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RUN Powered by ADP Payroll for Accountants®

Getting Started

CPAGSG - 0412A



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System Requirements

Hardware Requirements

For a PC

- High-speed Internet access
- Windows® XP or higher recommended
- Screen resolution set to at least 1024 by 768 pixels

For a Mac®

- High-speed Internet access
- Mac OS X Snow Leopard® 10.6.2 or later
- 128 MB or more RAM
- 200 MB hard disk space

Software Requirements

For a PC

Microsoft® Internet Explorer 6.0.1 or higher, Firefox® 3.5 or higher, Safari® 4, or Google Chrome™ browser 11 and 12

- The security setting for Download Signed ActiveX Controls must be set to either Prompt or Enable
- Popups must be enabled

Microsoft Office 2003, 2007, or 2010

- Required only if you are exporting report data to Excel

Adobe® Reader® 6.0.1 or later, which you can download for free from Adobe's web site (www.adobe.com)

For a Mac

Safari 4 or 5

- Plugins must be enabled

Microsoft Office 2008 for Mac Business Edition

- Required only if you are exporting report data to Excel

Adobe Reader 6.5 or later, which you can download for free from Adobe's web site (www.adobe.com)

- The Adobe plugin is supported only if Safari opens in 32-bit mode. For more information, see *Configuring Safari to Use Adobe Reader* on page 2

Configuring Safari to Use Adobe Reader

Important: This section applies only to Mac® Users.

Adobe® Reader is required to run reports and view tax forms. You can download the latest version for free from Adobe's web site (www.adobe.com).

The Adobe plug-in is supported only when Safari® opens in 32-bit mode. If you have Safari set to open in 64-bit mode (which is the default for Mac OS X Snow Leopard® 10.6.2 or later), you must do the following:

- Set Safari to Open in 32-bit Mode
- Configure Adobe to Display PDFs in a Browser
- Verify That Plugins Are Enabled for Safari

The steps for each task are provided below.

Set Safari to Open in 32-bit Mode

- 1 In the Dock, click the **Finder** icon to open the Applications window.
- 2 Click to highlight the **Safari** icon.
- 3 In the Menu bar, select **File**, and then select **Get Info** to open the Safari Info window.
- 4 Click to select the **Open in 32-bit mode** check box.

Configure Adobe to Display PDFs in a Browser

- 1 Open Adobe Reader.
- 2 In the Menu bar, select **Adobe Reader**, and then select **Preferences**.
- 3 On the left side of the Preferences window, click **Internet**.
- 4 On the right side of the Preferences window, click to select the **Display PDF in browser using** check box. Make sure Adobe Reader is selected in the field to the right of the check box.

Verify That Plugins Are Enabled for Safari

- 1 Open the Safari browser.
- 2 In the Menu list, select **Safari**, then select **Preferences**, and then select **Security**.
- 3 In the Security window, click to select the **Enable plug-ins** check box.

ADP Features and Services

Following is a list of additional features and services offered by ADP. If you are interested in a particular feature or service, use the contact information provided below to learn more.

- *401(k)/Retirement Services* on page 3
- *ADPCheck* on page 3
- *ADP Check Printing and Distribution* on page 3
- *e-File/e-Pay* on page 4
- *HR411 Complete* on page 4
- *Pay-by-Pay Premium Payment Program for Workers' Compensation* on page 5
- *TotalPay Card* on page 5

401(k)/Retirement Services

Are you considering establishing a 401(k) plan? Or, do you already have a plan and think you should be getting more value from it? Are you looking for a retirement plan provider who will save you valuable time by offering you comprehensive investment options, motivational employee communication and education with robust record keeping?

ADP 401(k) Plan Highlights

- High-caliber, comprehensive, well known investment choices
- On-site enrollment sessions customized to your employees' level of investing experience
- Ongoing participant communication via Web site and quarterly statements sent to homes
- Participant tools that automatically increase contributions or re-balance asset allocations
- Compliance testing, government reporting, flexible IRS-approved prototype plan document

For complete information, contact your Payroll Support Team, or visit the web site: *401(k) / Retirement Services* <http://www.adp401k.com/small-business-401k.asp>.

ADPCheck

With ADPCheck™, your payrolls are drawn on an ADP account at a partner bank. ADP reconciles checks for you, eliminates your exposure to external fraud, provides centralized check writing, and provides monthly reports of all un-cashed items.

ADP Check Printing and Distribution

Let ADP print your checks for you and deliver them to your door in time for payroll distribution. For more information about having ADP print your checks, contact your Payroll Support Team.

e-File/e-Pay

e-File/e-Pay is a feature available for tax-filing clients. e-File is the process of electronically filing your tax forms (that may or may not have tax liabilities) to the

federal and state government. e-Pay is the process of electronically sending payments (for tax and other liabilities) to the federal and state government.

If e-File/e-Pay has been turned on for your company, you can initiate the set up process using the e-File/e-Pay Set Up Wizard. On the company's Payroll Home page, click the **Complete e-File/e-Pay Setup** task, to open the wizard and complete setup for federal and state jurisdictions.

You will also be able to see and print a record of these transactions, once they are completed.

Important: This topic applies only to clients who have e-File/e-Pay activated.

HR411 Complete

The HR411® Complete package provides comprehensive HR services for your business. From HR education and live support to a wealth of powerful HR tools, HR411® Complete provides the practical tools, resources and support you need to help you stay on top of compliance requirements, keep up with HR best-practices and better manage your employees.

Keep Informed

- State and Federal Resources
- HR Checkups
- Tip of the Week
- Quarterly HR Newsletter
- HR Dictionary

Manage Day-To-Day

- HR Help Desk
- Basic HR Toolkits
- State and Federal Compliance Database
- Compliance Updates
- HR Audit & Compliance Wizard
- Quick HR Answers

Safeguard Your Business

- Employee Handbook Wizard
- Job Description Wizard
- Advanced HR Toolkits
- HR Forms & Documents

For more information about HR411, click the link on the Payroll Home page called *Tools to help you with hiring and managing employees*.

Pay-by-Pay Premium Payment Program for Workers' Compensation

ADP's Pay-by-Pay® Premium Payment Program is a simple, effective, and convenient service that can help eliminate the confusion of managing your premium payments for workers' compensation insurance. Using Pay-by-Pay, you no longer have to make large up-front premium deposits. Your premiums are calculated and collected as they are earned, based on actual payroll. Payments are automatically collected and paid to the insurance carrier - eliminating the need for you to write checks and assuring accurate, on-time payments.

Pay-by-Pay can help improve your cash flow, reduce administrative expense, and maintain accurate accounting.

If you have any questions about Pay-by-Pay or how to use it, call 800-524-7024. For more information, you can also visit the Pay-by-Pay Workers' Compensation web site: <http://www.adp.com/solutions/employer-services/insurance-services.aspx>

TotalPay Card

ADP provides a personalized, Visa® branded prepaid debit card to your employees as an option for receiving their pay. Employees can have their net pay automatically loaded on their TotalPay® Card every payday.

For more information about ADP TotalPay Card, call 877-6ADPPAY.

Additional Resources

The following resources are available to assist you in setting up the payroll application.

Resource	Description
Online Help	<p>A comprehensive online help system that provides:</p> <ul style="list-style-type: none"> • Answers to common questions you might have, based on the page you are on in the payroll application • Descriptions of the fields displayed on each page <p>To access the online help, click Help in the upper-right corner of any page.</p>
Support Center	<p>A support web site that is built right into the payroll application. The site is your 24/7 location for the latest product news and support resources, including:</p> <ul style="list-style-type: none"> • A Getting Started guide you can download and print • Training Tutorials • Payroll and tax forms • Helpful links • Quarter and Year End information <p>To open the Support Center, click Support Center at the top of any page in the application.</p>

Working with Clients

There are four different ways that you can choose to work with your clients using the payroll application.

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

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 the payroll application.** 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 the payroll application, 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 the payroll application 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 the payroll application 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?

- 1 Select the **Firm View** tab.
- 2 In the Menu list, click **Data Access Tools**, and then click **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

- 1 Edit the sample authorization request letter and send it to the client. Be sure to include your 8-digit Firm ID.
- 2 In the Menu List, under Data Access Tools, click **Authorization Form**.
- 3 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 the payroll application

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

- 1 Select the **Company** tab.
- 2 In the Menu list, click **Data Access Tools** and then click **Authorization**.
- 3 Click help and refer to the help 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.

- 1 Select the **Firm View** tab.
- 2 In the Menu list, click **Data Access Tools**, and then click **Reinstate Client** to open the Reinstate Client page.
- 3 Click to select the check box next to the client you want to reinstate, and then click **Save**.

How Do I Remove a Data Access Client?

- 1 Select the **Firm View** tab.
- 2 On the Client List page, click to highlight the Data Access client you want to remove.
- 3 At the bottom of the page, click **Remove** or **Remove Referral** (for clients with Data Access with the payroll application).

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 the payroll application:

- **Multi-level user authentication** – Users must provide key information, and their user name and password, to authenticate their registration information.
- **128-Bit SSL information transfer** – All information between the user's browser and the payroll application is transmitted under 128 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, 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 review the security access roles that are available if:

You use Data Access *with* Payroll for Accounting

The **Firm** security role can:

- Access to all areas of the payroll application that are required to handle all payroll tasks
- Add, change, and remove other users
- Reset payroll passwords for other users
- Add, change, and delete company groups

The **Client-View Only (CVO)** security role can:

- Access to the Payroll and Support areas of the payroll application
- Print paychecks if permitted to do so by the Accounting Professional
- Reconcile checks
- Download general ledger data from the payroll application
- View and print reports

The **Client Payroll Entry (CPE)** security role can:

- Do all the things the CVO role can do
- Enter payroll information for employees and contractors, for one payroll at a time, for each pay frequency
- Record manual checks
- Void checks
- Enter third party sick payments

The **Client PR & EE Entry** security role can:

- Do all the things the CPE role can do
- Maintain employee information
- View company information

You use Data Access *without* Payroll for Accounting

The **Data Access Admin** security role can:

- Add, change, and remove other users
- Reset payroll passwords for other users
- Add, change, and remove company groups
- View client payroll information
- Reinstate clients
- Remove clients

The **Data Access User** can:

- View client payroll information
- Remove clients

Pre-Printed Check Stock Printing Requirements

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

- An ActiveX control (for Internet Explorer) or plugin (for Google Chrome™ browser, Safari® and Firefox®) is necessary to print checks and to print some reports. For more information, see *Installing Printing Software* on page 36.
- If you are using existing check stock, verify that it is compatible with the check stock the payroll application supports. For more information, see *Order check stock* on page 12.
- Print a test check to ensure that the paychecks will print correctly. For more information, see *Printing a Test Check* on page 38.

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 will need to provide your company's bank account number and routing/transit (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/transit 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 Form Center (<http://checks.form-center.com>).

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 Form Center (<http://checks.form-center.com>).

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 cannot 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.
- If you use Internet Explorer, verify that ActiveX controls are enabled. ActiveX is necessary to print checks and to print some reports. For more information, see *Installing Printing Software* on page 36.
- Print a test check to ensure that the paychecks will print correctly. For more information, see *Printing a Test Check* on page 38.

How Do I Set Up Check Printing Options?

- 1 Open the Bank Account page.
- 2 In the Accountant Prints Checks field, select **Yes** if you are going to print the client's paychecks. Select **No** if the client is going to print their own paychecks.
- 3 In the What Type of Checks Will Be Used field, if you are going to print the client's paychecks, select either **Plain stock (MICR)** or **Pre-Printed stock**.

Note: The Pre-Printed Stock option is selected automatically for clients who print their own paychecks.

- 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.

Client List

The Client List shows all the companies that you have set up for Payroll. To add additional companies, select the type of client you need to add from the Add Client menu. To terminate a non-tax filing client, highlight the company and click Terminate. To terminate a tax-filing client, contact your ADP service team. To sort the Client List differently, choose a sort option from the selection list. To access the payroll details of a specific company, select the Company Name.

Search by: Enter all, or a portion, of the company name, contact name, or client ID, and then click Find. Example: Enter Smith to find all companies OR contacts that include the name Smith.

Sort by: [Show Filters](#)

Company Name	Client ID	Branch/Co Code	Contact Name	Phone No	Status	Next Check Date	Messages or Tasks	Client Type
Test Company	00000000	BC/COC	Albright, A	999-555-1234	Active		New	No Tax
Test Company	00000000	BC/COC	Blair, Anthony	999-555-1234	Terminated		New	No Tax
Test Company	00000000	BC/COC	Campbell, Mark	999-555-1234	Active	8/31/2007		No Tax
Test Company	00000000	BC/COC	Brown, George	999-555-1234	Active			Tax
Test Company	00000000	BC/COC	Smith, James	999-555-1234	Pending	1/11/2008	New	Tax
Test Company	00000000	BC/COC	Cromwell, Emma	999-555-1234	In Setup		New	Tax

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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 In to 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 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.

- 1 Select the **Firm View** tab.
- 2 Open the Client List page.
- 3 Click the name of the company whose payroll you want to process. The Payroll Home page is displayed for that client.
- 4 Open the Enter Payroll page.
- 5 To enter payroll information for an employee, point to the row where the name is displayed, and enter the information into the appropriate column in the employee's row. If there are contractors set up, click **Next** to enter payroll information for them.

Note: To override employee payroll information for the current payroll only, highlight the name and click **Overrides**. For more information, click **Help** in the upper-right corner of the Employee Overrides page.

- 6 After you complete all the payroll entries on the Enter Payroll page, click **Next** 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 **Run Payroll** the Payroll Preview page. When the client clicks **Run Payroll**, an e-mail is sent to you indicating that the payroll is ready to process.

- 1 Select the **Firm View** tab.
- 2 Open the Client List page.

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

Important: The client cannot work with another regular or special 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.

Payroll Tasks, Messages, and E-Mail Messages

The Payroll Home page in the payroll application allows you to manage payrolls and review payroll tasks and messages.

The screenshot displays the Payroll Home page for 'Emerald Florist'. The top navigation bar includes 'Firm View', 'Payroll Home' (selected), 'Employees', 'Company', 'Reports', 'Taxes', and 'General Ledger'. The left sidebar lists various payroll functions under the 'Payroll' heading. The main content area features a 'Payroll Cycle' diagram showing a four-step process: Run Payroll, Print Checks, Print Reports, and File Taxes. To the right is an 'Online Payroll' section with a man working on a laptop and the text 'Easy. Fast. Secure. Affordable.' Below these are two sections: 'Messages (1 item, 1 unread)' showing a message about 'Quarter deadlines' and 'Tasks' showing a task to 'Process payroll for 05/25/2010'. The footer includes 'Client ID : 00000000 BC/COC', copyright information '© 2006 - 2010 ADP, Inc. All Rights Reserved.', and links to 'Terms of Use' and 'Privacy Statement'.

Payroll Tasks

A payroll task is a task that you must complete in the payroll application.

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 cannot pay an employee until you have completed the Setup Employee task.

Payroll tasks are displayed, in order of priority, in the Tasks area on the Payroll Home page. When you are ready to complete a task, click the task in the Tasks area. 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, that task is no longer displayed on the Payroll Home page. You cannot delete a task.

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 the **Set Up Your Company** task to open the Company Setup Wizard. When you have successfully entered all the information for the company and closed the Wizard, the Set Up Your Company task is no longer displayed on the Payroll Home page.

Important: If the company has an outstanding payroll task or message, the word **New** is displayed in the Task or Messages 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 will 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 area on the Payroll Home page. Click the message to review the text.

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.

If you are using a Mac, be sure to close the Messages window when you are done reviewing the message. If you minimize the window, you will not be able to sign out of the payroll application until you close the window.

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

E-Mail Messages

When necessary, ADP sends e-mail messages to users with the security to access the payroll application.

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.

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

Your client's Payroll Home page is displayed. For details on what to do next, see *Setting Up a Company* on page 20.

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 20
- *Collecting Company Pay Calendar Information* on page 20
- *Collecting Company Tax Information* on page 21
- *Collecting Company Earnings and Deductions Information* on page 22
- *Collecting Company General Ledger Information* on page 22
- *Collecting Company Workers' Compensation Information* on page 23
- *How Do I Set Up a Company?* on page 23

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
Company legal name, address, and phone number	Federal Forms 940, 941, 944 Important: Make sure the name and address information matches 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/transit 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

You need the payroll frequency and current payroll dates to set up the payroll calendar. Payroll dates are used to determine when you receive messages that a payroll is due.

Collect the following information for pay calendar entries:

- Pay frequency
- Check date
- Pay period start and end dates

You can find this information in 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
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 the payroll application, see the *Earnings and Deductions Quick Reference* on the Support Center.

Collecting Company General Ledger Information

In the payroll application, 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 the payroll application, 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 the payroll application. To do this, you will 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.

- 1 On the Payroll Home page, click the **Set Up Your Company** task to open the Company Setup Wizard.
- 2 Each of the pages you need to complete is listed in the Menu list on the left. On each page, complete all the required fields, and any additional fields as necessary.

If you need help: For help on a particular field or page, click **Help** in the upper-right corner of the page. The Help window includes help for the current page. You can also select the **Search** tab to search for additional help.

- 3 After you complete a page, click **Next** to go to the next page. As you complete each page, a check mark is displayed in the Menu list to the left of the page name. 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 26.

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 the **Complete Company Setup** task 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 are ready to set up the employees and contractors. Refer to the following topics for a list of the information you will 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 24
- *Collecting Employee and Contractor Payroll Information* on page 24
- *Collecting Employee and Contractor Bank Information* on page 25
- *Collecting Employee Paid Time Off Information* on page 25
- *Collecting Employee Tax Information* on page 25
- *How Do I Set Up Employees and Contractors?* on page 26

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 is 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 will need the following bank information for each employee and contractor:

- Bank name
- Account type (saving or checking)
- Routing/Transit number

- Account number

You can find this information on a voided check from the employee's or contractor's checking account or from a savings account statement or deposit slip.

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 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 the payroll application. 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.

- 1 On the Payroll Home page, click the **Set Up Employees** task or the **Set Up Contractors** task to open the New Hire Wizard.
- 2 Each of the pages included in the Wizard is listed in the Menu list on the left. On each page, complete each of the required fields, and any additional fields as necessary.

If you need help: For help on a particular field or page, click **Help** in the upper-right corner of the page. The Help window includes help for the current page. You can also select the **Search** tab to search for additional help.

- 3 After you complete a page, click **Next** to go to the next page.

As you complete each page, a check mark is displayed in the Menu list to the left of the page name.

Important: 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 the **Complete Employee or Contractor Name** task on the Payroll Home page. The New Hire Wizard opens on the page where you left off.

Entering Prior Payroll Amounts

If you paid employees or contractors during the current calendar year, before you began using the payroll application, you must enter their prior payroll amounts in the payroll application. 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 the payroll application should include only the amounts accrued by employees and contractors while they worked for the company during the current year, before you began using the payroll application. 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 the payroll application 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

For more information about using the Wizard, see *How Do I Enter Prior Payroll Amounts?* on page 28.

How Do I Enter Prior Payroll Amounts?

When you finish setting up at least one employee or contractor in the payroll application, the Add Prior Payroll Amounts task is displayed in the Tasks 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.

- 1 In the Tasks area on the Payroll Home page, click the **Add Prior Payroll Amounts** task 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.

If you need help: For help on a particular field or page, click **Help** in the upper-right corner of the page. The Help window includes help for the page you are on in the Wizard. You can also select the **Search** tab to search for additional help.

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 the **Complete Prior Payroll Amounts** task on the Payroll Home page. 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 will no longer be able to enter or change prior payroll amounts yourself. If you need to make changes after that, you must contact your Payroll Support Team.

Setting Up General Ledger

Before you Begin: You must set up at least one employee or contractor before you can set up general ledger for the company.

Important: You can customize department mapping assignments only if departments are set up for the company.

Add the General Ledger Feature

Before you can set up general ledger for your company, the General Ledger feature must be selected on the Features Overview page.

Note: If you do not see the General Ledger tab, the feature is not yet selected.

- 1 Select the **Company** tab.
- 2 On the Company Home page, select **Features Overview** to open the Features Overview page.
- 3 Click to select the **General Ledger** check box.
- 4 At the bottom of the page, click **Save** to save your changes and go back to the Company Home page.

The General Ledger tab is now displayed.

Set Up Your Chart of Accounts

- 1 In the Tasks area on the Payroll Home page, click the **Set Up Your General Ledger** task to open the GL Chart of Accounts Setup page.
If the task is not listed on the Payroll Home page, select the **General Ledger** tab. In the Menu list, select **General Ledger Setup**.
- 2 In the Chart of Accounts field, select one of the following:
 - **Blank Accounts**, to set up your own accounts.
 - **Default Accounts**, to use the default accounts that are supplied with the payroll application. If you choose Default Accounts, steps 5-9 are optional.
- 3 The GL Chart of Accounts Setup page includes check boxes for Departments (if they are set up for your company) and Employees. If you want to verify or set up custom department and employee mapping assignments, select the appropriate check box.
- 4 Click **Next** to go to the GL Company Mapping page.
- 5 At the bottom of the page, click **Add Accounts** to open the General Ledger Account Maintenance page.
- 6 In the Account Numbers column in the grid, enter an account number for the new account. Then, enter a description in the Account Names column.
- 7 In the Chart of Accounts Type field, enter a custom name for the chart of accounts, or leave the default name.
- 8 To add additional accounts, click **Add** at the bottom of the page and enter the next account number and description.
- 9 After you set up all the accounts you need, click **Save** to save your accounts and go back to the GL Accounts - Company page.

Now you are ready to assign the accounts to each payroll item used by your company.

Assign GL Accounts to Company Payroll Items

- 1 On the GL Accounts - Company page, select a general ledger account for each payroll item.
- 2 Click **Next** to go to the GL Department Mapping or the GL Employee Mapping page.

Customize Department Assignments

By default, the mapping assignments set up for the company are also used for departments. You can customize the mapping assignments for any or all departments.

Important: The GL Department Mapping page is available only if departments are set up for the company and if you selected the Departments check box on the GL Chart of Accounts Setup page.

- 1 On the GL Department Mapping page, use the Forward (> >>) and Back (<< <) buttons to find the department you want to customize.
- 2 Scroll through the list to find each of the payroll items you want to customize for the department and select a different GL account for each of them.
- 3 Repeat steps 1 - 2 for each department you want to customize.
- 4 Click **Next** to go to the GL Employee Mapping page.

Customize Employee Assignments

By default, the mapping assignments set up for departments are also used for employees based on the employee's home department. If no departments are set up, then the employee's mapping assignments default to the company assignments. You can customize the mapping assignments for any or all employees.

Important: The GL Employee Mapping page is available only if you selected the Employees check box on the GL Chart of Accounts Setup page.

- 1 On the GL Employee Mapping - Employee Selection page, select the check box for each employee who requires custom GL account assignments, and then click **Next**.
Tip: To select all employees at once, select the check box in the title bar of the employee list.
- 2 On the GL Employee Mapping page, use the Forward (> >>) and Back (<< <) buttons to find the employee you want to customize.
- 3 Scroll through the list to find each of the payroll items you want to customize for the employee and select a different GL account for each of them.
- 4 Repeat steps 2 - 3 for each employee you want to customize.
- 5 When you are done, click **Finish** to save your changes and open the GL Wizard Completion page.
- 6 Click **Close** to go back to the Payroll Home page.

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 the **Resume General Ledger Setup** task on the Payroll Home page. The General Ledger Setup wizard opens on the page where you left off.

What to Do Next

After you complete the initial set up, you can create a general ledger file for a single payroll or a group of payrolls at the end of an accounting period and import it into your accounting software to update your general ledger. Doing so eliminates the need to create and post payroll journal entries manually.

For more information, see *How Do I Create a General Ledger File?* on page 31.

How Do I Create a General Ledger File?

If you want to export your general ledger information into your third party accounting software, you need to create a general ledger (GL) file in the payroll application and then import it into the accounting software. You can create the GL file after each payroll, at the end of an accounting period, or at any other time you want to update your GL data.

Important: You must complete any GL Update tasks on the Payroll Home page before you can create a general ledger file.

Before You Begin: If you want to include check numbers in the General Ledger File, be sure to print the checks and vouchers for any payrolls you want to include in the file. Otherwise, check numbers will be displayed as zeros.

- 1 Select the **General Ledger** tab.
- 2 Click **Create GL Files** to open the Create General Ledger File page.
- 3 Select the general ledger file type and indicate how you want the file to be summarized.
- 4 If you selected the QuickBooks® file type and you chose to summarize results by employee or company, you also need to complete the Check Register fields. See the field help for additional information.
- 5 Click to select the check box for each of the payrolls you want to include in the general ledger file. To select all payrolls at once, click to select the check box in the heading at the top of the column.

Note: A check mark in the Downloaded column indicates that the payroll has already been downloaded to a General Ledger file. You can download GL data for a payroll multiple times.

- 6 Click **Create File**.

If GL data has already been created for one or more of the selected payrolls, a message is displayed asking if you want to overwrite the existing GL data with new GL data. If you want to overwrite the existing data, click **OK**. If you want to use the GL data that was already created, click **Cancel** to close the first window, and then click **OK** in the next window that is displayed.

- 7 In the File Download window, click **Save**.
- 8 In the Save As window, select the location where you want to save the GL file, enter a unique file name, and then click **Save** to begin the download.
- 9 When the download is complete, click **Close** to close the Download Complete window.
- 10 Click **Finish** to go back to the Payroll Home page.

What to Do Next

- 1 Locate the GL file on your computer and open it using Microsoft® Excel.
- 2 Review the file to make sure the GL accounts match those in your accounting software and that the payroll monies are allocated appropriately.
- 3 Import the file into your accounting software.

If you selected the generic file type, you may need to save the file as an Excel file before you import it. Refer to the Microsoft Excel help for details.

Processing a Payroll

The following tasks outline the process of paying employees and contractors using the payroll application. Details for each task are provided on the following pages.

- *Task 1: Update Employee or Contractor Information* on page 33
- *Task 2: Total the Source Documents* on page 33
- *Task 3: Enter Payroll Information* on page 34
- *Task 4: Calculate the Payroll* on page 35
- *Task 5: Correct Payroll Errors* on page 35
- *Task 6: Run Payroll and Approve Checks for Printing* on page 35
- *Task 7: Print Paychecks, Pay Stubs, and Direct Deposit Vouchers* on page 36

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 **Run Payroll**, 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 is 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 time cards). 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.

Enter Payroll - Weekly

Enter the payroll details for each employee that you need to pay. If you need to pay an employee at an additional rate, click Add Row and continue to enter the payroll details. If you need to pay an employee more than one check, click Add Check and continue to enter the payroll details. If you need to override a tax or deduction amount for an employee, highlight the appropriate check and click Overrides.

Period start date: 04/17/2009 Period end date: 04/23/2009 Delete this Payroll

Check date: * 04/24/2009 GL post date: * 04/24/2009

Employee Name	Department	Available Rates	Rate	Regular Hours	Salary Amount	Ov t
Albright, Anthony	100 - Dept 100			60.00	1000.00	
	200 - Dept 200			20.00	400.00	
Alvarez, Amy	100 - Dept 100			80.00	1600.00	
Barbato, Samantha	100 - Dept 100			40.00	600.00	
Smith, Fran	200 - Dept 200	35.00	35.00	80.00		
		35.00				
		40.00				
Totals				280.00	\$3600.00	

Page 1 of 1: 1

Overrides Add Row Delete Row Add Check Cancel < Previous Next > Finish Later

Active employees and contractors are listed in rows down the left side of their respective pages in the Worksheet. If you are 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 is 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 **Help** 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 page is displayed. This gives you the ability to review the pay, deductions, and taxes for all of your employees, before running their payrolls. You can go back to the Preview page as often as you need to, to ensure the accuracy of the payroll.

On the Preview page, verify that all totals are correct. If you want to see detailed check information for an employee, click the name to highlight the row, and then click **View Details** to open the Payment Details page. You can also review the Payroll Details and Payroll Liability reports by selecting the report name and then clicking View Report in the upper-right corner of the page.

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 **Run Payroll** on the Preview page. The following message is displayed:

Non Tax Filing Clients: Run payroll and approve checks for printing. Once you click OK, changes can no longer be made to this payroll.

Tax Filing Clients: Run payroll and approve funds to be impounded from your company's bank account. Once you click OK, changes can no longer be made to this payroll.

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

The updated payroll data (including any pending items, such as manual checks, voided checks, and third party sick payments) is saved and the Payroll Home page is displayed.

For more information about manual checks, voided checks, third party sick payments, and pending items, see the online help.

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

This section applies only if you print your client's paychecks. After you process the payroll, you can print paychecks, pay stubs, and direct deposit vouchers for your employees and contractors.

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.

Installing Printing Software

In order to print paychecks, an ActiveX control (for Internet Explorer) or plugin (for Google Chrome™ browser, Safari® and Firefox®) must be installed on the computer. The first time you try to print paychecks, a Setup Guide is displayed with detailed instructions for the installation. Review the guide or print it to follow along as you complete the steps. When you are ready to begin the installation, scroll to the bottom of the guide and click **Install**.

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 the 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.

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 on the Support Center) and return it to your Payroll Support 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 Payroll Support 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 of the MICR information appears correctly on the sample MICR line. You should also confirm that all of 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 49.

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 do any of the following tasks:

- Change printers
- Install a new printer
- Change the pre-printed check stock type (for example, from 3-On-A-Page to 1-On-A-Page)
- 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.

- 1 Open the Print Test Check page.
- 2 On the Print Test Check page, verify the information in the Check Stock Type and Printer fields. Make any changes that are necessary.
- 3 Click **Print** to print the test check.

Note: Sample information is printed on the paycheck. The date and the printer settings you used are also printed on the paycheck.

- 4 Does the check printing alignment need adjustment?

If	Then
Yes	<ol style="list-style-type: none"> 1. Make entries in the Vertical Adjustment and Horizontal Adjustment fields in the Alignment Options area to change the check printing alignment as necessary. 2. Click Print to print another test check. 3. Repeat until the check printing alignment is correctly adjusted, then click OK to save your printer settings.
No	<p>Click OK to save your printer settings.</p> <p>Note: The printer settings for this check stock type will be saved until you change them.</p>

- 5 Does the MICR line need adjustment?

If	Then
Yes	<ol style="list-style-type: none"> 1. Click Cancel. 2. Make entries in the Vertical Adjustment and Horizontal Adjustment fields in the MICR Line Alignment area to change the check printing alignment as necessary. 3. Click Print to print another test check. 4. Repeat until the check printing alignment is correctly adjusted, then click OK to save your printer settings.
No	Click Save to save your printer settings.

- 6 Click **Close** to go back to the Print Test Check page.

If you are unable to resolve a printing problem, contact your Payroll Support Team for help.

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 39.

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

- 1 Destroy any actual checks you printed.
- 2 In the Firm View menu or on the Payroll Home page, click **Print Test Check**.
- 3 Verify that the information in the Alignment options area of the page is correct. Make adjustments if necessary.
- 4 In the MICR Line Alignment area of the page, make corrections in the Horizontal Adjustment and Vertical Adjustment fields.
- 5 When all your adjustments are made, click **Print** to print a test check.
- 6 Use the MICR gauge to verify the MICR line alignment on the test check. If the line is out of alignment, repeat Steps 3–5 until the MICR line alignment is correct.
- 7 Click **Close** to close the Print Test Checks page.
- 8 Print or re-print your checks as necessary.

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 page.

Important: You cannot 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. For more information about printing a test check, see *How Do I Print a Test Check?* on page 39.

- 1 In the Menu list, click **Bulk Printing**.
- 2 Verify that the information in the Printer field is correct. Make any changes that are necessary.
- 3 Click to 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 on the grid. To print paychecks for all payrolls that are ready for printing, click to select the check box at the top of the check box column in the grid.
- 4 Click **Print** to print the checks you selected. After each check is printed, the word Printed is displayed in the Status column on the grid.

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

- 5 Click **Cancel** to go back to the Client List 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 41.

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 Payroll Support 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 39.

- 1 Open the Print MICR Checks page.
- 2 Verify that the information in the Printer field is correct. Make any changes that are necessary.
- 3 Select the check box for each of the checks you want to print. Checks are listed alphabetically by the employee's or contractor's last name for each company. You can only select checks with a status of Ready in the Status column on the grid. 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.
- 4 Click **Print** to print the checks you selected. The 1-On-a-Page MICR check stock you are using allows the pay stub to print with each check automatically. After each check is printed, the word Printed is displayed in the Status column on the grid.

Note: If you need to re-print a MICR check, go to the Re-Print MICR Checks page.
- 5 When all the checks you selected have been printed, click **Cancel** to go back to the Payroll Home page.

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 39.

- 1 Open the Print Checks page.
- 2 On the Print Checks page, verify the information in the Check Stock Type, Next Check No., and Printer fields. Make any changes that are necessary. The date and the pay frequency of the payroll are displayed at the top of the page.
- 3 Click to 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, click to select the check box at the top of the check box column in the grid.
- 4 Click **Print** to print the checks you selected. After each check is printed, the word Printed is displayed in the Status column on the grid.
- 5 If you have checks to print for another payroll, click **Next** to go to the Print Checks page. 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 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 39.

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, you should call your Payroll Support Team for assistance.

Checks Are Not Aligned Correctly

If the printing alignment is off by less than an inch (making the print on the check display crooked), you can use the Horizontal Adjustment and Vertical Adjustment fields on the Print Test Check page to correct the alignment.

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 off line.
Important: Do not turn the printer off.
- 2 Remove the jammed paper.
- 3 Put the printer back on line.
- 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 the payroll application 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 39.

How Do I Re-Print a MICR Paycheck?

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

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 Payroll Support Team for assistance.

- 1 Open the Re-Print MICR Checks page.
- 2 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.
- 3 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.
- 4 Verify that the information in the Printer field is correct. Make any changes that are necessary.
- 5 In the Search Results list, select the check box for each of the checks you want to re-print and click **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.
- 6 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.

- 1 Open the Check Reconciliation page.
- 2 In the Check Date range fields, enter the date range that includes the checks that you want to update.

Note: You can enter a date range that spans multiple bank accounts.

- 3 In the Sort Order field, select the type of sort and the order in which you want to review the checks.
- 4 Click **Find** to display the list of checks.
- 5 Highlight the check you want to update.

Important: You cannot change the status of checks that have a status of Void, Pending Void, or Void and Replaced.

- 6 In the Status field, select **Cleared**.
- 7 In the Cleared Date field, enter an effective date for the status change.
- 8 Click **Save** to save the changes and go back to the Payroll Home page.

Customizing Standard Reports

Standard reports are supplied with the payroll application. 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.

For a description of each report, open the Reports Home page and position your cursor over a report name in the middle of the page. A list of report descriptions is also provided in the online help.

Important: Adobe® Reader is required to run reports. For more information, see *System Requirements* on page 1.

Exporting Data

If you want to use report data outside of the payroll application, 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 the payroll application.

For details on how to export a report, see *How Do I Run a Report?* on page 49.

How Do I Run a Report?

Before You Begin: You must install Adobe Acrobat on your computer, and also process at least one payroll before you can run most reports.

- 1 Select the **Reports** tab to open the Reports Home page.
- 2 In the Menu list or on the Reports Home page, click the name of the report you want to run. The report is displayed using the default report parameters.
- 3 In the Report Parameters area, select the parameters you want to use to run the report, and then click **Refresh**.
- 4 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 the check date in the Summary report to open the detailed report for that employee.
- 5 To print the report, click **Print Report** in the upper-right corner of the report page. To export the report, click **Export to Excel** in the upper-right corner of the report page.
- 6 When you are done, click **Close** to close the report and go back to the Reports Home page.