

Getting Started

RUN Powered by ADP® Payroll for Partners



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PFPGSG - V1020A

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Working with Clients

There are four different ways that you can choose to work with your clients using RUN Powered by ADP® Payroll for Partners.

- **You provide all payroll services for the client.** The client does not have access to RUN.

Tip: A Worksheet report is provided to help you gather your client's payroll data. To find the report, select the **Reports** tab, and then click **Worksheet**.

- **Your clients have limited access to RUN.** They can reset their own passwords, print checks, review their reports, and download their general ledger data. These clients must be set up with the Client-View Only (CVO) security access role.

Important: For a client to access RUN, the client must click the Accept Terms of Agreement task on the Payroll Home page, and complete and accept the Terms of Service (TOS) agreement.

- **Your clients can enter payroll information for employees and contractors, and record manual checks.** After they enter data, you process their payrolls for them. These clients must be set up with the Client Payroll Entry (CPE) security access role.
- **Your referral client authorizes you to view only their reports and tax forms, and to create and download their general ledger files.**

Data Access

The Data Access feature allows you to view certain information for RUN Powered by ADP® Payroll for Partners clients (referral clients) who have authorized you to do so.

Depending on the client's authorization, you can view their reports and tax forms, and create and download their general ledger data files.

What Is a Referral Client?

A referral client is a client that uses RUN Powered by ADP® Payroll for Partners for their payroll processing and has authorized you to view their payroll reporting information (reports, taxes, general ledger download file).

How Do I Add a Data Access Client?

Starting Point: Firm View > Client Enrollment

A document is displayed that describes what the client needs to do to authorize you to view their payroll reporting information.

If the client phones in their payroll to ADP

Starting Point: Firm View > Data Access Tools > Authorization Form

- 1 Edit the sample Data Access Authorization Form and send it to the client. Be sure to include your 8-digit Firm ID.
- 2 Print or save the form to your local drive, and then send it to the client. They must complete the form and fax or mail it back to the ADP Service Center. Instructions are included in the Client Enrollment document.

If the client has access to RUN Powered by ADP® Payroll for Partners

The client must complete the online authorization. Direct them to:

Starting Point: Company > Data Access Tools > Authorization

Click  and search for the topic called **How Do I Authorize a Firm to View My Payroll Reporting Information?**

How Do I Reinstate a Client?

Important: If you removed a Data Access client but need to view their payroll reporting information again, you can reinstate the client. However, you must still be authorized by the client to view their payroll reporting information.

A user must have the appropriate security access role to reinstate a client.

Starting Point: Firm View > Client Enrollment

Click the check box next to the client you want to reinstate, and then click **Save**.

How Do I Remove a Data Access Client?

Starting Point: Firm View > Client List

- 1 On the Client List page, click the Data Access client you want to remove.
- 2 At the bottom of the page, click **Remove** or **Remove Referral** (for clients with Data Access with RUN Powered by ADP® Payroll for Partners).

Important: If necessary, you can re-instate a client that you have removed. However, you can view that client's payroll reporting information only if you are still authorized to do so by the client.

How Secure Is the Data?

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

- **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

Click one of the following to see the details of the applicable security access roles.

Firm user roles

The Firm roles are available only in RUN Powered by ADP® Payroll for Partners.

Firm

- Access all areas of RUN that are required to handle payroll tasks
- Add, change, and remove other users
- Reset payroll passwords for other users
- Add, change, and delete company groups
- Access assigned payroll details for Data Access clients

Firm Limited EE Entry

- Limited access to multiple clients, but can't submit or run payrolls
- Access to the Client List, company information (view only), client employee information, client reports, and client tax forms and e-File/e-Pay
- Access clients in assigned company groups
- Reset personal payroll passwords and security profiles
- Share reminders with Firm Limited PR & EE Entry users
- Restrict access to all Firm level data, except the Client List page, which includes all clients that the user has access to view

Firm Limited PR & EE Entry

- Limited access to multiple clients, can submit payrolls, but can't run them
- Access to the Client List, company information (view only), client employee information, client reports, and client tax forms and e-File/e-Pay, and general ledger
- Access clients in assigned company groups
- Access the Payroll Worksheet, enter payroll data, and run payrolls for clients
- Share reminders with Firm Limited EE Entry users

Firm Limited EE & PR Process

- Access to multiple clients, and can run payrolls
- Access to the Client List, company information (view only), client employee information, client reports, and client tax forms and e-File/e-Pay, general ledger
- Access the Payroll Worksheet, enter payroll data and, run payrolls for clients
- Access assigned payroll details for Data Access clients

Client user roles

Client View Only

- View and print reports
- View company and employee info
- Can enter payroll info, but can't approve payrolls
- Print paychecks, if permitted to do so by the Firm user
- Reconcile checks
- Create GL files and view export history

Client Payroll Entry

- Enter payroll info, for one payroll at a time, for each pay frequency, but can't approve payrolls
- View and print reports
- View company and employee info
- Record manual checks, void checks, and enter third-party sick payments
- Print paychecks, if permitted to do so by the Firm user
- Reconcile checks
- Create GL files and view export history

Client PR & EE Entry

- Enter payroll info, for one payroll at a time, for each pay frequency, and can submit payrolls for approval by a Firm user
- View and print reports
- Update employee info
- View company info
- Record manual checks, void checks, and enter third-party sick payments
- Print paychecks, if permitted to do so by the Firm user
- Reconcile checks
- Create GL files and view export history

Accountant Connect (Data Access) only**Data Access Admin**

- Access the full company list
- View all Data Access payroll details
- Remove and reinstate clients
- Add, change, and remove company groups
- Add, change, and remove other users
- Reset payroll passwords for other users

Data Access User

- View client payroll information selected by the Data Access Admin
- View client groups assigned by the Data Access Admin
- Change personal security profile and password
- Remove clients

Pre-Printed Check Stock Printing Requirements

The process for printing checks and vouchers varies a bit depending on the browser you are using. For details, see [Browser Requirements for Printing Checks and Vouchers](#) on page 32.

To prepare to print paychecks on pre-printed check stock, you or your client must complete the following tasks:

- If you are using existing check stock, verify that it is compatible with the check stock RUN Powered by ADP® Payroll for Partners supports. For more information, see [Order check stock](#) see "Ordering Check Stock" on page 7.
- Print a test check to ensure that the paychecks will print correctly. For more information, see [Printing a Test Check](#) on page 33.

Important: Clients who print their own paychecks must use pre-printed check stock only. If you are printing the client's paychecks, you can use pre-printed check stock or plain MICR check stock.

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 pre-printed check stock and envelopes or plain Magnetic Ink Character Recognition (MICR) check stock from 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.

MICR Check Stock Printing Requirements

To prepare to print Magnetic Ink Character Recognition (MICR) paychecks for your clients, you must have a MICR printer. For more information on MICR printers and MICR toner cartridges, go to the FormCenter (<http://www.form-center.com/adp-run>).

A MICR toner cartridge is included with your MICR printer; however, you should always have a spare cartridge available. Unlike regular laser printer toner, MICR toner carries an electronic signal that allows a bank's equipment to read the characters in the MICR line accurately. MICR toner and regular laser printer toner can't be used interchangeably.

After you set up your MICR printer, you must also complete the following tasks:

- Order plain MICR check stock.
- Order a MICR gauge. A MICR gauge allows you to verify that the position of the characters in the MICR line, as well as the line itself, are aligned correctly.
- Review the requirements to print checks and vouchers: [Browser Requirements for Printing Checks and Vouchers](#) on page 32.
- Print a test check to ensure that the paychecks will print correctly. For more information, see [Printing a Test Check](#) on page 33.

How Do I Set Up Check Printing Options?

Starting Point: Company > Bank Account

- 1 In the **Who Will Print Checks** field, select one of the following options:
 - **Accountant** if you are going to print the client's paychecks.
 - **Client** if the client is going to print their own paychecks.
 - **Service Center** if the service center will print the client's checks.
- 2 If you are going to print the client's paychecks, select either **Plain stock (MICR)** or **Pre-Printed stock** in the **What Type of Checks Will Be Used** field.

Note: The Pre-Printed Stock option is selected automatically for clients who print their own paychecks.
- 3 Complete any remaining fields as necessary.
- 4 Click **Save** to save your changes.

How Do I Use the Client List?

You can use the Client List page to easily manage the payroll activities for your payroll clients. To open a company and process a client's payroll or perform other payroll activities (such as printing multiple paychecks for a client, or viewing and printing payroll reports), click the client's name in the Company Name column in the Client List.

The screenshot shows the RUN Client List interface. At the top, there is a search bar with the text "Find answers, pages, reports and more...". Below the search bar, there is a "Firm View" dropdown menu. The main content area is titled "Client List" and contains a search and filter section. The search section includes a "Search by:" input field, a "Sort by:" dropdown menu set to "Company Name A-Z", and a "Find" button. Below the search section is a table with the following columns: Company Name, Client ID, Branch/Co Code, Contact Name, Phone No, Status, Next Check Date, Messages or Tasks, Client Type, and S Corporation. The table lists five clients: EchoAutos, Emerald Florist, Fancy Fabrics, and Stone Mountain Architects. The "Remove Referral" button is located at the bottom left of the interface.

Company Name	Client ID	Branch/Co Code	Contact Name	Phone No	Status	Next Check Date	Messages or Tasks	Client Type	S Corporation
EchoAutos	20200923	R2/AQM	Shah, Jaimie	888-555-1234	Pending	5/17/2013	New	Tax	No
Emerald Florist	20300735	RX/ABO	Alvarez, Maria	888-555-1234	Active	3/15/2018		Referral	Yes
Fancy Fabrics	20200873	R2/APK	Clark, Kelly	973-555-1234	Active	5/11/2018	New	No Tax	No
Stone Mountain Architects	21035039	RX/BQX	Compo, Jillian	888-555-1234	Active	10/6/2017		Referral	No

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[Remove Referral](#)

Organizing Your Clients' Companies

You can organize your clients' companies by creating company groups and assigning companies to them. Company groups are collections of companies that have something in common. For example, you might create a company group for weekly payrolls, for executive payrolls, or for companies in a specific state.

After you create company groups, use the company group fields on the Business Info page to assign new companies to groups. You can assign existing companies to company groups by selecting the Company Groups option in the Security menu on the Firm View tab. After companies are assigned to company groups, you can assign the group to a specific CPA for processing and maintenance.

Important: All companies are included automatically in the Full Company List group.

How Do I Sign Into a Client's Company?

On the Client List page, click the name of the company you want to open. The Payroll Home page for the company is displayed. You can make changes to employee and company data, process the client's payroll, or print paychecks for one client at a time.

Why Don't I See All My Clients in the Client List?

A client will not be included in the Client List if you cancel the registration process before you are finished.

If you have multiple clients, check the lower left corner of the list to see if there is more than one page of clients. If you see **Page 1 of 2**, the list continues to a second page. Click the number **2** to display the second page of clients.

If you are working with a specific company group, the company may not be included in that group.

If you are looking for a referral client, the client may not have completed the authorization process yet.

How Do I Process a Payroll for a Client?

The way you process the client's payroll depends on who enters the payroll data.

You enter payroll data for the client

Tip: A Worksheet report is provided to help you gather your client's payroll data. To find the report, select the **Reports** tab, and then click **Worksheet**. You can print the report and mail or fax it to your client to use when sending you payroll information. You can also export it in Microsoft Excel format and send it to the client electronically.

Starting Point: Firm View > Client List

- 1 Click the name of the company whose payroll you want to process. The Payroll Home page is displayed for that client.
- 2 Click **Payroll Home > Run Payroll**.
- 3 Enter pay data as necessary for employees and contractors.
Note: To override employee payroll information for the current payroll only, click  for the employee or and select **One-time Overrides**.
For more information, click  in the upper-right corner of the page.
- 4 When you are done entering pay data, click **Preview Payroll** to review the payroll.
- 5 Review payroll preview reports.
- 6 Click **Approve** to calculate the payroll.

The client enters their own payroll data

When the client is finished entering payroll data for employees and contractors, they click on **Approve** the Payroll Preview page. When the client clicks **Approve**, an e-mail is sent to you indicating that the payroll is ready to process.

Starting Point: Firm View > Client List

- 1 Click the name of the company whose payroll you want to process. The Payroll Home page is displayed for that client.
- 2 In the To Do area, click **Resume Payroll Processing**.
- 3 Finish processing the client's payroll.

Important: The client can't work with another Regular or Off-Cycle payroll for this pay frequency until you finish processing this payroll.

When Should I Notify a Client That I Ran the Payroll?

If the client prints their own paychecks, you should call or otherwise notify them as soon as you process their payroll. They can then print their checks at their convenience.

If you provide all the payroll services, including check printing, for the client, you do not have to notify the client that you processed the payroll.

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® Payroll for Partners allows you to manage payrolls and review payroll tasks and messages.

The screenshot shows the RUN Powered by ADP Payroll for Partners interface for the user 'Emerald Florist'. The top navigation bar includes a search bar and a 'Notes' icon. The main content area is divided into several sections:

- Launcher:** A grid of icons for various payroll functions: Run Payroll, Off-Cycle Payroll (marked 'NEW'), Doc Vault, View Reports, Calculate Checks (marked 'NEW'), Void Checks, Review Tax Forms, Add Employee, and Add Contractor.
- To Do:** A list of tasks: Complete Bill Butler, Enroll your employees in PTO, Complete ADP® Timekeeping Setup, Employee access configuration, and Verify quarterly tax report.
- Messages:** A section for 'Tax Verification Notice' with a 'Delete Selected Messages' button.
- Last Payroll:** A summary card for a payroll sent to '45 Cherry Street, Pittsburgh, PA, 15203'. It includes a 'Track Delivery' link, a donut chart showing 'Total Cash Required \$2,741.69', and details: Check Date (Oct 9, 2020), Period Start (Oct 2, 2020), and Period End (Oct 8, 2020). A 'View Details' link is at the bottom.
- Trends:** A bar chart showing payroll trends from Sept 11 to Oct 9. The chart includes a legend for Taxes (orange), Payroll Checks (teal), and Direct Deposit (dark teal). The data points are: Sept 11 (\$0.00), Sept 18 (\$0.00), Sept 25 (\$0.00), Oct 2 (\$1,984.70), and Oct 9 (\$2,741.69).

The To Do List

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

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: After you complete the Company Info page for a client's company, the next task you must complete is to set up the company. On the company's Payroll Home page, click **Set Up Your Company** 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.

Important: If the company has an outstanding payroll task or message, the word **New** is displayed in the Messages or Tasks column on the Client List 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.

Important: If the company has an outstanding payroll task or message, the word **New** is displayed in the Messages or Tasks column on the Client List page.

E-Mail Messages

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

Example: Depending on your payroll service, an e-mail message is sent to individuals who have the roles of Firm 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.

Creating a Company

Before you set up a company for a client, you must select the features for the company and enter your client's general company and company contact information.

Starting Point: Firm View > Add Tax Filing or Add Non-Tax Filing

- 1 A confirmation message is displayed. Click **OK**.
- 2 On the Set Up Features page, select the features you want to set up for the company you are creating, and then click **Next**.
- 3 On the Business Info page, complete the required fields, and then click **Next**.
- 4 On the Company Info page, complete the required fields and any additional fields as necessary and click **Next**.

Your client's Payroll Home page is displayed. For details on what to do next, see [Setting Up a Company](#) on page 18.

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 18

[Collecting Company Pay Calendar Information](#) on page 19

[Collecting Company Tax Information](#) on page 19

[Collecting Company Earnings and Deductions Information](#) on page 20

[Collecting Company General Ledger Information](#) on page 20

[Collecting Company Workers' Compensation Information](#) on page 20

[How Do I Set Up a Company?](#) on page 21

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.

You can maintain most of this information for the client yourself. However, if you need to ask the client for the information, this section of the guide tells you where to locate any required information.

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® Payroll for Partners, see the *Earnings and Deductions Quick Reference* in Help & Support.

Collecting Company General Ledger Information

In RUN Powered by ADP® Payroll for Partners, 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 Powered by ADP 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® Payroll for Partners. 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 24.

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 22

[Collecting Employee and Contractor Payroll Information](#) on page 22

[Collecting Employee and Contractor Bank Information](#) on page 23

[Collecting Employee Paid Time Off Information](#) on page 23

[Collecting Employee Tax Information](#) on page 23

[How Do I Set Up Employees and Contractors?](#) on page 24

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® Payroll for Partners. 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® Payroll for Partners, 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 W2s and 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® Payroll for Partners 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® Payroll for Partners, 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?

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

Processing a Payroll

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

- [Task 1: Update Employee or Contractor Information](#) on page 28
- [Task 2: Total the Source Documents](#) on page 28
- [Task 3: Enter Payroll Information](#) on page 29
- [Task 4: Calculate the Payroll](#) on page 30
- [Task 5: Correct Payroll Errors](#) on page 30
- [Task 6: Run Payroll and Approve Checks for Printing](#) on page 30
- [Task 7: Print Paychecks, Pay Stubs, and Direct Deposit Vouchers](#) on page 31

Note: Depending how you choose to work with your client, the client may enter payroll information for their employees. When they finish previewing the payroll and click **Approve**, an e-mail is sent to you indicating that the payroll is ready to process.

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.

Weekly: Oct 9, 2020 to Oct 15, 2020 Check date: 10/16/2020 Payroll Address: 45 Cherry Street, Pittsburgh PA 15203

Search for an employee: All Employees

Employee Name	Rate	Regular Hours	Salary Amount	Overtime Hours	Vacation Hours	Sick Hours	Personal Hours	Holiday Hours
Cook, Freda	\$16.7500 / hr	40.00		8.00				
Frank, Julia		40.00	\$458.00					
Porter, James		40.00	\$678.00					
Slater, Gwen	\$16.7500 / hr	24.00				16.00		
Totals		144.00	\$1,136.00	8.00	0.00	16.00	0.00	0.00

Page 1 of 1

Buttons: Payroll Overrides, Sort By, Add Employee, Cancel, Save, Finish Later, Preview Payroll

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:

Non Tax Filing Clients: Approve the payroll and checks for printing. Once you click Yes, changes can no longer be made to this payroll.

Tax Filing Clients: Are you sure you want \$ impounded from the company's bank account?

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 client's paychecks.

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

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.

Printing Paychecks

After you process the payroll, you can print paychecks for your clients. If you have given clients permission to print their own paychecks, you should notify them that the payroll is complete and the checks are ready for printing.

Important: Clients who print their own paychecks must do so on pre-printed check stock only.

You can choose to print your client's checks on pre-printed check stock, or on blank check stock using Magnetic Ink Character Recognition (MICR) toner. Both of the following options are available to you if you are going to print MICR paychecks for your clients:

- **Bulk Printing:** Allows you to print all the MICR checks that are ready to print for a single client, or for all your clients at the same time. A client identification sheet is printed automatically to easily separate the paychecks for each client.
- **Print MICR Checks:** Allows you to select the individual MICR checks you want to print for a client, or to print all the checks for a single payroll for a client.

Employees who are set up for direct deposit receive a pay voucher rather than a negotiable check. You should print the pay vouchers after you run your payroll and print your paychecks.

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.

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 the Sample Check Report

The Sample Check Report provides a sample of a client's paycheck that you can view online or print. Use the sample check to verify the accuracy of the information you entered for the client on the Bank Account page.

If you are printing Magnetic Ink Character Recognition (MICR) checks for the client, verify that all the MICR information appears correctly on the sample MICR line. You should also confirm that all the company name and address information that will print on the check is correct.

For more information, see [How Do I Run a Report?](#) on page 43.

What Is MICR?

Magnetic Ink Character Recognition (MICR) is an electronic data-entry system that uses magnetic ink and a special character font to create machine-readable documents.

The bottom of each MICR check you print is encoded with a MICR line. The MICR line is a row of numbers and symbols that are printed with magnetic ink or toner.

The characters in the MICR line identify both a bank and a bank account. Banks use check processing equipment to read this information magnetically, which allows them to verify and cash the check for your employee or contractor.

MICR printing systems must produce checks that meet the American Bankers Association (ABA) and American National Standards Institute (ANSI) standards and specifications. The MICR line's position, alignment, size, shape, spacing, formation of characters, and the magnetic signal level of each character, must meet specific requirements to ensure that the bank's processing equipment can recognize it.

Printing a Test Check

Before you print live paychecks, you should always print a test check. A test check allows you to verify the placement of check information on the pre-printed check stock. If you are printing Magnetic Ink Character Recognition (MICR) checks, you should use a MICR gauge to verify the alignment of the MICR line on the test check.

You should print a test check whenever you:

- Change printers
- Install a new printer
- Change the pre-printed check stock type (for example, from 1-On-A-Page w/Stub to Enhanced w/Stub)
- Receive a new shipment of pre-printed check stock
- Print paychecks on a MICR printer for the first time

After you print the test check, review it carefully and then correct any printing alignment errors. The test check contains test data, along with the settings you selected. You may want to keep it for future reference.

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

How Do I Print a Test Check?

This section applies only if you print your client's paychecks.

The process for printing checks and vouchers varies a bit depending on the browser you are using. For more information, see [Browser Requirements for Printing Checks and Vouchers](#) on page 32.

Starting Point: Payroll Home > Test Check

- 1 Review the alignment options that are already set up for printing checks, if any.
- 2 To print a test check using one of the existing settings, click **Edit**.
To set up a new alignment setting, click **Add** in the bottom left corner.
- 3 Enter a name for the alignment option. For example, you may want to use a combination of the name of the printer you use to print your checks and the check stock type.
- 4 Select the check stock type you use for checks. To see a sample of the options available, click **View Types**.
- 5 Click **Create PDF to Print** to create a PDF file with the test check, and then click **Print** to print the file.
- 6 Review the test check. If you need to adjust the alignment for the data or the MICR line, use the up and down arrows to adjust the Vertical Adjustment and Horizontal Adjustment and print another test check. Repeat as necessary until the alignment is correct. You can adjust the position of the text on the check up to an inch up or down, left and right.
Vertical Adjustment: Select a positive number to move the text down and a negative number to move it up.
Horizontal Adjustment: Select a positive number to move the text to the right and a negative number to move it to the left.
Important: Use the up and down arrows to adjust the numbers instead of typing a number.
- 7 Close the Print window.
- 8 A message is displayed asking if you want to save your alignment settings. Click **OK** to save your alignment options or click **Cancel** and repeat step 6 until you are happy with the test check.

How Do I Adjust the MICR Line on My Client's Paychecks?

Before you print the Magnetic Ink Character Recognition (MICR) checks for your client's payroll, print a test check and use a MICR gauge to verify that the MICR line alignment on the check is correct. For more information about printing a test check, see [How Do I Print a Test Check?](#) on page 34.

Important: Destroy any actual checks you printed.

How Do I Print Checks on Pre-Printed Check Stock?

Before You Begin: Load your check stock and, if necessary, print a test check. For more information about printing a test check, see [How Do I Print a Test Check?](#) on page 34

Starting Point: Home > Checks

- 1 At the top of the page, verify the Date and the Pay Frequency of the payroll.
- 2 In the Check Stock Type field, you should be using Enhanced w/Stub (also known as check on bottom).
- 3 In the Next Check Number field, enter the number of the first check you are printing for this pay period. If you are using pre-printed check stock, enter the number of the first check.
- 4 Depending on your browser, verify that the option selected in the Printer or Check Alignment field is correct.
- 5 Select the check box for each of the checks you want to print.

Checks are listed alphabetically by the employee's or contractor's name. You can only select checks with a status of Ready in the Status column on the grid. To print all the paychecks in your payroll that are ready for printing, select the check box at the top of the check box column in the grid.
- 6 At the bottom of the page, click **Create PDF to Print**. In the Print window, click **Print** to print your checks and then close the window.
- 7 If you have checks to print for another payroll, click **Next** to go to the Print Checks page.
- 8 If you don't want to print any more checks, click **Cancel** to go back to the Payroll Home page.

Important: If you need to re-print a MICR check, go to the Re-Print MICR Checks page.

How Do I Print MICR Paychecks?

Use this procedure to print all the Magnetic Ink Character Recognition (MICR) checks for one payroll, or selected MICR checks for a single company.

If you want to print all the MICR checks for all the companies you processed payrolls for, see [How Do I Print MICR Paychecks for All My Clients At the Same Time?](#) on page 37.

Important: You can only select checks with a status of Ready in the Status column on the grid. If the checks you want to print have a status of Not Ready, close the page and open it again. If the status of the checks you want to print has not changed to Ready, contact your ADP Service team for assistance.

Before You Begin: Load the plain MICR check stock and, if necessary, print a test check. For more information about printing a test check, see [How Do I Print a Test Check?](#) on page 34.

The process for printing checks and vouchers varies a bit depending on the browser you are using. For details, see [Requirements for Printing Checks and Vouchers](#) "Browser Requirements for Printing Checks and Vouchers" on page 32.

Starting Point: Home > MICR Checks

- 1 Depending on your browser, verify that the option selected in the Printer or Check Alignment field is correct.
- 2 Click to select the check box for each of the payrolls you want to print.
Checks are listed alphabetically by employee last name for each company. You can only select checks with a status of Ready in the Status column on the grid.
Tip: To print all the paychecks in the payroll that are ready for printing, select the check box at the top of the column in the grid.
- 3 At the bottom of the page, click **Create PDF to Print**. In the Print window, click **Print** to print your checks and then close the window.
After each check is printed, the word Printed is displayed in the Status column on the grid.
- 4 Click **Cancel** to go back to the Home page.

How Do I Print MICR Paychecks for All My Clients at the Same Time?

If you want to print all the MICR paychecks for all clients at the same time, you can use the Bulk Check Printing option.

Important: You can't select individual Magnetic Ink Character Recognition (MICR) checks for printing from the Bulk Check Printing page. If you want to print selected MICR checks from a client's payroll, you must use the Print MICR Check page.

Before You Begin: Load the MICR check stock in the MICR printer and, if necessary, [print a test check "How Do I Print a Test Check?"](#) on page 34.

The process for printing checks and vouchers varies a bit depending on the browser you are using. For details, see [Requirements for Printing Checks and Vouchers "Browser Requirements for Printing Checks and Vouchers"](#) on page 32.

Starting Point: Firm View > Bulk Printing

- 1 Depending on your browser, verify that the option selected in the Printer or Check Alignment field is correct.
- 2 Select the check box for each of the payrolls you want to print.
Payrolls are listed alphabetically by the client's name. You can only select checks with a status of Ready in the Status column. To print paychecks for all payrolls that are ready for printing, click the check box at the top of the check box column.
- 3 Click the **Create PDF to Print** button at the bottom of the page. In the Print window, click **Print** to print your checks and then close the window.
After each check is printed, the word Printed is displayed in the Status column on the grid.
- 4 Click **Cancel** to go back to the Client List page.

How Do I Troubleshoot Check Printing Problems?

Before You Begin: The best way to avoid check printing problems is to print a test check. For more information about printing a test check, see [How Do I Print a Test Check?](#) on page 34.

You may have problems while printing your clients' MICR paychecks. If your problems involve any of the following mechanical problems, you can resolve the problems yourself.

- Checks are not aligned correctly
- Checks are printed on the wrong paper
- Check stock is jammed in the printer
- MICR line is not aligned correctly

If you encounter any other printing problems, contact your ADP Service team for assistance.

Checks Are Not Aligned Correctly

It's a good idea to print a test check before you print actual checks, to verify that the alignment is correct.

Tip: Check your printer settings and select **Actual Size** in the Page Sizing & Handling settings.

If the printing alignment is off by less than an inch (making the print on the check display crooked), use the Horizontal Adjustment and Vertical Adjustment fields on the Print Test Check page to correct the alignment. Use the up and down arrows to adjust the numbers instead of typing a number.

If the printing alignment is off by more than an inch, use the following procedure to correct the problem.

- 1 Destroy any actual checks that you printed.
- 2 Remove the check stock from the printer tray.
- 3 Align the check stock by separating the pages and aligning the edges.
- 4 Replace the check stock in the printer tray.
- 5 Go to either the Re-Print Checks page or the Re-Print MICR Checks page to re-print your paychecks.

Checks Are Printed on the Wrong Paper

If you printed checks on the wrong paper, use the following procedure to correct the problem.

- 1 Destroy any actual checks that you printed.
- 2 Remove the wrong paper from the printer tray and replace it with the correct check stock.
- 3 Go to either the Re-Print Checks page or the Re-Print MICR Checks page to re-print your paychecks.

Check Stock Is Jammed in the Printer

If your printer jams while you are printing checks, use the following procedure to correct the problem.

- 1 Follow the instructions that came with your printer to take it offline.
Important: Do not turn the printer off.
- 2 Remove the jammed paper.
- 3 Put the printer back online.
- 4 Continue the print job.
- 5 When your checks are finished printing, destroy any printed checks that are damaged.
- 6 Go to either the Re-Print Checks page or the Re-Print MICR Checks page to re-print the checks that were damaged.
- 7 For checks printed on pre-printed check stock only, go to the Update Check Number page to ensure that the check numbers in RUN Powered by ADP® Payroll for Partners match the actual numbers on the checks you printed. For more information on updating check numbers, search for **How Do I Change a Check Number?** in the online help.

The MICR Line Is Not Aligned Correctly

You should use a MICR gauge to verify that the MICR line alignment on your checks is correct. A MICR gauge is available from your laser printer vendor.

Align the check as specified in the instructions on the gauge. Use the gauge to ensure that each of the following is true:

- The bank transit symbols are printed in positions 33 and 43, within a maximum tolerance of 1/16th of an inch, as specified by the gauge.
Note: You may want to hold the sample check and MICR gauge up to a light source to aid in viewing.
- The right edge of each character falls against or very close to the right line of each box. The characters should be in the box squarely and not skewed in either direction.
- The characters fall between the top and bottom lines of each box. The MICR line should be parallel to the bottom of the gauge and not slant in either direction.

If the printing alignment is off by more than an inch, realign the MICR line and test it again. For more information about realigning the MICR line, see [How Do I Adjust the MICR Line on My Client's Paychecks?](#) on page 34.

How Do I Re-Print a MICR Paycheck?

Important: You can only select checks with a status of Ready in the Status column on the grid. If the checks you want to print have a status of Not Ready, close the page and open it again. If the status of the checks you want to print has not changed to Ready, call your ADP Service team for assistance.

Before You Begin: Load your MICR check stock in the printer and destroy any actual checks you printed.

The process for printing checks and vouchers varies a bit depending on the browser you are using. For details, see [Requirements for Printing Checks and Vouchers](#) "Browser Requirements for Printing Checks and Vouchers" on page 32.

Starting Point: Home > Re-Print MICR Checks

- 1 In the Search Criteria area, make a selection in one of the search fields.
If you search by Employee or Contractor Name, Check Number, or Check Date Range, you can only select one check at a time. To re-print multiple checks, search by Check Date.
- 2 Click **Find** to display the search results. Checks are displayed in chronological order by check date. The list is sorted by last names.
If two checks have the same check date, the check that was completed first is displayed first.
- 3 Depending on your browser, you'll see either a Printer or Document Alignment field. Select the option you want.
- 4 In the Search Results list, select the check box for each of the checks you want to re-print.
Tip: To re-print all the paychecks in your payroll that are ready for printing, select the check box at the top of the grid.
At the bottom of the page, click **Create PDF to Print**. In the Print window, click **Print** to print your checks and then close the window.
- 5 After all checks have been printed, click **Cancel** to go back to the Payroll Home page.

Reconciling Checks

When you receive a payroll bank account statement, you should review the checks that the bank has cleared. You can then use the Check Reconciliation page to update these checks by changing the check status from Open to Cleared.

Important: Clients who print their own paychecks can do their check reconciliation themselves. Clients can get in touch with their bank directly if they encounter problems during reconciliation.

How Do I Reconcile Checks?

Before You Begin: You should have the most recent payroll bank statement available to use as a source document.

Starting Point: Home > Check Reconciliation

- 1 In the Check Dates From and To fields, enter the date range that includes the checks that you want to update.
You can enter a date range that spans multiple bank accounts.
- 2 In the **Sort Order** field, select the type of sort and the order in which you want to view the list of checks.
- 3 Click **Find** to display the list of checks.
- 4 Highlight the check you want to update.
Important: You can't change the status of a check that has a status of Void, Pending Void, or Void and Replaced.
- 5 In the **Status** field, select **Cleared**.
- 6 In the **Cleared Date** field, enter an effective date for the status change.
- 7 Click **Save**.

Customizing Standard Reports

Standard reports are supplied with RUN Powered by ADP® Payroll for Partners. 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® Payroll for Partners, 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?](#)

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

Appendix B: Additional Resources

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

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 the  icon 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>