Welcome to...

Tools for a Payroll Genius

- Part 2

2019
Termination Guided Process – Final Payment
Termination Guided Process – Final Payment

- Delete Voluntary Deductions by clicking the trash can.
- Edit Benefit Deduction amounts by clicking the calculator icon and selecting if you want to use the selected amount, a prorated amount based on the days paid, a manually entered amount or indicate do not deduct.
Termination Guided Process – Final Payment

Final Payment: Calculation Results

Review the calculations and payment process for Ronald A's checks and modify, as needed.

How do you want to process Ronald A's final payment?
- [ ] Pay data batch
- [ ] Manual check
- [x] Skip payments

- Gross Pay: $4,860.00
  - Regular: $4,860.00

- Taxes: $1,337.87
  - Federal: $333.95
  - Social Security: $301.33
  - Medicare: $70.47
  - State Worked In: $149.20
  - SUI/SDI: $2.92

- Deductions: $408.47
  - 401k $: $388.81
Automatic pay will be cancelled automatically when the employee is eligible for automatic pay.
Review and make edits before clicking Finish Termination.
Termination Guided Process – Success!

You’re done!!
Ronald A’s termination date is Mar 11 2019.

Go to the Manual Checks page to print the employee’s final payment.

If this employee was responsible for any performance reviews, you’ll need to reassign the in-progress reviews to a new owner. We’ll assign any reviews with a Not Started status to the new Reports To manager.
Termination Guided Process – Final Payment – Paydata Batch
Adding a New Tax Jurisdiction
Adding Tax Jurisdictions

Adding State Tax Jurisdictions

You can now submit new state jurisdiction setup requests right in ADP Workforce Now! Upon submission please wait 24 hours before processing a payroll with employees in the new state.

Go to Setup > Tools > Validation Tables > State Tax Jurisdictions > Select the Company > Add. This will take you into the Tax Profile Setup Wizard:

1. Select Company
2. Select Jurisdiction
3. Key Jurisdiction Info

Important! - If you elected to set up State Unemployment (SUI) in the wizard you will need to manually update the SUI/SDI Jurisdictions validation table with the applicable code.

Support on the Bridge - https://thebridge.adp.com/docs/DOC-9093

Need to apply for employer ID numbers?
- State Income Tax (SIT)
- State Unemployment Insurance (SUI)

Adding Tax Jurisdictions

1. Setup
2. Tools
   - Upgrade Results
   - Benefits
   - Mobile
3. Validation Tables

Validation Tables

- Company Code: BIE - Workforce Now

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Taxing</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>Alabama</td>
<td>Yes</td>
<td></td>
<td>EDIT</td>
</tr>
<tr>
<td>NJ</td>
<td>New Jersey</td>
<td>Yes</td>
<td></td>
<td>EDIT</td>
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<tr>
<td>NY</td>
<td>New York</td>
<td>Yes</td>
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</tr>
<tr>
<td>PA</td>
<td>Pennsylvania</td>
<td>Yes</td>
<td></td>
<td>EDIT</td>
</tr>
</tbody>
</table>

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Processing Stop Payments
HOW TO PROCESS A STOP PAYMENT
People > Pay > Pay Profile > View All Pay Summaries

1) People > Pay > Pay Profile > View All Pay Summaries
2) Select the employee
3) Click Stop Payment
4) Use the check box to select the pay summary that you wish to stop, then click Stop Payment
5) Select the items you want to stop or reverse, and click Stop Payment
   
   Note: Check or deposit rows that are not eligible for stop payment or reversal cannot be selected
6) Read the Terms & Conditions and click to select the check box for I have read and I agree... then click Submit
   
   Note: On subsequent stop pays the Terms & Conditions pane will be collapsed and already checked – The window can be expanded by clicking the plus sign.
7) A window will pop-up stating the stop payment was successful. Click the X in the top right corner or Cancel to close the pop-up
Group Discussion

Rollout Employee Self Service (15 minutes)
• Sharing your biggest hiring challenge?
• How did you overcome it?
• Share the funniest resume you have received?

Recap (10 minutes)
• Select a presenter to report back to group on findings
Adding Hours, Earnings and Deduction Codes
Adding New Hours & Earnings Codes
Adding New Hours and Earnings Codes

Setting Up a New Hours and/or Earnings Code (Payroll Only)

1. Access the validation table: Setup > Tools > Validation Tables > Hours & Earnings Codes. Click the Add + button and complete all necessary information.

2. Determine if the new hours and earnings code requires any additional setup.
   - If the new code needs to be included in a special compensation routine, contact your ADP Service Team or Account Manager.
   - If the new code requires an accumulator, access the validation table.
   - If the new code needs to be included or excluded from a calculation, contact your ADP Service Team or Account Manager.
   - If the new code needs to be included in or excluded from a management report, contact your ADP Service Team or Account Manager.
   - If the new code needs to be included in the client’s general ledger, contact your ADP Service Team or Account Manager.

Setting Up a New Code in Time & Attendance (If applicable)
Once the new hours/earnings code has been setup on your validation table, contact your ADP Service Team or Account Manager for assistance.

Support on the Bridge - https://thebridge.adp.com/docs/DOC-4991
Adding New Hours and Earnings Codes

Setup > Tools > Validation Tables > Hours & Earnings Codes

Add - Hours & Earnings Codes

- Company
  - BIE
- Code
- Description
- English (US)
- Spanish (US)
- Type
- Default Field Number
- Include in Total Hours Worked on Pay Statement

Active

ADD ANOTHER  CANCEL  DONE
Adding New Deduction Codes
Adding New Deduction Codes

Adding a New Deduction Code

Access the validation table: **Setup > Tools > Validation Tables > Deductions.** Click the **Add +** button and complete all necessary information.

1. Select a deduction category – Need help selecting? Access the help link on screen.
   - Pre-Tax, Post-Tax, Direct Deposit, Tax Levy, Garnishment, Support Order, Bankruptcy

2. Walk thru guided process
   - Tell us about your new deduction

3. Pre-Tax deduction code
   - When you select the Pre-tax deduction category, you will then select and complete an authorization form to request ADP to set up your pre-tax Deduction code. After you complete the form, ADP will set up your deduction for you and will notify you when it’s ready to use.
Adding New Deduction Codes

Setup > Tools > Validation Tables > Deductions

Payroll
- Accumulators
  - Accumulators
  - Allowed and Taken
- Deductions and Deposits
  - Deductions

Add - Deductions
Company Code: BIE Category: Other

- Code & Description
  - Deduction Code *
  - Description
  - English (US)
  - English (CA)
  - French (CA)
  - Spanish (US)
  - Short Description

- Deduction Frequency & Group
  - Deduction Frequency *
Adding New Deduction Codes

Need help selecting a deduction category?

- Pre-Tax
- Post-Tax
- Direct Deposit
- Tax Levy
- Garnishment
- Support Order
- Bankruptcy
Adding New Deduction Codes

Add Post-Tax Deduction Code

Add Pre-Tax Deduction Code

Deduction Conditions

Tell us about your new deduction.

- My deduction is for any of the following conditions:
  - Union Dues
  - 401(k)
  - Appears on Form W-2 by law
  - Special Compensation
  - Benefit Plan
  - ADP Special Calculations

- None of the above conditions apply to my deduction.

Setting up this deduction will take two steps. Step 1: Add the deduction on the next page. Step 2: Call ADP to review your deduction and finish your setup. Tip: Your call with ADP will be much faster and easier if you add this deduction yourself before you call.

Add - Deductions

- Cafeteria 125 Plan Authorization
- Client-Defined Special Taxing Authorization
- Non-Qualified Deferred Compensation Contributions and Distributions Setup Request Form (Includes 409A and Non-Qualified 457 Plan)
- Other Forms
Adding New Deduction Codes

Validation Table Tasks

- Update a Validation Table
- Activate or Inactivate a Code in a Validation Table
- Set Up Deduction Codes in the Deductions Validation Table
- Set Up State or Local Jurisdictions
- Download a Validation Table
- Find Termination Codes
- Add a Company Group
- Add a Disposition Code
- Add an Earnings Code
- Add an EEO Establishment for EEO-1 Reporting
- Add a Job Competency
Pay Data Batches
On this screen, you can:
- Add a new batch
- View/Edit existing batch(es)
- Import from file