



## RUN Powered by ADP® Mobile Payroll – Quick Reference

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## Add an Employee or Contractor

**Important:** You must add employees and contractors using the RUN Powered by ADP® web application, not your mobile device.

In the RUN Powered by ADP web application, select the **Employees** menu and then click **Add Employee** or **Add Contractor**. For detailed instructions on any page, including help on a field, click the **Help (?)** icon.

## Start Regular Payroll

1. On the Welcome screen, select **Payroll**.  
On the Payroll Selection screen, payrolls are organized as Past Due, In Progress, and New.
2. Under New, select the regular payroll you want to start.  
You can't start a new regular payroll if there is already one in progress for the same pay period.
3. Verify the check date and period start and end dates for the payroll.  
To change a date, select it and enter the new month, day, or year.
4. To stop direct deposit *for this payroll only*, deselect **Direct Deposit**.
5. Select **Start** to go to the Summary screen, which lists the employees and contractors included in the payroll.


**Next:** [Enter Payroll Information](#)

## Start a Special Payroll

1. On the Welcome screen, select **Payroll**.  
On the Payroll Selection screen, payrolls are organized as Past Due, In Progress, and New.
2. Under New, select the special payroll you want to run.  
You can't start a new special payroll if there is already one in progress for the same pay period.
3. Verify the payroll dates.  
To change a date, select it and enter the new month, day, or year.
4. To stop direct deposit *for this payroll only*, deselect **Direct Deposit**.
5. Select **Next** to go to the Deductions screen, which lists the deductions set up for the company.
6. To include a deduction *for this payroll only*, select the deduction.
7. Select **Next** to go to the Summary screen, which lists the employees and contractors included in the payroll.

**Next:** [Enter Payroll Information](#)

## Resume a Payroll Already In Progress

On the Welcome screen, a red badge indicates the number of payrolls started or suspended, due, and past due: 

1. Select **Payroll**.  
On the Payroll Selection screen, payrolls are organized as Past Due, In Progress, and New.
2. Select the in-progress payroll you want to resume.
3. Verify the dates for the payroll.  
To change a date, select it and enter the new month, day, or year.  
**Important:** If you change the check date, be sure to review any employee overrides you entered to make sure they are still correct.

4. In the upper-right corner, select **Resume** to go to the Summary screen.

**Next:** [Enter Payroll Information](#)

## Enter Payroll Information

**Before You Begin:** [Start or Resume a Payroll](#)

1. On the Summary screen, select the name of the employee or contractor with payroll information you need to enter or change.  
The Payroll Entry screen displays all the earnings and deductions set up for the company. Default hours and amounts are displayed for any earnings and deductions that are already set up for the employee.

2. Scroll through the list to find the earning or deduction you want, and then select the field.

**Tip:** Select **Jump to Deductions** to move quickly down to the list of Deductions.



Earnings		Jump to Deductions
Hourly Rate	\$	
Regular Hours	hrs	40.00
Salary Amount	\$	500.00
Overtime Hours	hrs	8.00

3. Enter or change an amount for the earning or deduction.  
If you change (override) the amount for an existing earning or deduction, the override amount is used *for this payroll only*.
4. To enter payroll information for another employee, select the arrows to the left or right of the employee's name.
5. Repeat steps 2 - 4 to enter payroll information for all your employees and contractors.
6. To review the payroll, select **Preview**.
7. Select **Calculate** to calculate the payroll and preview payroll totals.

**Next:** [Verify and Approve Your Payroll](#)

## Change the Summary Sort Order

**Before You Begin:** [Start or Resume a Payroll](#)

1. On the Summary screen, select **Sort** to see the sort options.
  - Name
  - Employee/Contractor
  - Hourly/Salaried
  - Department

\* The Department option is available only if departments are set up for the company in the RUN Powered by ADP® web application.
2. Select a sort option.
3. Select **Sort by** again to close the tab.

**Next:** [Enter Payroll Information](#)

## Enter or Override an Earning / Deduction Amount

**Important:** Any changes you make to an earning or deduction amount in RUN Powered by ADP® Mobile Payroll apply *to this payroll only*. To change an amount permanently, you must do so in the RUN Powered by ADP web application.

**Before You Begin:** [Start or Resume a Payroll](#)

1. On the Summary screen, select the name of the employee or contractor who has the earning or deduction you need to enter or change.

The Payroll Entry screen displays all the earnings and deductions set up for the company. Hours and amounts are displayed for earnings and deductions that are already set up for the employee.

2. Scroll through the list to find the earning or deduction you want.

**Tip:** Select **Jump to Deductions** to move quickly down to the list of Deductions.

Earnings		+ Jump to Deductions	
Hourly Rate	\$		
Regular Hours	hrs	40.00	
Salary Amount	\$	500.00	
Overtime Hours	hrs	0.00	

3. Select the field for the earning or deduction you want.
4. Enter or change the amount of the earning or deduction.
5. Repeat this procedure for each employee or contractor who has an override for this payroll.

## Change an Employee or Contractor's Pay Rate

**Important:** This procedure describes how to change the employee's pay rate *for this payroll only*. If you want to change the pay rate permanently, you must do so in the RUN Powered by ADP® web application.

**Before You Begin:** [Start or Resume a Payroll](#)

1. On the Summary screen, select the name of the employee or contractor whose pay rate you want to change.
2. If the employee or contractor has only one rate set up, select the Hourly Rate field on the Payroll Entry screen and enter the new rate.

If the employee is hourly and has multiple rates\* set up in the RUN Powered by ADP web application, or if the employee is salaried and has an hourly rate set up, View Available Rates is displayed below the Hourly Rate field.

Earnings		+ Jump to Deductions	
Hourly Rate	\$		
		<a href="#">View Available Rates</a>	
Regular Hours	hrs	40.00	

\* If departments are set up, View Available Rates is displayed only for hourly employees who have more than one rate set up for the same department, and salaried employees who have an hourly rate set up in the same department as their salary rate.

3. Select **View Available Rates** to see a list of the rates set up for the employee.
4. Select the pay rate you want to use to pay the employee for this payroll, and then select **OK**.

## Pay More Than One Pay Rate

**Before You Begin:** Rates must be set up and assigned to the employee or contractor in the RUN Powered by ADP® web application.

**Important:** This procedure describes how to pay an employee or contractor who worked at more than one pay rate, *for this payroll only*. If you want to change a rate permanently, you must do so in the RUN Powered by ADP® web application.

1. [Start or resume a payroll.](#)
2. On the Summary screen, select the name of the employee or contractor whose rate you want to change.

On the Payroll Entry screen, the current department (if applicable) is listed under the employee or contractor's name.



3. Select **Options**.
4. Select **Pay at an Additional Rate**.
5. For salaried employees, salaried employees with an hourly rate set up in a department different from their salaried rate, contractors paid an amount, or hourly contractors who don't have a rate defined, a blank Payroll Entry screen is displayed. Enter the details for the additional rate. You can now calculate your payroll or move to the next employee or contractor to make additional changes.

For employees and contractors paid an hourly rate and for salaried employees with an hourly rate set up in the same department as their salaried rate, the list includes all the rates set up for the employee or contractor in the RUN Powered by ADP web application. There is also an option called Enter Different Rate. Go to step 6.

6. Select the rate you want to pay the employee or contractor for hours worked for this payroll. To enter a rate that isn't in the list, Select **Enter Different Rate**.

7. Select **OK** to close the list of rates.

On the Payroll Entry screen, there are now two payroll entries, one for each pay rate. The department is listed under the name and the entry number (2 of 2) is displayed to the right of the name. To add a different rate, enter it in the Hourly Rate field.



**Note:** You can add up to 10 pay rates for an employee or contractor.

## Change an Employee or Contractor's Department

**Before you Begin:** Departments must be set up and assigned to the employee or contractor in the RUN Powered by ADP® web application.

**Important:** This procedure describes how to change the department *for this payroll only*. If you want to change a department permanently, you must do so in the RUN Powered by ADP web application.

1. [Start or resume a payroll.](#)
2. On the Summary screen, select the name of the employee or contractor who worked in a different department *for this pay period only*.



On the Payroll Entry screen, the current department is listed under the employee or contractor's name.

3. Select **Options**.
4. Select **Override Department** to see a list of the departments set up for the company.

5. Select the department where the employee or contractor's hours should be allocated for this payroll, and then select **OK**.

On the Payroll Entry screen, the new department is listed under the employee or contractor's name.



6. Enter the employee's pay information for the new department.

## Assign Pay to More than One Department

**Before you Begin:** Departments must be set up and assigned to the employee or contractor in the RUN Powered by ADP® web application.

**Important:** This procedure describes how to pay an employee or contractor for work in more than one department, *for this payroll only*. If you want to change a department permanently, you must do so in the RUN Powered by ADP web application.

1. [Start or resume a payroll](#).
2. On the Summary screen, select the name of the employee or contractor who worked in more than one department.

On the Payroll Entry screen, the current department (if applicable) is listed under the employee or contractor's name.



3. Select **Options**.
4. Select **Pay in an Additional Dept** to see a list of all the departments set up for the company.

If the employee or contractor has a rate set up for the department in the RUN Powered by ADP web application, the rate is listed with the department.

5. Select the department where a portion of the employee or contractor's hours should be allocated for the payroll, and then select **OK**.

6. On the Payroll Entry screen, there are now two payroll entries, one for each department. The department is listed under the name and the entry number (2 of 2) is displayed to the right of the name.



7. Enter the employee's pay information for the new payroll entry.

## Save Your Payroll and Finish It Later

If you need to save your payroll and finish it later, select **Finish Later**.

If you are in the middle of entering payroll information, go back to the Summary screen and then select **Finish Later**.

## When Does Money Need To Be in Your Account to Fund Your Payroll?

Before you submit your payroll, make sure you have sufficient funds available in your payroll account to cover tax deposits and filings, all employee wages, and all wage garnishments.

### For Tax Filing Clients Only

If you are using ADP's TotalPay®, Full Service Direct Deposit (FSDD), and/or ADPCheck™ features, sufficient funds must be available no less than 48 hours prior to the payroll check date, or at the time you approve the payroll if it's less than 48 hours before the check date.

If sufficient funds are not available, you may become responsible for making tax deposits and filings, paying all wage garnishments, and all related penalties and interest due then and thereafter.

## Check How Much Money You Need to Fund Your Payroll

After you enter payroll information and calculate the payroll, the Preview screen is displayed. The Cash Required amount for the payroll is displayed on the Preview screen.

### For Tax Filing Clients Only

1. On the Preview screen, select **Report** to open the Liability Preview report.
2. Review the report details. The ADP Debit Amounts are the amounts that ADP will withdraw from your account for the payroll.

## Verify and Submit Your Payroll

1. [Enter payroll information](#) for your employees and contractors and then calculate the payroll. After the payroll is calculated, the Preview screen is displayed.
2. Make note of the Cash Required amount, which is the amount of money you must have available for the payroll.
3. Below the cash required amount, review the Totals for the payroll.
4. To view payment details for an employee or contractor, select the employee's name to go to the Employee Summary screen. After you review the payment details, go back to the Preview screen.
5. If the amounts are accurate and you are ready to submit the payroll and withdraw funds from your account, go back to the Preview screen and select **Submit**.

If there are amounts that are not accurate and you need to change payroll information, go back to the **Summary** screen and make any necessary changes.

### For Tax Filing Clients Only

1. On the Preview screen, select **Report** to open the Liability Preview report.
2. Review the report details. The ADP Debit Amounts are the amounts that ADP will withdraw from your account for the payroll.



Liability Preview			
Description	Payroll Amounts	Employer Liability	ADP Debit Amounts
			Priority Pay Frequency
Checks	\$7,053.84	\$7,053.84	
Total Taxes	\$2,826.06	\$2,826.06	\$2,826.06
<b>Totals</b>	<b>\$10,480.00</b>	<b>\$10,480.00</b>	<b>\$2,826.06</b>
Company	\$10,480.00	\$10,480.00	\$2,826.06