

Getting Started

RUN Powered by ADP®



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How Secure Is the Data?

The following industry-leading security technology is incorporated into RUN Powered by ADP®:

- **Multi-level user authentication** – Users must provide key information, and their username and password, to authenticate their registration information. Sensitive transactions will also require at least one additional step-up challenge per session.
- **256-Bit SSL information transfer** – All information between the user's browser and the payroll application is transmitted under 256-bit SSL, the industry standard for secure financial data exchanges.
- **Physical security** – The client data is shielded behind several layers of security infrastructure, including firewalls that limit outside access to the payroll application.
- **Physical data security** – After submission, all client data is stored securely in our state-of-the-art data centers behind several layers of security, on encrypted storage, where access is restricted to only validated users and systems prior to data submission and is backed up regularly.
- **Proprietary data protocols** – Restricted protocols are used to move data throughout the application, which also restricts access to the application by outside users.

Security Access Roles

The following security access roles are available for RUN Powered by ADP® users.

Client Update

- Access to all areas of RUN Powered by ADP®, but can't run a payroll or view/print tax documents
- Maintain company and employee information

CPA View

- Access general ledger, reports, and taxes
- Allows view-only access to company and employee information
- View documents in the RUN Reports folder in Doc Vault

HR411 Only

- Available only if your company uses HR411
- Access to HR411 Complete
- Does not have access to the HR Plus pages or reports, or the payroll pages except My Security Profile and Change Password

HR Admin

- Available only if your company has the HR Plus feature
- Access to the HR Plus pages and reports in RUN and can view the Employee Info and Employment Info pages. No access to Payroll reports or other payroll pages.
- Access to all areas of RUN that are required to manage HR tasks
- Upload, review, edit, and delete all HR-related employee documents in Doc Vault

Owner

- Access to all areas of RUN that are required to manage payroll and HR tasks
- Add, change, and remove other users
- Reset a password for other users
- Upload, review, edit, and delete all company and employee documents in Doc Vault

Payroll Admin

- Access to all areas of RUN that are required to manage payroll tasks
- Upload, review, edit, and delete payroll-related employee documents in Doc Vault

Payroll/HR Admin


- Available only if your company has the HR Plus feature
- Access to all areas of RUN that are required to manage payroll and HR tasks
- Upload, review, edit, and delete all HR and Payroll related employee documents in Doc Vault

Important: Because only someone with a role of Owner can reset passwords, you may want to assign the role of Owner to at least two users in the company.

Managing Users' Security Access

The person who initially purchases RUN Powered by ADP® and goes through the registration process is automatically assigned the role of Owner. This person is responsible for setting up additional users in the company and managing their security access, which includes the following tasks:

- Changing a user's security role
- Removing a user
- Resetting a user's payroll password

For step-by-step instructions on any of the tasks listed, search for the task name in the online help. For help on a field or page, click  in the upper-right corner of the page. You can also type your question in the **Search** box at the top of the page.


For more information about security access roles, see [Security Access Roles](#) on page 1.

Company and Payroll Notes

Notes allow you to add comments, messages, and reminders in the payroll application, for yourself and for other users in your company. Notes are NOT intended for your ADP Service team.

There are two kinds of notes: Company and Payroll.


Company Notes

Company Notes are available by clicking  in the upper-right corner of the page. Lines on the icon indicate that someone has already added a company note.

Company Notes are visible to all users.

The name of the last person to make a change, as well as the date and time of the change, is displayed at the bottom of the Company Notes window.

Payroll Notes

Payroll Notes are available while you are entering, reviewing, or processing a regular payroll. To open the Payroll Notes window, click  in the upper-right corner of the page. Lines on the icon indicate that someone has already added a payroll note.

Payroll Notes are visible to users who can process payrolls.

The date and time of the last change is displayed at the bottom of the window.


Tips for Notes

- You can use the standard editing shortcuts, such as Ctrl-Z (undo), Ctrl C (copy), and Ctrl-V (paste).
- You can move the Notes windows on the screen.
- You can resize the Company Notes window.

How Do I Add a Company Note for Myself or Someone Else?

Important: Be aware that any notes you add in the Notes window are visible to all users in your company.

If the note is related to a specific payroll, you might want to add a Payroll note instead of a Company note.

- 1 In the upper-right corner of the page, click  to open the Notes window.
- 2 Type your note.

Notes are saved automatically as you type them.


Tip: You might want to include your name or initials and a date, so other users know who wrote the note.

- 3 To close the Notes window, click the **X** icon in the upper right corner.

How Do I Add a Payroll Note for Myself or Someone Else?

Important: Be aware that any notes you add in the Payroll Notes window are visible to all users who can process payrolls.

Payroll Notes are available only in a regular payroll.

- 1 In the upper-right corner of the page, click  to open the Payroll Notes window.
- 2 Type your note.

Notes are saved automatically as you type them.

Tip: You might want to include your name or initials and a date, so other users know who wrote the note.

- 3 If you want the Payroll Notes window to come up automatically when someone starts the current payroll, click to select the check box at the bottom of the window.
- 4 To close the Notes window, click the **X** icon in the upper right corner.

Payroll Tasks, Messages, and E-Mails

The Payroll Home page in RUN Powered by ADP® allows you to manage payrolls and review payroll tasks and messages.

The screenshot displays the RUN Powered by ADP Payroll Home page for Emerald Florist. The interface includes a navigation menu with options like Home, Employees, Company, Reports, Taxes, Time, and General Ledger. A search bar is located at the top right. The main content area is divided into several sections:

- Launcher:** A grid of icons for various payroll functions: Run Payroll, Off-Cycle Payroll (marked with a 'NEW' badge), Doc Vault, HR411, ZipRecruiter (marked with a 'NEW' badge), Retirement Services, Free Invoicing & Accounting, Earn Payroll Rewards, and View Reports.
- To Do:** A list of tasks with priority indicators (blue circles). Tasks include: Pay employee Garnishments for 7/2/2020, PA State Unemployment Insurance: Submit application for EIN, Update GL company mapping, Complete Larry Jones, Complete Gregg Gotterer, 10/02/2020 payroll is past due, Process off-cycle payroll for 12/24/2020, and View pending payroll items.
- Messages:** A list of messages with checkboxes for selection. Messages include: State Unemployment Insurance (SU) Rate Verified, Tax Verification Notice, Print W-2 Preview, Data storage reminder, and Albright, Antonia has met their goal limit.
- Last Payroll:** A summary card for the last payroll run. It shows the total cash required as \$6,083.08, the check date as Sept 25, 2020, the period start as Sept 19, 2020, and the period end as Sept 25, 2020. A donut chart shows the total amount of \$6,083.08.
- Trends:** A stacked bar chart showing payroll trends from August 28 to September 25. The chart categories are Taxes (orange), Cash Payments (light blue), Payroll Checks (teal), and Direct Deposit (dark teal). The total amount for each date is: Aug 28 (\$6,083.10), Sept 4 (\$6,083.10), Sept 11 (\$6,083.09), Sept 18 (\$6,083.12), and Sept 25 (\$6,083.08).

Your To Do List

A payroll task is a task that you must complete in RUN Powered by ADP®.

Most payroll tasks should be completed as soon as possible. In some cases, you will be prevented from doing certain things until you complete a payroll task. For example, you can't pay an employee until you complete the Setup Employee task.

Payroll tasks are displayed, in order of priority, in the To Do list on the Payroll Home page. When you're ready to complete a task, click the task in the To Do list.

Depending on the task, clicking it may take you to a page in the application where you begin the task, or it may open a document or form that you must complete. When you complete a task, it's no longer displayed in the list.


Example: The first time you sign in to RUN, there is a task displayed called Set Up Your Company. You must click the task to open the Company Setup Wizard. When you have successfully entered all the information for the company and closed the Wizard, the Set Up Your Company task is no longer displayed on the Payroll Home page.

Messages

A message is used to tell you about something that you must do, or to provide information that you should know relating to your payroll.

Example: You'll receive a message when statutory and deduction limits are met for an employee. You will also receive a message notifying you when the payroll application will be unavailable due to maintenance and enhancements.

Messages are displayed, in order of priority with the most recent ones first, in the Messages section on the Payroll Home page. Click the message to review the text.

Click  to open or delete a message or mark it as unread.

Messages are displayed only for specific users in the company. Depending on the message, it may be displayed only for a certain length of time. You can delete a message at any time.

E-Mail Messages

When necessary, ADP sends e-mail messages to users with the security to access RUN Powered by ADP®.

Example: Depending on your payroll service, an e-mail message is sent to individuals who have the roles of Owner and Payroll Administrator if the payroll has not been processed at the expected time.

Important: E-mail messages are generated automatically. Please do not reply to them.

Setting Up a Company

Before you can begin processing payrolls, you must use the Company Setup Wizard to enter your company information. Refer to the following topics for a list of the information you will need to have on hand.

[Collecting General Company Information](#) on page 8

[Collecting Company Pay Calendar Information](#) on page 9

[Collecting Company Tax Information](#) on page 9

[Collecting Company Earnings and Deductions Information](#) on page 10

[Collecting Company General Ledger Information](#) on page 10

[Collecting Company Workers' Compensation Information](#) on page 10

[How Do I Set Up a Company?](#) on page 11

The Company Setup Wizard guides you through each of the Company pages you need to complete to set up a company successfully. Gathering this information before you start the Company Setup Wizard will help you complete the Wizard quickly and accurately.

Collecting General Company Information

You will need general company information and contact information to set up bank accounts and payroll checks.

Required Information	Where to Find It
Company legal name, address, and phone number	Federal Forms 940, 941, 944 Important: Make sure the name and address information match the legal name and address information filed with the government.
Company contact information Note: Company contact information includes the name and phone number of the person whom ADP should contact if there are payroll questions.	Company personnel directory
Bank name, account number, and routing number Note: For more information on these fields, see the online help.	On a check from the bank account that is used to pay employees and contractors

Collecting Company Pay Calendar Information

To set up the payroll calendar, you need the payroll frequency and current payroll dates. Payroll dates are used to determine when you receive a message letting you know that a payroll is due.

Collect the following information for pay calendar entries:

- Pay Frequency
- Check Date
- Pay Period Start and Pay Period End Dates

You can find this information in your existing payroll files.

Collecting Company Tax Information

You need detailed tax information to set up tax payments and to schedule reminders for tax filings.

Required Information	Where to Find It
Federal, state, and local identification number or Taxpayer Identification Number (TIN) and tax deposit frequencies	Federal, state, and local tax forms (for example, Form 941), or any federal, state, or local tax correspondence
State unemployment ID number and experience rate Note: Depending on the state, unemployment rate may be called any of the following: <ul style="list-style-type: none"> • Experience rate • SUI rate • Contribution rate 	State unemployment office or State Unemployment Quarterly Tax Returns
All other ID numbers and experience rates required by any state agency to which you must submit payroll taxes (for example, State Disability Insurance)	State tax office or State Tax Returns

Collecting Company Earnings and Deductions Information

You must enter specific earnings, benefits, and deductions information. Some earnings and deductions information is already set up for you. When you set up your earnings and deductions, you can rename them using terms that are more meaningful for your company. You can also schedule them for certain pay periods.

For a complete list of the earnings and deductions that are available in RUN Powered by ADP®, see the *Earnings and Deductions Quick Reference* in Help & Support.

Collecting Company General Ledger Information

In RUN Powered by ADP®, you'll need to set up a Chart of Accounts (COA) to begin tracking general ledger information. You'll use the COA to assign your company and employee payroll items to general ledger accounts. You can either use a pre-defined COA that comes with RUN or create your own.

To create your own COA, you'll need a list of general ledger account numbers and names from your accounting software.

Company general ledger accounts include the following payroll items:

- Deductions
- Taxes

Employee general ledger accounts include the following payroll items:

- Deductions
- Earnings
- Net pay
- Taxes

Collecting Company Workers' Compensation Information


To create a Workers' Compensation Worksheet, you'll need to set up Workers' Compensation codes in RUN Powered by ADP®. To do this, you'll need to collect the Workers' Compensation Classification codes and descriptions for each job. You can find this information on the Declaration or Information page of the Workers' Compensation policy or on the annual Audit report.

How Do I Set Up a Company?

The Company Setup Wizard guides you through each of the Company pages you need to complete to set up your company successfully.

Starting Point: Home > Payroll Home

- 1 Under **To Do**, click **Complete Company Setup** to open the Company Setup Wizard.

For help on a field or page, click  in the upper-right corner of the page. You can also type your question in the **Search** box at the top of the page.

- 2 On each page, complete each of the required fields, and any additional fields as necessary. The steps to set up the company are displayed across the top of the page. The highlighted step shows you where you are in the process.
- 3 When you complete a page, click **Next** to go to the next page. When you are done setting up the company, you must set up the employees and contractors. For more information, see [How Do I Set Up Employees and Contractors?](#) on page 14.

Important: If you need to take a break, click **Finish Later** in the bottom-right corner of the Wizard. When you are ready to continue, click **Complete Company Setup** on the Payroll Home page. The Company Setup Wizard opens on the page where you left off.

Setting Up Employees and Contractors

After you finish setting up a company, you're ready to set up the employees and contractors. Refer to the following topics for a list of the information you'll need to have on hand. Collecting this information in advance will help you complete the setup process.

[Collecting General Employee and Contractor Information](#) on page 12

[Collecting Employee and Contractor Payroll Information](#) on page 12

[Collecting Employee and Contractor Bank Information](#) on page 13

[Collecting Employee Paid Time Off Information](#) on page 13

[Collecting Employee Tax Information](#) on page 14

[How Do I Set Up Employees and Contractors?](#) on page 14

Collecting General Employee and Contractor Information

For Employees

- Legal Name and Contact Information (use the Legal Name from the employee's W-2)
- Date of Hire
- Social Security Number
- Birth Date
- Gender

For Contractors

- Contractor Name (use the name that's displayed on the contractor's 1099-MISC)
- Date of Hire
- Social Security Number or Taxpayer Identification Number

Collecting Employee and Contractor Payroll Information

You need payroll information to pay employees and contractors, and to calculate employee taxes and deductions.

For each employee, you need to collect the following information:

- Pay Rate (Hourly or Salary) and Frequency
- Earnings Types and Amounts
- Deduction (or Benefit) Types and Amounts

You can find this information in the employees' payroll files.

For each contractor, you need to collect the Pay Rate (Hourly or Amount) and Frequency.

Collecting Employee and Contractor Bank Information

If you offer direct deposit, you'll need the following bank information for each employee and contractor:

- Bank Name
- Account Type (Saving or Checking)
- Routing Number (ABA/Transit number)
- Bank account number
- Amount or percentage your employee wants deposited into each bank account for each pay period

For a checking account, you can find the account number on the bottom of the employee's voided check.

For a savings account, the employee can find the number on a deposit slip or contact the bank where the account is held.

For a paycard or pre-loaded debit card, have the employee confirm the account number with the card provider. Don't add spaces or dashes when entering the card number.

Collecting Employee Paid Time Off Information

To help you track employee paid time off, you need to collect the following information for each employee:

- Vacation Time Accrual Rate or Allowed and Taken
- Sick Time Accrual Rate or Allowed and Taken
- Personal Time Accrual Rate or Allowed and Taken

You can find this information in your existing Paid Time Off records.

Collecting Employee Tax Information

You need to enter the following tax information for each employee:

- Federal, State, and Local Withholding Status
- Allowances
- Exemptions
- Additional Withholdings (if applicable)

Tax information is available on the employee's federal I-9 and W-4 forms.


How Do I Set Up Employees and Contractors?

Before You Begin: This procedure describes how to set up employees and contractors when you first begin using RUN Powered by ADP®. To hire new employees and contractors after setup is complete, search for **How Do I Hire an Employee?** or **How Do I Hire a Contractor?** in the online help.

The New Hire Wizard guides you through each of the pages you need to complete to set up your employees or contractors successfully.

Starting Point: Employees > Add Employee or Add Contractor

- 1 On each page of the Wizard, complete each of the required fields, and any additional fields as necessary. The steps to complete setting up your employee or contractor are displayed across the top of the page. The highlighted step shows you where you are in the process.

For help on a field or page, click  in the upper-right corner of the page. You can also type your question in the **Search** box at the top of the page.

- 2 When you complete a page, click **Next** to go to the next page.

Tip: If you need to take a break, click **Finish Later** in the bottom-right corner of the page. When you are ready to continue, click **Complete {Employee or Contractor Name}** on the Payroll Home page. The New Hire Wizard opens on the page where you left off.

Entering Prior Payroll Amounts

Starting Point: Home > Payroll Home

In the To Do area, click **Complete Prior Payroll Amounts** to open the Prior Payroll Amounts Wizard.

If you paid employees or contractors during the current calendar year, before you began using RUN Powered by ADP®, you must enter their prior payroll amounts in RUN. Prior payroll amounts are year-to-date totals, broken down by quarter for earnings, taxes, and deductions. Entering prior amounts ensures that:

- Payroll calculations are correct
- Employees and employers don't continue to pay taxes if the limits have already been met
- Quarter and year-end statements, including 1099s, are correct

The prior payroll amounts that you enter in RUN should include only the amounts accrued by employees and contractors while they worked for the company during the current year, before you started using RUN. An employee or contractor who worked for another employer during the current calendar year will receive a federal earnings statement from the previous employer.

Important: You can use the Prior Payroll Amounts Wizard to enter your prior payroll amounts quickly and easily. If you do not enter your prior payroll amounts before processing your first payroll, you will not be able to access the Prior Payroll Amounts Wizard again.

Where Can I Find Prior Payroll Amounts?

You can use the following documents to locate prior payroll amounts:

- Company payroll-by-payroll detail registers (current payroll provider's payroll summary reports)
- Quarterly earnings records
- Ledger cards
- Payroll spreadsheets
- Payroll journals

Processing the First Payroll During a Quarter

When you first start using RUN Powered by ADP® to process payrolls, unless the pay period includes the first day of the quarter, you must account for any prior payroll amounts that have accumulated for your employees during the quarter.

On the Prior Payroll Details page in the Prior Payroll Amounts Wizard, select one of the following options to enter any amounts that have accumulated for your employees for the current quarter:

- Quarter-to-date
- Payroll-by-payroll

How Do I Enter Prior Payroll Amounts?

When you finish setting up at least one employee or contractor in RUN Powered by ADP®, the Add Prior Payroll Amounts task is displayed in the To Do area on the Payroll Home page.


Important: You must enter prior payroll amounts before you can process a payroll, manual check, voided check, or third party sick payment.

Starting Point: Home > Payroll Home

- 1 In the To Do area, click **Add Prior Payroll Amounts** to open the Prior Payroll Amounts Wizard.

Important: If your company has no balances for the current year, click **No Balances** at the bottom of the page.

- 2 On each page of the Wizard, complete the fields as necessary, and click **Next** to go to the next page.

For help on a field or page, click  in the upper-right corner of the page. You can also type your question in the **Search** box at the top of the page.

If you need to take a break, click **Finish Later** in the bottom-right corner of the page. When you are ready to continue, click **Complete Prior Payroll Amounts** in the To Do area. The Prior Payroll Amounts Wizard opens on the page where you left off.

- 3 On the last page of the Wizard, click **Finish** if you entered prior payroll amounts by quarter, or click **No Further Balances** if you entered payroll amounts by check date. The payroll amounts are calculated.


Important: When you click Finish, you'll no longer be able to enter or change prior payroll amounts yourself. If you need to make changes after that, you must contact your ADP Service team.

Setting Up General Ledger

With the General Ledger (GL) feature, you can set up and maintain accounts to track your company's financial transactions for each payroll.

Here are the steps you'll need to complete to get set up:

- 1 Choose your accounting software
- 2 Set up your chart of accounts
- 3 Assign general ledger accounts to company payroll items
- 4 Customize your department mappings (optional)
- 5 Customize your employee mappings (optional)

Detailed information for each of these steps is available in RUN. Select **General Ledger > General Ledger Setup** and then click  in the upper-right corner of the page or use the Search box to type your question.

Sending your payroll data to your accounting software

After you complete your general ledger setup, you can send your payroll accounting data to your accounting software after every payroll, with a single click.

Your data will go exactly where you want it. No double-entry means less risk and more time for you!

Is there someone who can help me set up general ledger?

An in-house accountant

You can add that person as a user in RUN Powered by ADP® so they can manage the setup for you.

For details, sign into RUN and search for **How do I add a user?**

An accounting firm

Wouldn't it be nice if you could share your payroll information with your accountant, whenever they needed it?

With Accountant Connect™ Authorization, you can do just that. And you get to choose exactly what your accountant can access.

For details, sign into RUN and search for **How do I authorize a firm to access my payroll account?**

Important: You can remove the accounting firm's authorization to access your payroll information at any time.

ADP Support

Our General Ledger Support Services team is available to help. You can contact them at 866-750-7133 option 1.

Hours of Operation

- 8:00am ET - 8:00pm ET, Monday - Friday
- Closed Saturday, Sunday, and holidays

Paying Your Employees and Contractors

The following tasks outline the process of paying your employees and contractors using RUN Powered by ADP®. Details are provided for each task.

- [Task 1: Update Employee and Contractor Information](#) on page 19
- [Task 2: Total the Source Documents](#) on page 19
- [Task 3: Enter Payroll Information](#) on page 20
- [Task 4: Calculate the Payroll](#) on page 21
- [Task 5: Correct Payroll Errors](#) on page 21
- [Task 6: Run Payroll and Approve Checks for Printing](#) on page 22
- [Task 7: Print Paychecks, Pay Stubs, and Direct Deposit Vouchers](#) on page 22

Task 1: Update Employee and Contractor Information

To ensure that paychecks are accurate, make sure you update information for all employees and contractors before you process the payroll. For example, if an employee moves from one jurisdiction to another, the taxation rules for that new jurisdiction may impact the employee's paycheck. It's easier to change the jurisdiction before you process the payroll instead of tracking down and correcting any errors later. You should also complete the New Hire Wizard for any new employees or contractors that you want to include in the payroll.

Task 2: Total the Source Documents

Source documents are the original forms you use to record pay information (for example, timesheets or timecards). Assemble and total any amounts in the source documents that you are using to enter payroll information.


Task 3: Enter Payroll Information

You enter payroll information for employees and contractors in the Payroll Worksheet on the Enter Payroll page.

Active employees and contractors are listed in rows down the left side of their respective pages in the Worksheet. If you're entering payroll information for both employees and contractors, you must enter the employee information first. When you have completed all employee payroll entries, click **Next** to go to the contractor page of the Payroll Worksheet.

Earnings are listed in columns across the top of the Worksheet. When you open the Enter Payroll page, the Payroll Worksheet is already filled in with the standard hours set up for employees on the Payroll Info page. There's a column representing each earning that is set up for the company on the Earnings and Deductions Info page. For contractors, there is a column representing each type of 1099 earning. For each employee, enter an

amount or number of hours for each applicable earning. For each contractor, enter an amount for each applicable earning.

For details on how to change an employee's taxes or deductions for this pay period only, set up a second check for an employee, or pay an employee who works in more than one department or who has more than one pay rate, click  in the upper-right corner of the page.

Task 4: Calculate the Payroll

After you enter payroll information in the Payroll Worksheet for each employee and contractor you want to pay, click **Next** to calculate the payroll. If the payroll calculates correctly and there are no errors, the Preview Payroll page is displayed. This gives you the ability to review the pay, deductions, and taxes for all your employees, before running their payrolls. You can go back to the Preview Payroll page as often as you need to, to ensure the accuracy of the payroll.

On the Preview Payroll page, verify that all totals are correct. If you want to see detailed check information for an employee, click the employee or contractor's name to open the Payment Details page. You can also review the Payroll Details and Payroll Liability reports by clicking **Reports** and then selecting the report name.

If you need to change payroll data, click **Previous** to go back to the Payroll Worksheet.

Important: If there are errors, you must correct them before you can continue with the payroll.

Task 5: Correct Payroll Errors

If there are any errors that result when you calculate the payroll, the Payroll Errors page is displayed with a list of the errors. Review the errors and correct them, and then recalculate the payroll.

For more information about troubleshooting payroll errors, search for **correcting payroll errors** in the online help.

Task 6: Run Payroll and Approve Checks for Printing

After you calculate the payroll and correct any errors, click **Approve** on the Preview Payroll page. The following message is displayed:

Approve the payroll and the total cash required amount of \$xx.xx. Applicable funds will be impounded from your company's bank account. Once you click Yes, changes can no longer be made to this payroll?

Click **OK** to close the message and continue.

The updated payroll data (including any pending items, such as manual checks, voided checks, and third-party sick payments) is saved and the Payroll Home page is displayed. For more information about manual checks, voided checks, third-party sick payments, and pending items, see the online help.

Task 7: Print Paychecks, Pay Stubs, and Direct Deposit Vouchers

This section applies only if you print your own paychecks.

After you process the payroll, you can print paychecks, pay stubs, and direct deposit vouchers for your employees and contractors.

Browser Requirements for Printing Checks and Vouchers

Important: For all browsers, popups must be enabled to print checks and vouchers.

When you print your checks and vouchers, a PDF file is generated and opened in a PDF viewer, so you can print the file.

Ordering Check Stock

To order pre-printed check stock, you'll need to provide your company's bank account number and routing (ABA) number. Both these numbers must be pre-printed on the check stock using Magnetic Ink Character Recognition (MICR) toner.

When you receive your check stock, be sure to verify the bank account number, the routing number, and any other information before you print any paychecks. You can order new check stock and envelopes through the FormCenter (<http://www.form-center.com/adp-run>).

In addition to check stock, you can also order envelopes, binders, and a payroll calendar/employee attendance record on the FormCenter.

Important: The ADP RUN Enhanced w/Stub Check type can help you meet the various states' mandated check stub requirements. We strongly recommend that you review the applicable state rules.

Selecting Check Stock

By using **Enhanced w/Stub**, you will print paychecks on pre-printed check stock. Checks print individually at the bottom of each page. One copy of the check stub is for the employee.

The stub contains unlimited space for Earnings, Deductions, PTO and Direct Deposit information. If there is more information that fits on a single stub, multiple pages will be generated.

Important: Enhanced w/ Stub check stock type can help you meet the various states' mandated check stub requirements.

Using Existing Check Stock

If you already have check stock, you must verify that it is compatible with the check stock that RUN Powered by ADP® supports.

To test your check stock compatibility, see [Printing a Test Check](#) on page 23.

Printing a Test Check

Before you print paychecks, it's a good idea to print a test check. A test check allows you to verify the placement of check information on your pre-printed check stock. After you print the test check, review it carefully and then correct any printing alignment errors.

You should print a test check when you:

- Change printers or install a new printer to print your paychecks
- Change your check stock type
- Receive a new shipment of check stock

Tip: To avoid wasting pre-printed check stock, you can print test checks on plain paper. You can then overlay the test check on your check stock to verify alignment.

The test check contains test data, along with the settings you selected. You may want to keep it for future reference.

For more information about printing test checks, search for **printing a test check** in the online help.

Including Signature and Logo Images on Paychecks

Signature Images

If you print your own checks, you cannot include signature images on your paychecks. The checks must be signed by hand.

If ADP prints your checks for you, you can include your company signatures on your paychecks. Complete the Check Signature Authorization form (available in Help & Support) and return it to your ADP Service team.

Logo Images

If you print your own paychecks, you can order pre-printed check stock with your company logo. For more information, contact your check stock vendor.

If ADP prints your paychecks for you, you can include a logo. Send a printed or electronic copy of your logo to your ADP Service team. Use the following requirements to prepare your logo submission:

- Prepare a good quality, black and white image of the logo
- The logo should be 1" x 1" or larger (ADP can reduce the size during the scanning process)
- If you are submitting the logo electronically, save the logo in tif, jpeg, bmp, gif, or pdf format

Printing Paychecks

After you process your payroll, you can print the paychecks. You can also print vouchers for any employees or contractors who have some or all their net pay deposited directly to a bank or a financial institution such as a credit union.

For more information on printing paychecks, pay stubs, or pay vouchers, search for **How Do I Print Paychecks?**, **How Do I Print Pay Stubs?**, or **How Do I Print Direct Deposit Vouchers?** in the online help.

Customizing Standard Reports

Standard reports are supplied with RUN Powered by ADP®. You can customize these reports for your company by selecting a variety of criteria such as dates, employee and contractor names, and tax details. You can also export and print the reports.

Important: Adobe® Reader® 6.0.1 or later is recommended if you are printing reports using Internet Explorer or Safari.

Exporting Data

If you want to use report data outside of RUN Powered by ADP®, you can export it in Microsoft® Excel format.

For example, you can export report data if you want to merge together data from one or more different reports, or if you want to sort the data differently than you would using the parameters provided in RUN.

For details on how to export a report, see [How Do I Run a Report?](#) on page 25

How Do I Run a Report?

Before You Begin: You must process at least one payroll before you can run most reports.

Starting Point: Reports

- 1 Click the name of the report you want to run.
The report is displayed using the default report parameters.
- 2 In the Report Parameters area, select the parameters you want to use to run the report, and then click **Refresh**.
- 3 Some reports include blue links that you can click to display additional report information.
For example, the Payroll Summary report lists a summary of the employer tax and deductions totals, which are listed by check date.
To see detail amounts for a specific employee, click **Check Date** in the Summary report to open the detailed report for that employee.
- 4 To print the report, click **Print Report** in the bottom-left corner of the report page.
To export the report, click **Export to Excel** in the bottom-left corner of the report page.
- 5 When you're done, click **Close** to close the report and go back to the Reports Home page.

Appendix A: System Requirements

Hardware Requirements

For a PC

- High-speed Internet access
- Windows® 7, 8, and 10
- Screen resolution set to at least 1024 by 768 pixels*

*If screen resolution is lower, some buttons (for example Save, Print, Refresh) may not be visible on your screen.

For a Mac

- High-speed Internet access
- Mac® OS 10.7 or later, iPod touch® 3rd generation or higher, iPhone® 3GS or higher, and iPad®
- 128 MB or more RAM
- 200 MB hard disk space

Software Requirements - PC

- Google Chrome™ browser 51 and above, Microsoft® Internet Explorer 11 and above, Microsoft Edge, Mozilla Firefox® 27 and above, or Opera 17 and above
 - Popup blockers must be off
 - The security setting for Download Signed ActiveX Controls must be set to either Prompt or Enable
- Adobe® Reader® 6.0.1 or higher, required if you are printing tax forms in RUN
- Microsoft Office 2003, 2007, or 2010, if you are exporting report data to Excel

Software Requirements - Mac

- Safari 7.0 and above, with plugins enabled
- Microsoft Office 2008 for Mac Business Edition, if you are exporting report data to Excel
- Adobe Reader X (10.1.3) or higher, required if you are printing tax forms in RUN

Software Requirements - iPad®

- Safari 5.1 and above

Mobile Requirements

- iPhone® 3GS or higher, iPod touch® 3rd generation or higher, or iPad®
 - iOS4 or higher
- Android™ mobile technology platform, Operating System 2.1 or higher, 320x480 and above (large screen modern Android devices)
- BlackBerry® smartphone, Operating System 5, 6, and 7 on specific supported full-screen and half-screen models
- Wi-Fi or Internet connection
 - 3G/4G for Apple® and Android devices
 - 2G/2.5G/3G for BlackBerry smartphones



For Mobile Users Only

The following list includes differences you should be aware of when you process a payroll using RUN Powered by ADP® Mobile Payroll:

- If your payroll includes **multiple checks per employee**, you must process it using the RUN Powered by ADP web application®. You can't process it using RUN Powered by ADP Mobile Payroll.
- **Direct deposit** can only be turned off at the payroll level, not for individual employees.
- There are currently 4 reports available in RUN Powered by ADP Mobile Payroll: Payroll Liability, Payroll Summary, Earnings Record, and Employee Summary.
- **Employee information**, except for employee photos, is view-only and can't be changed.
- You can't create **manual checks, void checks, or third-party sick payments** in RUN Powered by ADP Mobile Payroll.
- Any **pending items** (manual check, void checks, third-party sick pay) created in the RUN Powered by ADP web application will be included in the next payroll, whether the payroll is processed using the web application or the mobile app.

Appendix B: Additional Resources

The following resources are available to help you get started with RUN Powered by ADP®.

Resource	Where to find it
<p>Online Help</p> <p>A comprehensive system providing:</p> <ul style="list-style-type: none"> • Answers to common questions for the current page • Descriptions of the fields displayed on each page 	<p>Click  in the upper-right corner of any page, or type your question in the Search box.</p>
<p>Help & Support</p> <p>A website built right into RUN. This site is your 24/7 location for the latest product news and support resources, including:</p> <ul style="list-style-type: none"> • Getting started information • Video overviews • Payroll and tax forms • Helpful links • Quarter and year-end information 	<p>Click Help Center  at the top of any page in RUN</p>
<p>Contact Information</p> <p>Your support region, regional phone number, and e-mail address if you have issues or questions, and the client ID you need to have available when calling for support</p>	<p>Click Contact Us at the bottom of any page in RUN</p>