

Payroll Guide: Processing Projected Payroll with RUN

Objectives:

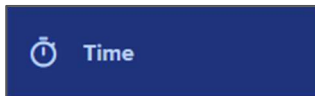
- Day of Payroll Processing Steps
- End of Period and Reconciliation Steps

Day of Payroll Processing

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

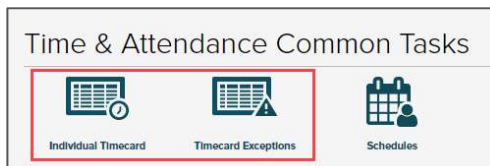
Review Timecards

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.

Current Pay Period ▼			
Timecard Exceptions		Totals Summary	
EMPLOYEES (5)	TOTAL EXCEPTIONS	MISSING OUT PUNCH	SUPERVISOR APPROVAL REQUIRED
Albright, Anthony  5001	9		9
Baker, Tammy  5002	1	<div>1</div>	
Lopez, Lisa  2468	1		1

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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.

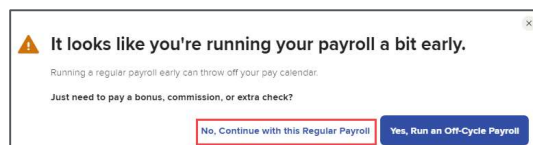
Complete Payroll with RUN Powered by ADP

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.

Biweekly Pay period: Sep 12, 2022 → Sep 25, 2022 Check date: Sep 23, 2022 [Need Help](#)

View: All employees Sort by: Last name

Name	Department	Available Rates	Rate	Regular Hours	Sick Hours	HOLWRK Hours	P T O Hours	Holiday Ho
Alexander, Jason J	1500 - Backst...							
Albright, Anthony	8000 - Engine			40.00				
Lopez, Jasmine	8000 - Engine			40.00				
Woods, Ben	8000 - Engine							
Totals				160.00	0.00	0.00	0.00	0.00

Charge Override: Show rows: 10 < 1 of 1 >

[Payroll overrides](#) [Add employee](#) [Cancel](#) [Save](#) [Finish later](#) [Next](#)

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.

Biweekly Pay period: Sep 12, 2022 → Sep 25, 2022 Check date: Sep 23, 2022 [Need Help](#)

View: All contractors Sort by: Last name

Name	Department	Rate	1099Comp Ho...
De Lioncourt, Lestat	1000 - All	\$10.0000 / hr	
Menou, Yarelyz	4500 - Admini	\$10.0000 / hr	
Totals			0.00

Charge Override: Show rows: 10 < 1 of 1 >

[Payroll overrides](#) [Add contractor](#) [Cancel](#) [Previous](#) [Save](#) [Finish later](#) [Preview payroll](#)

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

Preview payroll [Need Help](#)

Cash required

Biweekly
Sep 12, 2022 → Sep 25, 2022

Payroll dates

Check date: Fri, Sep 23, 2022

People

3 Employees 0 Contractors


Employee name	Type	Total hours	Gross pay	Taxes	Deductions	Net pay	Employer taxes
3500 - Administrator							
	Regular	80.00			\$0.00		
8000 - Engineering							
Albright, Anthony	Regular	40.00					
Lopez, Jasmine	Regular	40.00					
Totals		160.00	\$	\$	\$	\$	\$

Payrun total: \$ Cash required: \$

[Pay stub message](#) [Reports](#) [Previous](#) [Finish later](#) [Approve](#)

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



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



After Pay Cycle Has Ended

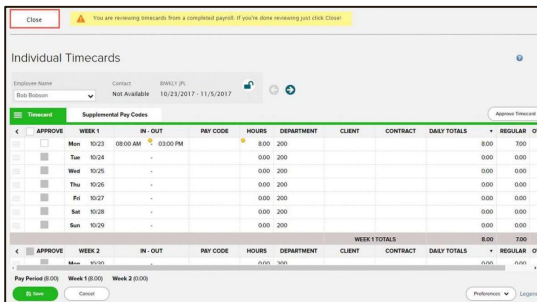
- Review Timecards and Close Pay Period
- Confirm next projected dates
- Process Reconciliations

Review Timecards and Close Pay Period

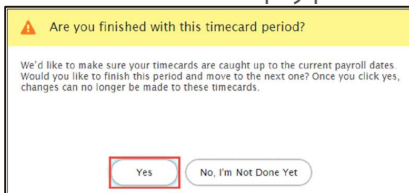
- In RUN, a message will display on a yellow banner on the top of the home page. Click **Review Timecards**.



- Click **Close**.



- 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**



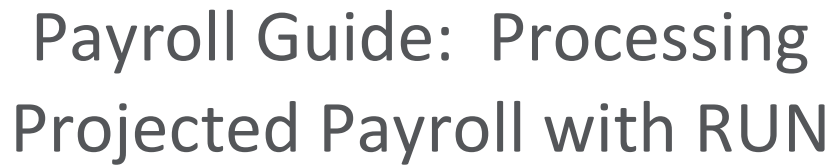
2. Update the **Number of Days to Project** and Select **Submit**.
 - Projected Number of Days include the **day payroll will be ran** and approved, plus **all remaining days in the pay period**.
 - i.e., Running Payroll on October 5th and your period ends on October 9th. Total number of days to project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

ROW	PAY CYCLE	PROJECT PAYROLL	NUMBER OF DAYS TO PROJECT	BEGIN PROJECTING	CURRENT PAY CYCLE
1	 Biweekly (BIWKLY)	<input checked="" type="checkbox"/>	<input type="text" value="5"/>	10/05/2022	09/26/2022 - 10/09/2022

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

ROW	PAY CYCLE	PROJECT PAYROLL
1	 Biweekly (BIWKLY)	<input checked="" type="checkbox"/>

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



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.

Summary
Details

(1 of 1)

Payroll Export Date Pay Class Projected

Pay Cycle Department

Adjustment Pay Date

ACCEPT		REJECT		ADJUSTMENT					
ALL	ALL	NOTES	PAY DATE	PAYROLL	PAY CODE	HOURS	DOLLARS	HOURS	DOLLARS
<input type="radio"/>	<input type="radio"/>		Fri 8/14	Actual	REGULAR	6.50		6.50	
				Actual	PDLCHAWD	0.50		0.50	
						Total:		7.00	

5. Click **Submit**.

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

Summary
Details

(1 of 1)

Payroll Export Date Pay Class Projected

Pay Cycle Department

Adjustment Pay Date

ACCEPT		REJECT		ADJUSTMENT					
ALL	ALL	NOTES	PAY DATE	PAYROLL	PAY CODE	HOURS	DOLLARS	HOURS	DOLLARS
<input type="radio"/>	<input type="radio"/>		Fri 8/14	Actual	REGULAR	6.50	65.00	6.50	65.00
				Actual	PDLCHAWD	0.50	0.00	0.50	0.00
						Total:		7.00	65.00