# WHY WOULD YOU NEED TO ACCESS PAYROLL REPORTS?



You may want to see your employees' hours, wages, taxes, and deductions for a pay period (found in Reports>Payroll>Payroll Summary)



Or...view the tax and deductions amounts - broken down by type (found in Reports>Payroll>Payroll Details)



Or...know your total liability that combines the amounts paid to employees and the company's portion of taxes and deductions (found in Reports >Payroll>Payroll Liability)

### HERE'S HOW!

1. Log into RUN Powered by ADP<sup>®</sup>. You must be a registered user to login. <u>https://runpayroll.adp.com</u>

o see what information each report contains, louble click REPORTS in the main menu bar.

2. Hover your cursor over "REPORTS" in the main menu bar to view a list of available reports. You can access payroll or tax reports from here.

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	HR HR411	D	Taxes Tax Records/Filings Wage and Tax Register Qtr Local Withholding	Qtr Local Recon Qtr Tax Verification Statement of Deposits	Employee Directory Employee Education Licenses/Certification Reports	Employee Terr Employee Yrs s New Hire	
			Benefits Deduction Summary Retirement Contributi	Partial/Missed Deducti Paid Time Off	Reports Home	Custom Repor	ting

3. Click on the name of the report you want.

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		Payroll Summary	Earnings by Department	Billing Invoices	Worksheet	
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		GL Company View		Employee Birthday	Employee Skil	ls
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HR411	D	Benefits		Reports Home	Custom Repo	rting
		Deduction Summary	Partial/Missed Deducti			
		Retirement Contributi	Paid Time Off			
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#### Payroll Reports

4. Filter for year, pay period or range of pay periods, and employee(s). When you are finished selecting your criteria, click "Refresh".

o To select a range, change the pay periods in the "From" and "To" fields. o To include all employees in your report, leave "All" selected in the "Name" field.

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Check Date Name Pay Frequency: Weekly	Hours	Total Paid Tao	(Withheld	Deductions	Net Pay (	Check No Employer Liabilit	/ Total Expense	
Department:         1 - Department:           1021/2015         Caulfield, Holden           Department Totals:         1 - Department:           Total Het Pays for 1 - Department 1:         1	50.00	362.50 \$362.50	40.96 \$40.96	100.00	221.54 \$221.54	\$29		-
Pay Frequency Totals: Weekly Total Net Pays for Weekly frequency: 1 Company Totals:	50.00 50.00	\$362.50 \$362.50	\$40.96 \$40.96	\$100.00	\$221.54 \$221.54	\$29		

5. If viewing the information on your screen isn't enough, you have other options. Click on 'Print Report' to print or 'Export to Excel' to export into Excel for further manipulation.

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								H R Assigned Property Emergency Contacts Employee Birthday Employee Directory Employee Education Licenses/Certification:	Performance Review Employee Job Profile Employee Skills Employee Terminatio Employee Yrs of Seri s New Hire
Print Report Export	To Excel					Clo	se	Reports Reports Home	Custom Reporting



Tax Reports

# WHY WOULD YOU NEED TO ACCESS TAX REPORTS?



You may want to see your federal 941 or state tax forms (found in Reports>Taxes>Tax Records/Filings)

Or...view your employees' W-2s (found in Reports>Misc>W-2 Preview)

### HERE'S HOW!

(The steps are the same as pulling payroll reports, but the screens are laid out a little differently.)

- 1. Log into RUN Powered by ADP<sup>®</sup>. You must be a registered user to login. <u>https://runpayroll.adp.com</u>
- 2. Hover your cursor over "REPORTS" in the main menu bar to view a list of available reports.

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Re	tirement Services	Referi	Deduction Sum Retirement Con ral Rewards		Partial/Missed Deducti Paid Time Off ADP Hiring			

3. Click on the name of the report you want.

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<b>1</b> Get the help you need faster when calling!	Payroll Pay Stubs Payroll Liability	Misc Employee Summary W-2 Preview	You can also get to tax reports via the TAXES
Run Payroll	Payroll Summary     Earnings by Department       Payroll Details     Garnishment Service       Earnings Record     Employee Change       GL Employee View     MTD QTD YTD Summary       GL Company View     Taxes	Billing Invoices     Worksheet       H R     Assigned Property       Performance Review       Emergency Contacts     Employee Job Profile       Employee Birthday     Employee Skills       Employee Directory     Employee Termination	tab in the main menu bar.
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4. Filter for year and quarter.



5. Click on the name of the federal or state form to view it.

		Validate Print
	941 for 2015: Employer's QUARTERLY January 2015) Department of the Treasury – Internal Revenue	Y Federal Tax Return 950114 oservice OMB No. 1545-0020
Empl	ployer identification number (EIN) 1 2 - 7 8 9 8	7 8 1 Report for this Quarter of 2015 (Check one.)
Nam	mme (not your trade name) SEJAL SHAHS 2 TEST CLIENT	1: January, February, March
Trad	ade name (fany) SEJAL SHAHS 2 TEST CLIENT	🔀 2: April, May, June
1	255	3: July, August, September
Addr	dress 1260 GLEN AVENUE	Suite or room number
	MOORESTOWN	0.80.65 Instructions and prior year forms are available at www.irs.gov/form941.
	City State	ZIP code
De	15u	
74L	Foreign country name Foreign province/county	Foreign postal code
	d the separate instructions before you complete Form 941. Type or p	print within the boxes.
Part	t 1: Answer these questions for this quarter.	
1	Number of employees who received wages, tips, or other com including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 2)	
2	Wages, tips, and other compensation	
3	Federal income tax withheld from wages, tips, and other com	npensation
4	If no wages, tips, and other compensation are subject to soc	ial security or Medicare tax Check and go to line 6.
	Column 1	Column 2
5a	a Taxable social security wages 4,035.00	×.124 = 500.34
5b	Taxable social security tips 0.00	×.124 = 0.00
5c	Taxable Medicare wages & tips 4,035.00	×.029 = 117.02
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	× .009 = 0.00
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e 617.36
5e 5f	Add Column 2 from lines 5a, 5b, 5c, and 5d     Add Column 2 from lines 5a, 5b, 5c, and 5d     Section 3121(q) Notice and Demand—Tax due on unreported	
5e 5f 6		
5f	Section 3121(q) Notice and Demand – Tax due on unreported	tips (see instructions) 5f



of the report, but nothing happens, check to make sure your pop-up blocker is disabled.



