


TIPS

MISTAKES MATTER – TO YOU, TO YOUR EMPLOYEES, AND TO US. IMPORTANT THINGS TO CONSIDER WHEN PROCESSING YOUR PAYROLL.

VERIFY CHECK DATE

Timing is everything! The check date triggers a lot of important things like: when your employees get their direct deposits, when your employees can cash their checks, and when your company bank account will be debited. You should verify the check date in two places every time you run a payroll:

On the Payroll Input screen

Check date: 02/12/2016 

On the Preview Payroll screen

Check date:
Friday, Feb 12, 2016
Weekly: Feb 7, 2016 to Feb 13, 2016

CHECK YOUR TOTALS & USE PAYROLL PREVIEW

Putting a number into the wrong column happens. Forgetting a decimal point happens. Not stopping a deduction on a bonus payroll happens. It's a good idea to review the totals in RUN Powered by ADP® with your own totals for each type of earning & deduction.

Employee Name	Regular Hours	Salary Amount	Overtime Hours	Vacation Hours
Totals	250.00	\$20,850.00	0.00	8.00

The Preview Payroll screen is another useful check.

Cancel Previous Save Finish Later **Preview Payroll**

REVIEW EMPLOYEES PAID (OR NOT PAID)

Did you have a newly hired employee? Any terminated employees? Review the list of employees/contractors with rates and hours or salaries. If you do not see the employee's name on the worksheet, she won't get paid. You can also see how many employees will be paid and how many employees will not be paid on the Preview Payroll screen.

Total Cash Required
\$8,088.47
8 employees paid this pay period
11 employees not paid

KNOW YOUR COLUMNS: HOURS VS DOLLARS

It's easy to enter \$s in columns meant for #s of hours and vice versa. The results can be disastrous. Warning messages will pop up to alert you to some potential errors. However, it's also a good idea to carefully review your payroll on the Preview Payroll screen to compare your totals with what was entered.

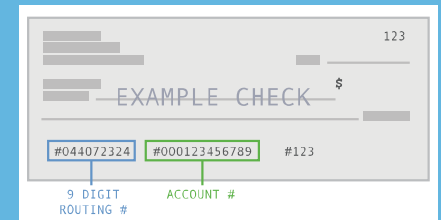
Input \$ Amount: Input # of Hours: Input # of Hours:

Salary Amount:	Overtime Hours:	Vacation Hours
	10.00	
\$1,000.00		
	2.50	
		8.00

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VERIFY EMPLOYEE DIRECT DEPOSIT INFO

If the routing or account number is wrong, your employee will not be paid. You will have to wait (3 – 5 days) for the money to be returned back to your account. If the funds go into a bank account that exists, but is not your employee's, you may not easily be able to get the money back. A best practice is to get a copy of a voided check.



DOUBLE CHECK DEDUCTIONS

Deductions come out of an employee's pay automatically when set up within their profile. Sometimes, you may need to change these deductions for just one paycheck. If you select next to the employee's name, and then 'overrides', you can make changes to the deductions for this payroll only. If you do a second check, the deductions will not be included on the second check.



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