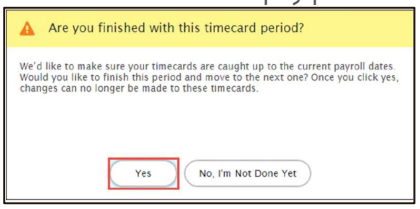
Review Timecards and Close Pay Period

1. In RUN, a message will display on a yellow banner on the top of the home page. Click **Review Timecards.**

2. Click **Close.**



3. A message will display asking if you are finished with the timecards. Click **Yes** to move the timecards to the next pay period.



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Confirm Next Projected Dates

Note: Projected days will only consider hours and pay codes entered in the employees' schedule. Hours entered directly on the timecard for projected days are not considered.

1. In TLM, navigate to **Setup** and **Projected Pay Cycles**

2. Update the **Number of Days to Project** and Select **Submit.**
   - Projected Number of Days include the **day payroll will be ran** and approved, plus **all remaining days in the pay period**.
   - i.e., Running Payroll on October 5th and your period ends on October 9th. Total number of days to project will equal 5. (October 5, 6, 7, 8, 9th).

   - Alternatively, select the calendar icon and select the date you will run and approve your payroll

IMPORTANT: The number of days to project needs **24 hours** to process the projected hours.

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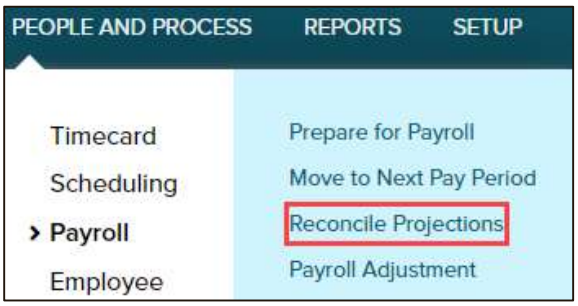
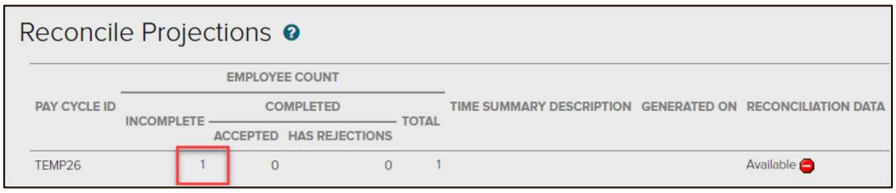
Process Reconciliations

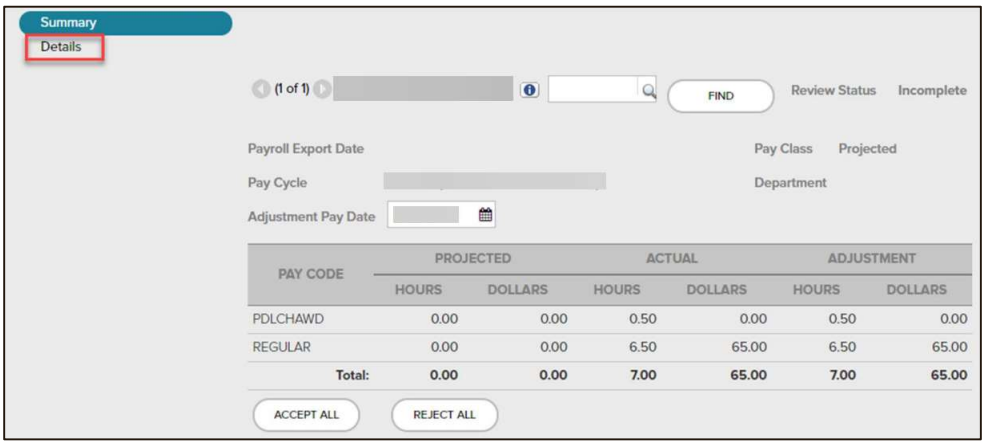
1. In TLM, navigate to **People and Process,** select **Payroll,** and **Reconcile Projections.**



2. Click the number in the **Incomplete** column.



3. Click the **Details** Tab for a full breakdown of projected versus actual hours.



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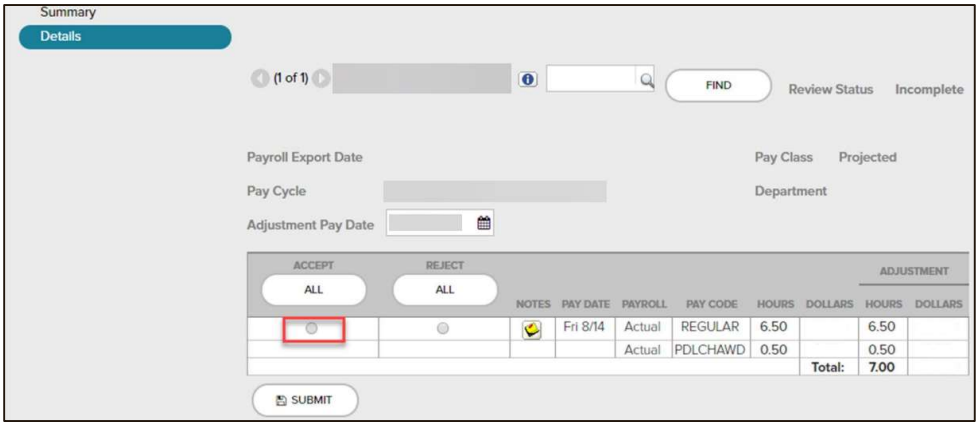
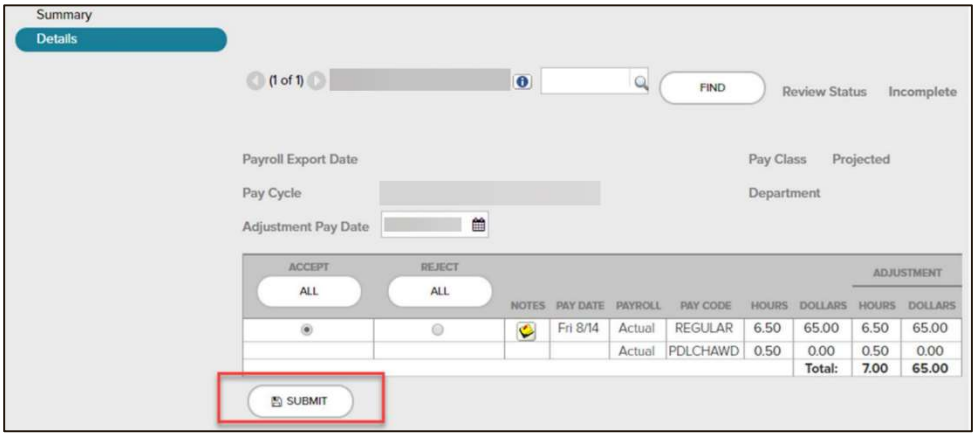
4. Click **Accept** or **Reject.**
   - Note: Click **Accept** to alter the employees' timecard for the new pay cycle by the amount in the **Hours** column.
   - Click **Reject** to ignore the adjustment.



5. Click **Submit**.
   - **Note:** If Payroll Reconciliations remain, return to Step 4.
   - Click the arrows to review all employees with reconciliations.



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