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Example: All employees are to receive a bonus payment of the same amount. Exception hourly payments are automatically generated each pay period, and can be adjusted as required. Advanced Payroll In Advance payroll, we will then expand our knowledge and explore the remaining Payroll Cycle icons; New hire Employee changes Paydata adjustments/updates EI History tasks. Then they will see the various help links available. Opening a schedule Starting a Payroll Cycle Keying paydata Processing the payroll 118 Review Questions Discuss the following question: Can you think of a situation in your own companies where the Manage My Lists feature will save you time? Employee changes Entering a new hire The screen layout will appear differently based upon the type selected. Make mistakes. 45 Payroll Data Cyclical and Non-Cyclical and Batches OverviewGrids and batch are the two components that make up the paydata grid. If for any reason the payroll is not processed on the run date or their funding terms are not adhered to, a late fees will apply. As we discussed earlier ADP Workforce Now® provides tools that will reduce the entry time for client with multiple companies, let's take a look at how a new cycle is started for both a client with a single code and with multiple codes. Grid and Batch Example David had three groups of payment types in his company and he wants to keep them in separate batches. 93 Demonstration/ Activity: Entering Overtime & Double Time Payments[PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE] PART [#]: [PART NAME] MODULE [#]: [MODULE NAME] PART [#] > MODULE [#]: [MODULE NAME] Demonstration/ Activity: Entering Overtime & Double Time Payments Refer to your Handout Manual for scenario and activity steps. 13 The employee level toolbar contains: Employee Toolbar The employee level toolbar contains: Information specific to the selected employee. As a user you will be provided with a: URL to access the company website A user ID and a temporary password in order to complete the log in process. A custom practitioners profile would be created that provides access to only those menus they are entitled to see. Select the ??? 89 Demonstration/ Activity: Entering Hourly Paydata[PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE] PART [#]: [PART NAME] MODULE [#]: [MODULE NAME] PART [#] > MODULE [#]: [MODULE NAME] Demonstration/ Activity: Entering Hourly Paydata Refer to your Handout Manual for scenario and activity steps. The payroll administrator has decided to be proactive and key the entries in advance with a date in the future. The tasks are: Start New Cycle Preview Payroll Process Payroll. ROE requests Enter pay data Non-Cyclical data can be entered into a closed cycle, however the data will not be processed until the cycle is opened and the payroll is processed. Once the payroll is processed the payment are made to the required employees. 81 Paydata Links The links are located beside the Add and Subtract icons on this page and contain the following paydata links as well as a Return button at the bottom of the page: Refer to the information in the Other Actions Terms and Descriptions Chart 82 Terms and Descriptions Fill Column: Provides practitioners with the ability to pre-populate cells based upon a specific criteria outlined in the MEI Fill Columns page. Preview reports can be requested and viewed at anytime once a pay period has been opened. Paydata batches must always be created from scratch each payroll. 113 Question 3 - Answer Name the two stages the payroll entries can be validated prior to processing. The next several activities will show how to enter the most common payment types. 21 Features used with PayrollSecurity at: Menu level: Practitioners can specify which menus and submenus the profiles will have view and/or edit privileges for each profile. 107 Demonstration/Activity: Viewing Final Payroll Reports [PRODUCT NAME] PART [#]: [MODULE NAME] PART [#]: [MODULE NAME] Demonstration/Activity: Viewing Final Payroll Reports Refer to your Handout Manual for scenario and activity steps. Thank you for your participation! 1 Payroll Part 1 for ADP Workforce Now® 2 Welcome to Payroll Payroll Part 1 for ADP Workforce Now® 2 Welcome to Payroll Payrol Communications Ready-Access® audio conferencing at To minimize background noise, use your phone's mute function or on your phone's mute function or on your phone's keypad, press: *6 to mute the line *7 to unmute the line *7 to unmute the line *7 to unmute the line *8 to mute function or on your phone's mute function or on your phone's mute function or on your phone's keypad, press: *6 to mute the line *7 to unmute the line *8 to mute function or on your phone's mute function or on your phone fu for scenario and activity steps. 62 Hourly Example Sally worked 78 hours the first pay period and 73 hours the next pay period. It reads View Paydata when the pay cycle is open. There are 10 reports available for preview: Payroll Register Register Total Recap Report Transaction Proof Report or Payroll Entries Report Deduction Not Taken Report, Deduction Arrears Report Tailored Files (Bytes) Tailored/Optional Reports. The item must be approved by Brenda before advancing to the Preview Payroll task. Entering Hourly Paydata Hourly payments require hours to be entered to complete the payment. © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 40 Creating a Special Run ScheduleThere are times when an additional payroll. Notes Clients with multiple company codes starting a single company at a time should validate they have selected the correct company prior to opening a pay period. Note: The Add New Hires and Enter Employee Changes may not be required each pay. It opens the cycle so that all tasks are enabled. T FQuestion 1 - Answer True or false: There are multiple ways to start a payroll cycle? © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 84 Insert Employee Image Starting Point: Process > Payroll > Paydata > Current Cycle Tab > Select Sales Commission Batch. The hours accrued will be uploaded from Time and Attendance into the Payroll Cycle. [PRODUCT NAME (IF NOT IN COURSE TITLE] [COURSE TITLE] PART [#]: [MODULE NAME] MODULE [#]: [MODULE NAME] Norms Be responsible for your own learning. 119 Summary In this module the following topics have been explored: Setting up login ID's and Passwords Create/edit pay period schedules Access the payroll cycle Start the payroll cycle Set up paydata grids and batches Enter Paydata entries Verify Input Preview Results Process is required each pay period. 7 Course Objectives Upon completion of this course, participants will be able to: Navigate the Payroll Cycle Identify all steps within the Payroll Cycle Evaluate how each of the ADP Workforce Now® create/edit pay period schedules Access the payroll cycle 8 Course Objectives Objectives continued... Set up paydata grids and batches Verify input Preview payroll and view preview results Process payroll 9 Refer to Handout to view modules and topic headings 10 Module 1: Payroll BasicsThis module is slides 9-26 11 Payroll Basics Purpose This module will provide a overview of the payroll features, payroll security profiles and how the other modules and features work with payroll. The alternative is to individually search and select all employees that are to appear in a batch. If no changes are required for this pay period, ADP Workforce Now® will automatically create a payment of \$ (minus deductions) for Bill. Hourly payments are calculated as follows: The number of hours worked per pay period multiplied by the regular rate either must be entered by the practitioner or prepared and sent to payroll from the Time and Attendance module. 28 Module 2: Objectives At the completion of this module, you will be able to: Set up login ID's and Passwords Create/edit pay period schedules Access the payroll cycle Start the payroll cycle Set up paydata grids and batches Enter Paydata entries Verify Input Preview Results Process Payroll 29 Setting up Login ID's and PasswordsOverview Implementation provides your company with Security Access. 95 Verifying Input Overview Access PointsStarting Points Process > Payroll > Verify Input Starting Point: Process > Payroll > Payroll Cycle > Verify Input Icon 96 Terms and DescriptionsHome: Returns the user to the payroll overview. Answer Verify Input Icon 96 Terms and DescriptionsHome: Returns the user to the payroll overview. Answer Verify Input Icon 96 Terms and DescriptionsHome: Returns the user to the payroll overview. select the employees one by one. 50 Access the Payroll Cycle (Single/Multiple) The Start New Cycle page differs based on whether the clients have a single or multiple companies. The security master is then responsible for creating all remaining user profiles and distributing the website, IDs and passwords to the remaining employees. They cannot be altered; however users can create a new grid by copying a default and then customize it. 115 Question 4 - Answer How does the Payroll schedule get populated in Workforce Now? When a change is made, the workflow is triggered and a notification and or an approval request goes to the recipients message centre for review. Evaluate how each of the ADP Workforce Now® modules and features work together. 12 Company Payroll Toolbar An example of a company level toolbar is the payroll Toolbar An example of a company level toolbar. This is a safe environment. 39 Demonstration/Activity: Creating Multiple Pay Period Schedules[PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE] PART [#]: [PART NAME] MODULE [#]: [MODULE NAME] PART [#]: [MODULE NAME] Demonstration/Activity: Creating Multiple Pay Period Schedules Refer to your Handout Manual for scenario and activity steps. To access this option select the Company Group Actions link, located below the Next Step box on the Payroll Cycle page. © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 74 Batch Pre-work (First time only)Now that our headers have been created within the grid setup, it is time to create the batches. Each of these can be customized as required. As with the preview function, practitioners can process multiple companies at the same time. The actual entry process for an open pay cycle is the same as it would be for a closed Pay Cycle. © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 68 Demonstration/Activity: Relabeling Column Headers[PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE] PART [#]: [PART NAME] MODULE [#]: [MODULE NAME] PART [#] > MODULE [#]: [MODULE NAME] Demonstration/Activity: Relabeling Column Headers Refer to your Handout Manual for scenario and activity steps. Objectives At the completion of this module, you will be able to: Navigate the Payroll Cycle . Workforce Now® allows the personal data to be entered once and all modules purchased will link to that information. Note: Passwords are case-sensitive 30 Mega Menu Navigation Use the Home Page Elements and Descriptions chart in the handout manual and discuss all of the elements. The hours are then multiplied by the rate applied to the employee in their profile. 17 Modules Working with PayrollThe Time & Attendance Module Timecard information is entered/scheduled in the Time & Attendance module and then sent to Payroll for processing. You select a group of employees to create a paydata batch. 20 Modules Working with Payroll - Benefits module as well. Let's see how these lists are setup. This schedule contains: Input Date Run Date Return Da their entries at the closing of each day to reduce the amount of data that requires review before processing. It contains a variety of payroll information, along with the navigation icons discussed in the chart on the previous page. ADP Workforce Now® contains a tool called Manage My lists which allows the practitioner to create custom employee lists which they can select in place of the individual selection process. 112 Question 3 Name the two stages the payroll entries can be validated prior to processing. The schedules cover the time period of June 1st of the current year, to May 31st of the following year. Paydata Batch 66 Paydata Grids There are three default grids in ADP Workforce Now®. © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 54 Paydata The wording below the Paydata icon changes based upon the status of the pay cycle. Paydata batch. 58 Salary Example Bill has a biweekly salary of \$2,600. Person and company level: Where personal level access is granted. 75 Managing My Lists Creating customized lists is very beneficial when creating batches. Note: Both schedules MUST be adjusted in order for the payroll Schedule so that the payroll will process accurately. Clients are then responsible for validating and requesting any changes with their ADP representative. Practitioners must create required batches each pay period. 36 Additional or Unschedule schedule information in the ADP Workforce Now® schedule. This schedule contains: Pay Period End Date Pay Date Run Type Earnings and Deductions Schedules. 59 Exception Hourly Exception hourly payments are calculated as follows: Regular hourly rate multiplied by the standard hours. Workforce Now® allows the Time Off information to be entered once and visible in both payroll and time off sections of Workforce Now®. 14 The Payroll Cycle Payroll Cycle Payroll Cycle Overview The payroll cycle is a user friendly series of tasks designed to guide the practitioner through their payroll entries. 51 [PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE)][COURSE TITLE)][COURSE TITLE] PART [#]: [PART NAME] MODULE [#]: [MODULE NAME] PART [#] > MODULE [#]: [MODULE NAME] Demonstration: Accessing & Starting a New Payroll Cycle for a Single Companies © 20XX ADP, Inc VMMDDYY[Course Code][Version #] 52 Starting a New Payroll Cycle for a Single Companies of the Payroll Cycle for a Single Cycle for a Single Companies of the Payroll Cycle for a Single and triggers any effective dated entries dated entries dated less than or equal to the pay period end date. Return promptly from breaks. A workflow is then triggered sending a notification to Sally's manager with an approval request to Brenda in HR. The payroll toolbar appears as follows: With the image on the screen speak to the items listed in the elements of the payroll toolbar chart and the Toolbar Navigation chart in the handout manual. These materials may not be reproduced in any format without the express written permission of ADP, LLC. 18 Modules Working with Payroll - HR ModuleIn the past when HR and payroll were separated entries had to be made multiple times or imports were required to ensure that both systems were in sync. 48 Payroll Cycle Tools for Multiple companies at the same time. 104 Process Payroll OverviewClients are provided with a payroll schedule identifying their input date and run date for each pay period. Let's take a look at the first scenario. Answer The client must key it 116 Question 5 Select all options containing actions that can be conducted simultaneously for clients with multiple company codes? An employee request one week of vacation through their employee self service request feature. The defaults are easily identified with a caution sign. Payment and Adjustments, Separate Pay, Updates, Employment Insurance, Current Pay Adjustments, Bonus Pay, Lump Sum Pay, Lump Sum Updates and Tax Frequency Overrides Employee Changes: Contains the following categories for review: Taxes, Record of Employment, Pension Plan, Employee Options, Position and Salary Changes: Contains the following categories for review: Taxes, Record of Employment, Pension Plan, Employee Options, Position and Salary Changes Refer to the information in the Other Actions Terms and Descriptions chart 97 Demonstration/Activity: Verify Input [PRODUCT NAME] MODULE [#]: [MODULE NAME] PART [#] > MODULE [#]: [MODULE NAME] Demonstration/Activity: Verify Input Refer to your Handout Manual for scenario and activity steps. Opening a schedule Starting a Payroll Cycle Keying paydata Processing the payroll 117 Question 5 - Answer Select all options containing actions that can be conducted simultaneously for clients with multiple company codes? All other trademarks and service marks are the property of their respective owners. Note: Standard hours can be overridden with a different value at any time. The terms used to describe these two types of data are cyclical and non cyclical data. Employees are selected by searching by last name, tax ID, File number or employee libt. Once the system has this information the payment is calculated by multiplying the number of hours worked by the rate in ADP Workforce Now®. Page Level help is access by selecting the question mark. 55 Paydata Overview The paydata icon contains three main options: In this module we will explore the Paydata option. Modules Working with Payroll Examples of modules that correspond directly with Payroll are Time & Attendance, HR, Benefits, and Time Off. If you use the Time and Attendance module. 15 The Payroll Cycle Icons Starting Point: Process > Payro will not take effect until the effective date falls within the payroll period dates, this activity can be done in advance. The Time & Attendance practitioner with the appropriate security access selects the Prepare for Payroll process to initiate the transfer of data to payroll. Attributes link to view. 87 Deleting Sort Rows ImageThese are the options that are selected to delete one of the rows. 46 Payroll Data To save you time it would be valuable to know what data can be entered into a closed pay period and what data must wait until the pay cycle is open. Ask any question that comes to mind. There are many different types of data. Let's review the process of creating a list. The hours are then multiplied by the rate located in the employee profile. T FQuestion 1 True or false: There are multiple ways to start a payroll cycle? He can use the same grid (headers), but have three different payment types. The employee level toolbar appears as follows: With the image on the screen speak to the items listed in the Elements of the Employee Toolbar in the handout manual. Example: An employee is entitled to two weeks vacation. If no changes are required for this pay period, ADP Workforce Now® will automatically create a payment of \$ (minus deductions) for Pauline with no manual intervention by the practitioner 61 Hourly There are no automatic payments generated for this payment type. Payroll Overview: Consists of an action icon which provides the user with a menu with links to: Home, Employee Changes, Payments & Adjustments and Status Changes. Default Grids Let's take a look at how to create a new Paydata grid and then how to copy an existing grid and customize it. The practitioner can enter non-cyclical information. © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 90 Creating a payment column (When multiple employees have the same payment) Creating a payment row (for a single employee payment.) 91 Demonstration/ Activity: Creating a New Payment Row[PRODUCT NAME] (IF NOT IN COURSE TITLE)][COURSE TITLE] PART [#]: [MODULE NAME] MODULE [#]: [MODULE NAME] PART [#]: [MODULE Schedule Overview Schedule Types There are two schedule Workforce Now® Pay Period Schedule Workforce Now® Pay Period Schedule Workforce® Now Modules & Features OverviewThe payroll module works in conjunction with many other products and features to create a seamless solution. The screen layout will appear differently based upon the type selected. Key the values once and all people in the batch receive the payment. 24 Module 1: Debrief Review Discussion Discuss the following considerations: How will the unification of modules and features benefit or reduce the workload in your company? © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 6 Course Purpose This course has been designed to provide you with the knowledge and hands on experience required to be comfortable using the Payroll for ADP Workforce Now. When run dates are missed the ADP schedule must be updated in order for the payroll on the required dates. All fields within the pay period schedule can be changed however, some changes will have impacts. 88 Paydata Entries We now have a tool kit and a paydata batch; it is time to key in the paydata entries. Paydata Grid Use the information on the Terms and Descriptions chart for Paydata grids and batches. Practitioners must create their batches each pay period. 33 Payroll Schedules Implementation or your client service representative will provide a copy of the Payroll Schedule showing your: Input Date Run Date Return Date Ret #][Product Code][Version #] 69 Relabeling: Regular - Code and Value Results The screen will appear as follows once completed: 70 Activity: Relabeling Earning 2 - Double Time[PRODUCT NAME] MODULE [#]: [MODULE NAME] PART [#] > MODULE [#]: [MODULE NAME] Activity: Relabeling Earning 2 - Double Time © 20XX ADP, Inc VMMDDYY[Course Code][Part #][PRODUCT NAME (IF NOT IN COURSE TITLE)[PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE][PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE][PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE][PRODUCT NAME (IF NOT IN COURSE TITLE)][PRODUCT NAME (IF NOT IN COURSE TITLE)][PROD TITLE)][COURSE TITLE] PART [#]: [PART NAME] MODULE [#]: [MODULE NAME] PART [#] > MODULE [#]: [MODULE NAME] Demonstration/Activity: Copying and Customizing an Existing Paydata Grid Refer to your Handout Manual for scenario and activity steps. When the client has multiple companies, they can also select the Company Group Actions link. (Select all that apply.) Paydata grids can't be reused once the payroll processes. 34 Payroll Schedules Users are responsible for setting up their companies ADP Workforce Now® Pay Period Schedules. The two modules also have a direct feed so that time information can be prepared for payroll and it will feed directly into payroll. Do not place your phone on hold. 65 Paydata Grids and BatchesStarting Point: Process > Payroll > Paydata > Select Batch link This is an example of how the grid and batch come together to make the Paydata > Select Batch link This is an example of how the grid and batch come together to make the Paydata > Select Batch link This is an example of how the grid and batch come together to make the Paydata > Select Batch link This is an example of how the grid and batch come together to make the Paydata > Select Batch link This is an example of how the grid and batch come together to make the Paydata > Select Batch link This is an example of how the grid and batch come together to make the Paydata > Select Batch link This is an example of how the grid and batch come together to make the Paydata > Select Batch link This is an example of how the grid and batch come together to make the Paydata > Select Batch link This is an example of how the grid and batch come together to make the Paydata > Select Batch link This is an example of how the grid and batch come together to make the Paydata > Select Batch link This is an example of how the grid and batch come together to make the Paydata > Select Batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This is an example of how the grid and batch link This Rate Types Payments are calculated based upon different pay rates types, which are determined based on an employee's role in the company. 41 Demonstration/Activity: Creating a Special Run Schedule[PRODUCT NAME] PART [#] > MODULE [#]: [MODULE NAME] Demonstration/Activity: Creating a Special Run Schedule Refer to your Handout Manual for scenario and activity steps. Understanding the difference between cyclical data can help you save time. © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 94 Verifying Input OverviewThe Verify Input page contains several sections. In addition they are aware of their payroll funding terms. For audio, call Access code: 3 Copyright and TrademarksCopyright © 2015 ADP, LLC. The only additional entries they may be required are adjustments if they are not to be paid for the full pay period. Multiple lists can be created and reused as required for batches and in many other areas within ADP Workforce Now. 100 Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] PART [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE NAME] Demonstration/Activity: Request Preview Reports [PRODUCT NAME] MODULE [#]: [MODULE [#]: [MODULE NAME] MODULE [#]: [MODULE [#]: [MODULE [#]: [MOD Refer to your Handout Manual for scenario and activity steps. The Benefits module allows you to set up and manage various benefit plans. There are three batch options to select from: Current Pay Bonus Pay Separate Pay 78 Creating Batches ImageThese are the current batch type available. © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 92 Entering Overtime and double time payments that require hours to be entered. Regular employees are eligible for the Bronze Benefits Package, while anyone hired as a Manager is eligible for the Silver Benefits Package. Salary payments will always paid the per pay salary, even if the hours worked are adjusted or changed. Let's take a look at how these details can save you time. Example: Annual raise amounts have been confirmed for all associates in the company. 23 Features used with PayrollWorkflow Workflows can be designed to create a notification or an approval process when specific changes are made. The batches determine the payment type and which employee's will appear in the payment batch. The two components together form the earning headers and the employee's will appear in the payment batch. The two components together form the payment batch. The two components together form the earning headers and the employee's names as the rows. Examples: If the pay periods end date is changed, any ROE's have been requested will be effected. Are there any similarities between the steps in your current payroll system and the Workforce Now® Payroll Cycle? © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 106 Viewing Final Payroll ReportsBased upon the production calendar, the user can return to ADP Workforce Now® within one to two hours after processing to view the payroll reports. Your Handout Manual contains a graphic that illustrates the high-level steps involved in the Payroll cycle. © 20XX ADP, Inc VMMDDYY[Course Code][Version #] 80 Paydata Navigation Paydata Links and Icons Both links and icons assist practitioners in adding and customizing the paydata grid according to their requirements. Example: Your organization has a different benefits package for new employees depending on the level for which they are hired. Now that all requirements. Example: Your organization has a different benefits package for new employees depending on the level for which they are hired. Now that all requirements. Reports[PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE] PART [#]: [MODULE NAME] Demonstration/Activity: Viewing Preview Reports Refer to your Handout Manual for scenario and activity steps. T F Answers to the quiz are located within the instructor guide 109 True or false: There are multiple ways to start a payroll cycle? Grids remain even after payroll processing takes place. The navigation icons discussed in the previous chart. 37 Pay Period Schedules Practitioners have the following options with regards to schedules: Creating regular schedules Creating a special run schedules Let's explore how each of these activities is completed. 22 Features used with PayrollEffective Dating feature allows practitioners to identify when a task will take place, today or in the future. Some example are payments and adjustments, ROE's or employee changes. Time & Attendance data joins the payroll data at the Verify Payroll stage and appears on preview and process reports. How will your company use the grid customizing feature to reduce time? 4 Introductions and Expectations Your name Your location Your role 5 Be responsible for your own learning. The following are common pay rate types: Salary Exception Hourly 57 Salary Salary is calculated as follows: Annual salary dividing by the number of pay period in the calendar year. © 20XX ADP, Inc VMMDDYY[Course Code][Version #] 98 Preview Payroll and View Preview Results OverviewThe preview process enables practitioners to review the payroll and identify any potential errors, using the various preview reports. 53 Activity: Accessing and Starting a New Payroll Cycle (Multiple)[PRODUCT NAME] PART [#] > MODULE [#]: [MODULE NAME] Activity: Accessing and Starting a New Payroll Cycle (Multiple) Refer to your Handout Manual for scenario and activity steps. If a special run is selected it must be scheduled with ADP or it will not process. 64 Paydata Grids and BatchesGrids and batches work together to create a customized template used for entering Paydata each pay period. T F Answer Payroll cycles can be started using the menu option which takes you directly to the page or by selecting the start icon within the payroll cycles can be started using the menu option which takes you directly to the page or by selecting the start icon within the payroll cycle? 105 Demonstration/Activity: Processing Payroll[PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE] PART [#]: [MODULE NAME] MODULE [#]: [MODULE NAME] PART [#] > MODULE [#]: [MODULE NAME] PART [#] > MODULE NAME] PART [#] > MODU the statements that are true about paydata grids and pay data batches. Payroll Schedule Image The setup for a special run is the same as a regular run with one exception, the practitioner would select special instead of regular run with one exception, the practitioner would select special instead of regular run with one exception, the practitioner would select special instead of regular run with one exception, the practitioner would select special run is the same as a regular run with one exception, the practitioner would select special instead of regular run with one exception, the practitioner would select special run is the same as a regular run with one exception, the practitioner would select special run is the same as a regular run with one exception, the practitioner would select special run is the same as a regular run with one exception and paydata grids the payroll cycle. All rights reserved. Refer to the information in the Other Actions Terms and Descriptions chart 83 [PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE] PART [#]: [MODULE NAME] PART [#] > MODULE [#]: [MODULE NAME] Demonstration/Activity: Adding a column, Inserting an Employee, Fill a column, Changing/Deleting the Default Sort Refer to your Handout Manual for scenario and activity steps. The grid creates the headers, and the batch populates the employees. The initial schedule is set up by Implementation and all remaining schedules are automatically generated based on: The pay frequency Desired input Return dates Funding terms. If this situation arises contact your Implementation Specialist or Client Service Representative immediately for further instructions. 85 Fill Page Column Image This is how the window will appear once completed. Note: All batches are cleared in the Start New Payroll Cycle process. Let's take a look at these terms and see the types of data fit within each of the categories: 47 Cyclical Data Examples (Requires a payroll cycle to be opened in order to make the entries. No manual intervention is required for the payment to occur. Example: The list could be sorted by last name in ascending order. You can create separate Benefit offerings to reflect the various Benefits packages your organization requires. 43 Demonstration/Activity: Editing Pay Period Schedules[PRODUCT NAME] MODULE [#]: [MODULE [#]: [MODU NAME] PART [#] > MODULE [#]: [MODULE NAME] Demonstration/Activity: Editing Pay Period Schedules Refer to your Handout Manual for scenario and activity steps. 25 Module 1: Debrief Summary Upon completion of this module, the user can: Navigate the Payroll Cycle Identify all steps within the Payroll Cycle Evaluate how each of the ADP Workforce Now® modules and features work together 26 Module 2: Processing a Basic PayrollThis module goes from slide 27-77 27 Module 2: Purpose In this module we will explore the steps within the payroll cycle that are used every payroll. Example: Using the example of a raise, Sally (manager) enters a raise into the system for Jacob (employee) These hours may arrive into payroll in one of two ways: By keying the data directly into the Paydata grid. 49 The Start New Cycle IconThe payroll were separated entries had to be made multiple times or imports were required to ensure that both systems were in sync. Example: The Payroll Supervisor is responsible for opening the pay cycle, reviewing the payroll once validated. In this module, we will see how to pay salaried, exception hourly and hourly employees. Practitioners have the option to add the pay period schedules as required or all at once; however if no current pay period schedule exists, the pay cycle cannot be opened. 60 Exception Hourly ExamplePauline receives a bi-weekly payment for 20 standard hours per week, at a rate of per hour. Paydata Icons The icons on this page are as follows: Add Icon: Provides the practitioner with the ability to insert one or more employees into the existing batch. Example: A run date was missed and now the schedules Payroll Schedules are set up for each client on ADP's mainframe. Add Column: This option allows the practitioner to: Add new columns from a list of available header fields Reorganize the order of the columns Note: Existing Columns does not contain default batches. No manual intervention is required with this payment type unless adjustments to the payment are required. 86 Changing Default Sort ImageThis is the field that determines the sort order. Identify all steps within the Payroll Cycle. Non-cyclical type of entries will be discussed further in advanced payroll. © 20XX ADP Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 42 Editing Pay Period Schedule There are times a schedule needs to be altered. 67 Demonstration/Activity: Creating a New Paydata Grid[PRODUCT NAME] FART [#]: [PART NAME] MODULE [#]: [MODULE NAME] PART [#] > MODULE [#]: [MODULE NAME] Demonstration/Activity: Creating a New Paydata Grid Refer to your Handout Manual for scenario and activity steps. Answers to the guiz are located within the instructor guide 110 Question 2 Select the statements that are true about paydata grids and pay data batches. 76 Demonstration/Activity: Creating Managed Lists[PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE] PART [#]: [MODULE NAME] MODULE [#]: [MODULE NAME] PART [#]: [MODULE NAME] Demonstration/Activity: Creating Managed Lists Refer to your Handout Manual for scenario and activity steps. © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 103 View Preview Results ImageThis screen is where the preview reports can be accessed. © 20XX ADP, Inc VMMDDYY[Course Code][Version #] 101 Request Preview Reports ImageThis is the screen that displays when the a preview is requested. Once the cycle has been started the icon will grey out and the wording will change to Started Cycle (see icon images). Participate. Practitioners have the option to create a new grid, use a default grid or use a custom grid created in the Prepare for Payroll process, the entries from time & Attendance will appear in the Verify Input stage for review. Let's review the two screens. © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 44 Payroll Data Understanding the types of data you are entering and ways of reducing keying time can be valuable asset to know before opening a Payroll Cycle. © 20XX ADP, Inc VMMDDYY[Course Code][Part #][Product Code][Version #] 73 Demonstration/Activity: Editing a Paydata Grid [PRODUCT NAME (IF NOT IN COURSE TITLE)][COURSE TITLE] PART [#]: [MODULE NAME] Demonstration/Activity: Editing a Paydata Grid Refer to your Handout Manual for scenario and activity steps.

