run
POWERED BY **ADP**®

RUN Powered by ADP® Mobile Payroll – Quick Reference

Recent Changes

Now you can manage employee pay rates and contact info from your mobile device.

Your changes are available on the web within seconds!

Just got a notice from a tax agency? We can help!

Add an Employee or Contractor

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

In the web application, select the **Employees** menu and then click **Add Employee** or **Add Contractor**. For detailed instructions on any page, including help on a field, click ❓ .

Update Contact Info

1. On the Home screen, tap **Employees**.
2. Tap the employee you want.
3. Tap **Contact Info**.
4. Tap **Edit Info**.
5. Add or change the employee's phone number or email and tap **Update**.

Start a Regular Payroll

Before you can run a payroll, you have to complete any outstanding tasks in the web application.

1. The next payroll that's due is displayed on the Home screen. You can tap that payroll to start it.

   If that's not the payroll you want, tap **Payroll** at the bottom of the Home screen.

2. Under New, tap the regular payroll you want to run.

   If there's already a regular payroll in progress for the same pay period, you have to finish it before you can start a new one.

3. Verify the payroll dates. To change a date, tap it and select the new month, day, or year.

4. To stop direct deposit for all employees for this payroll only, deselect **Direct Deposit**. (Applies only if you have direct deposit.)

   To stop cash payments for this payroll only, deselect **Cash Payments**. (Applies only if you have cash payments set up for the company.)

5. Tap **Start** to go to the Summary screen, which lists the employees and contractors included in the payroll.

Start a Special Payroll

1. At the bottom of the Home screen, tap **Payroll**.

2. Under New, tap the special payroll you want to run.

   If there's already a special payroll in progress for the same pay period, you have to finish it before you can start a new one.

3. Verify the payroll dates. To change a date, tap it and select the new month, day, or year.

4. To stop direct deposit for all employees for this payroll only, deselect **Direct Deposit**. (Applies only if you have direct deposit.)

   To stop cash payments for this payroll only, deselect **Cash Payments**. (Applies only if you have cash payments set up for the company.)

5. Tap **Start** to go to the Deductions screen, which lists the deductions set up for the company.

6. Select the deductions you want to include in this payroll.

7. Tap **Next** to go to the Summary screen, which lists the employees and contractors included in the special payroll.

Resume a Payroll Already In Progress

A red badge on the Payroll icon shows the number of payrolls started or suspended, due, and past due.

1. Tap **Payroll**.

   On the Payroll Selection screen, payrolls are organized as Past Due, In Progress, and New.

2. Tap the in-progress payroll you want to resume.

3. Verify the payroll dates. To change a date, tap it and select the new month, day, or year.

   Important: If you change the check date, review any employee overrides you entered to make sure they are still correct.

4. Tap **Resume** to go to the Summary screen.

Enter Payroll Information

Before You Begin: Start or resume a payroll

1. On the Summary screen, tap the name of the employee or contractor with payroll information you want to enter or change.

2. Scroll to find the earning or deduction you want and tap to select it.

   Default hours and amounts are displayed for any earnings and deductions that are already set up for the employee.

3. Use the keypad to enter or change the amount for the earning or deduction. If you change (override) the amount for an existing earning or deduction, the override amount is used *for this payroll only*.

4. To enter payroll information for another employee, scroll right or left to go to the next or previous employee or use the < > arrows at the top, next to the employee's name.
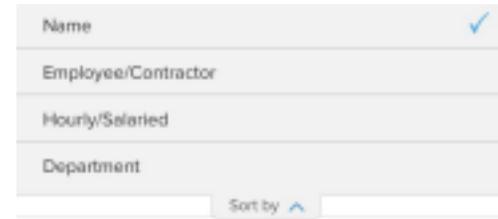

5. When you're done entering pay information for all employees, tap **Preview**, and then tap **Calculate** to calculate the payroll and preview payroll totals.

Change How Employees are Sorted

Before You Begin: Start or Resume a Payroll

1. At the top of the Summary screen, tap **Sort by** to see the sort options. A check mark shows you which option is selected.

   The Department option is available only if departments are set up for the company in the RUN Powered by ADP® web application.

2. Tap an option to re-sort the list.

3. Tap **Sort by** again to close the tab.

Enter or Override an Earning / Deduction Amount

Important: This procedure describes how to change an earning or deduction amount for *this payroll only*. To change an amount permanently, use the RUN Powered by ADP® web application.

Before You Begin: Start or resume a payroll

1. On the Summary screen, tap the name of the employee or contractor with the earning or deduction you want to enter or change.

   On the Payroll Entry screen, default hours and amounts are displayed for any earnings and deductions that are already set up for the employee.

2. Scroll to find the earning or deduction you want and tap to select it.

3. Use the keypad to enter or change the amount of the earning or deduction.

4. To enter payroll information for another employee, scroll right or left to go to the next or previous employee or use the < > arrows at the top, next to the employee's name.

Change an Employee or Contractor's Pay Rate

The steps to change an employee or contractor's pay rate are different depending whether you want to change it:

- Temporarily, for the payroll you're running
- Permanently, for all future payrolls

Change an Employee or Contractor's Pay Rate for the Current Payroll Only

Before You Begin: Start or resume a payroll

1. On the Summary screen, tap the name of the employee or contractor with the pay rate you want to change.

2. If the employee or contractor has only one rate set up, tap the Hourly Rate field, and then use the keypad to enter the new rate.

   If the employee is hourly and has multiple rates* set up in the web application, or if the employee is salaried and has an hourly rate set up, a Pick button is displayed next to the Hourly Rate field.

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

3. Tap **Pick** to see the rates set up for the employee.

4. Tap the pay rate you want to pay the employee for this payroll, and then tap **Next** to go back to the Payroll Entry screen.

Change an Employee or Contractor's Pay Rate Permanently

1. On the Home screen, tap **Employees**.

2. Tap the employee you want.

3. Tap **Pay Rate Info**.

4. Tap **Edit Info**.

   If you have multiple departments, you can add or edit the pay rate for each one.

5. Make your change and tap **Update**.

Your changes are available on the web within seconds!

Pay More Than One Pay Rate

Important: This procedure describes how to pay an employee or contractor who worked at more than one pay rate, *for this payroll only*. To change the rate permanently, see Change an Employee or Contractor's Pay Rate Permanently.

1. Start or resume a payroll.

2. On the Summary screen, tap the name of the employee or contractor with the rate you want to change.

   On the Payroll Entry screen, the current department (if applicable) is listed under the employee or contractor's name.
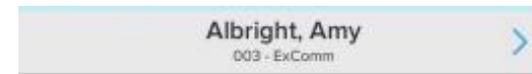
3. Tap **Options** and then tap **Pay at an Additional Rate**.

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

   For employees and contractors paid an hourly rate and for salaried employees with an hourly rate set up in the same department as

their salaried rate, the Select Pay Rate screen is displayed, listing all the rates set up for the employee or contractor in the web application.

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

6. Tap **Next** to go back to the Payroll Entry screen.

   There are now two payroll entries for the employee, one for each pay rate. The department is listed under the name and the entry number (2 of 2) is displayed to the right of the name. Enter pay information for the new entry.

<	Albright, Amy (2 of 2) 003 - ExComm	>

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

To delete an entry, tap **Delete Entry** in the Nav Bar at the bottom of the Payroll Entry screen.

Assign Pay to More than One Department

Before You Begin: Departments must be set up in the RUN Powered by ADP® web application.

Important: This procedure describes how to pay an employee or contractor for work in more than one department, *for this payroll only*.

1. Start or resume a payroll.

2. On the Summary screen, tap the name of the employee or contractor who worked in more than one department.

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

<	Williams, Jayda 002 - HR	

3. Tap **Options**, and then tap **Pay in an Additional Dept**. The Select Dept/Rate screen lists all the departments that are set up for the company.

   If the employee or contractor has a rate set up for the department, the rate is listed with the department.

4. Tap to select the department where a portion of the employee or contractor's hours should be allocated for the payroll, then tap **Next** to go back to the Payroll Entry screen.

   There are now two payroll entries, one for each department. The department is listed under the name and the entry number (2 of 2) is displayed to the right of the name.

<	Williams, Jayda (2 of 2) 001 - Administrative	

5. Enter the pay information for the new payroll entry.

Change an Employee or Contractor's Department

Before You Begin: Departments must be set up in the RUN Powered by ADP® web application.

The steps to change an employee or contractor's department are different depending whether you want to change it:

- Temporarily, for the payroll you're running
- Permanently, for all future payrolls

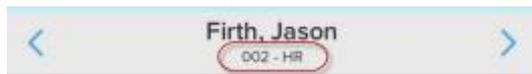**Change an Employee or Contractor's Pay Rate for the Current Payroll Only**

1. Start or resume a payroll.

2. On the Summary screen, tap the name of the employee or contractor who worked in a different department *for this pay period only*.

    Firth, Jason
    001 - Administrative

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

3. Tap **Options**, and then tap **Override Department**. The Select Department screen lists the departments set up for the company.

4. Tap the department where the employee or contractor's hours should be allocated for this payroll, then tap **Next** to go back to the Payroll Entry screen. The new department is listed under the employee or contractor's name.

    Firth, Jason
    002 - HR

5. Enter the pay information for the new department.

Change an Employee or Contractor's Pay Rate Permanently

1. On the Home screen, tap **Employees**.

2. Tap the employee you want.

3. Tap **Pay Rate Info**.

4. Tap **Edit Info**.

    If you have multiple departments, you can add or edit the pay rate for each one.

5. Make your change and tap **Update**.

Your changes are available on the web within seconds!

Save Your Payroll and Finish It Later

If you want to save your payroll and come back to it later, tap **Finish Later**.

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

Check How Much Money You Need to Fund Your Payroll

1. At the bottom of the Home screen, tap **Reports**.

2. Tap **Payroll Liability**.

   On the Payroll Liability screen, the year and the start and end dates for the most recently approved payroll are displayed. To select a different payroll, tap the year or date fields and select the new date.

3. Tap **Run Report**.

4. The Total Cash Required for the payroll is displayed in the middle of the report.

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

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

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

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

Verify and Approve Your Payroll

1. Enter payroll information for your employees and contractors and then calculate the payroll. After the payroll is calculated, the Preview screen is displayed.

2. Make note of the Cash Required amount, which is the amount of money you must have available for the payroll. This amount does not include your fees for services.

3. Below the cash required amount, review the Totals for the payroll.

4. To view payment details for an employee or contractor, tap the employee's name to go to the Employee Summary screen. After you review the payment details, go back to the Preview screen.

5. At the bottom of the Preview screen, tap **Report** to open the Liability Preview report.

6. Review the report details. The ADP Debit Amounts are the amounts that ADP will withdraw from your account for the payroll.

7. If the amounts are accurate and you are ready to submit the payroll and withdraw funds from your account, go back to the Preview screen and tap **Approve**. If there are amounts that are not accurate and you need to change payroll information, go back to the Summary screen and make any necessary changes.

Run, Print, and Send Reports

For the **Payroll Liability** report, charts and graphs give you a quick breakdown of the cash required for your most recent payroll - and help you spot trends over time.

The **Earnings Record** and **Payroll Summary** reports include interactive charts, so you can get the information you need, fast!

1. In the Nav Bar, tap **Reports**.
2. Tap the report you want to run.
3. Choose the dates for the report.
4. For the Payroll Summary or Earnings Record, select one employee, or All.
5. Tap **Run Report**.

View reports in PDF format to print or email

1. Tap **View PDF** in the upper right.
2. Tap ⬆️ in the upper right.
3. Tap 🖨️ or ✉️ *.

* Additional options may be available depending on the apps on your phone.

Let us handle your Tax Notices

Just got a notice from a tax agency? We can help!

1. In the Nav Bar, tap **More**.
2. Tap **Tax Notices**.
3. The app will walk you through the steps to snap a photo of the notice, upload it, and send it to us.
4. Our team of tax experts will work with the agency to address the issue for you.
5. You can track its progress in the app.

We'll keep you up to date on where it is the process, for example Received, In Review, and Completed−just be sure you have notifications turned on for the app!

Learn more about Tax Notices

Turn on Notifications

Want to receive notifications for payrolls and tax notices?

1. On your device, tap **Settings > Notifications**.
2. Tap the Payroll app icon:

   Payroll
   Badges, Banners

3. Select **Allow Notifications**, and then choose how you want to see your notifications.

You can turn off notifications at any time.