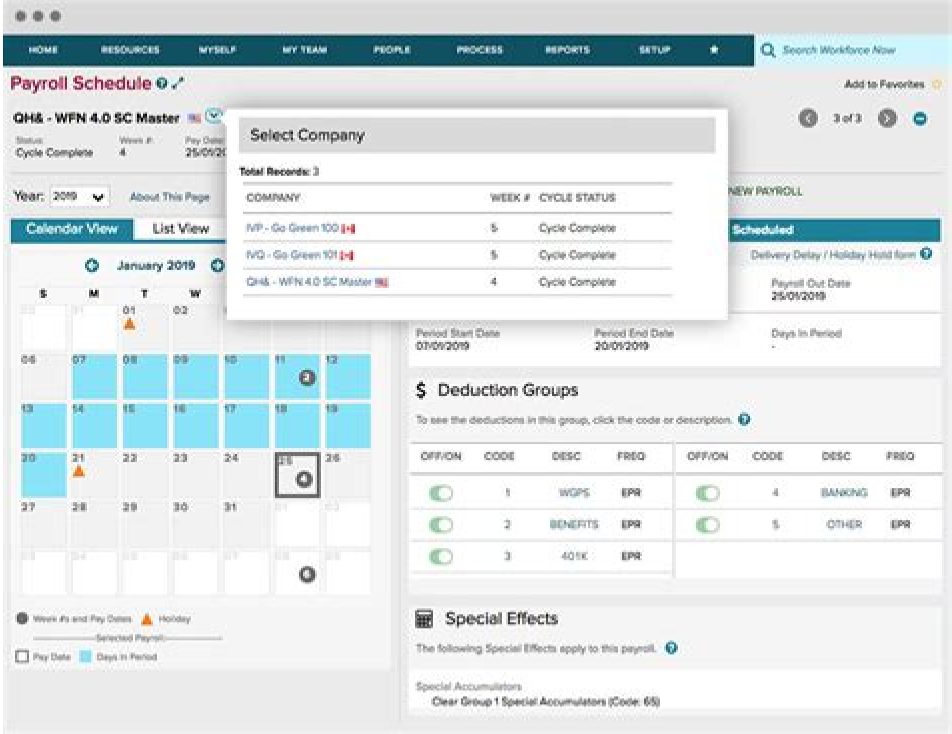
Adp Workforce Now Payroll Processing Guide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3 of 3
Year: 2019
About This Page
Calendar View
List View
January 2019
NEW PAYROLL
Scheduled
Delivery Delay / Holiday Hold form
Week #s and Pay Dates
Holiday
Selected Payroll
Pay Date
Days in Period

QH& - WFN 4.0 SC Master

Status: Cycle Complete

Week #: 4

Select Company

Total Records: 3

COMPANY	WEEK #	CYCLE STATUS
IVP - Go Green 100	5	Cycle Complete
IVQ - Go Green 101	5	Cycle Complete
QH& - WFN 4.0 SC Master	4	Cycle Complete

Payroll Out Date: 25/01/2019

Period Start Date: 07/01/2019

Period End Date: 20/01/2019

Days in Period: -

$ Deduction Groups

To see the deductions in this group, click the code or description.

OFF/ON	CODE	DESC	FREQ	OFF/ON	CODE	DESC	FREQ
●	1	WGPS	EPR	●	4	BANKING	EPR
●	2	BENEFITS	EPR	●	5	OTHER	EPR
●	3	401K	EPR				

Special Effects

The following Special Effects apply to this payroll.

Special Accumulators

Clear Group 1 Special Accumulators (Code: 65)

ADP Workforce Now Payroll Processing Guide is an essential tool for businesses looking to streamline their payroll management. It is designed to simplify the payroll process, ensuring accuracy, compliance, and efficiency. This guide will explore the functionalities of ADP Workforce Now, provide a step-by-step overview of payroll processing, and discuss best practices for managing payroll effectively.

Understanding ADP Workforce Now

ADP Workforce Now is a cloud-based human capital management (HCM) solution tailored for mid-sized businesses. It integrates various HR functions, including payroll, talent management, benefits administration, and time and attendance tracking. One of its core features is payroll processing, which automates calculations, tax withholdings, and reporting.

Key Features of ADP Workforce Now

1. Payroll Automation: Automates payroll calculations, tax calculations, and deductions, reducing manual errors.
2. Employee Self-Service: Allows employees to access their pay stubs, tax documents, and benefits information via a user-friendly portal.
3. Compliance Management: Helps ensure compliance with federal, state, and local payroll regulations, including tax law changes.

4. Integration Capabilities: Seamlessly integrates with other ADP services and third-party applications, enhancing overall HR and payroll management.
5. Reporting and Analytics: Provides detailed reporting tools to analyze payroll data and generate insights for decision-making.

Getting Started with Payroll Processing

Before diving into the payroll processing steps, it’s crucial to set up your ADP Workforce Now account properly. This setup includes entering your company information, employee details, and pay schedules.

1. Setting Up Your ADP Workforce Now Account

- Company Information: Input your business name, address, and tax identification number.
- Employee Data: Add employee details such as social security numbers, addresses, and wage information.
- Pay Schedules: Establish your payroll frequency (weekly, bi-weekly, semi-monthly) and set up the corresponding pay periods.

2. Configuring Payroll Settings

Once your account is set up, configure the payroll settings to match your business needs:

- Deductions and Contributions: Set up deductions for taxes, retirement plans, and other benefits.
- Pay Rates: Enter hourly rates or salaries for each employee.
- Overtime Rules: Define overtime calculations based on company policy and applicable laws.

Step-by-Step Payroll Processing

With your account configured, you can begin processing payroll. Follow these steps for efficient payroll management using ADP Workforce Now.

Step 1: Time Tracking

Accurate time tracking is vital for payroll processing. ADP Workforce Now offers tools for tracking employee hours, including:

- Time Clocks: Use digital time clocks for employees to clock in and out.
- Timesheets: Employees can submit timesheets for approval each pay period.

Step 2: Review and Approve Time Entries

Before running payroll, verify the accuracy of all time entries:

- Manager Approval: Managers should review and approve timesheets to ensure accuracy.
- Adjustments: Make any necessary adjustments to hours worked, overtime, or leave taken.

Step 3: Running Payroll

Once time entries are approved, you can run payroll:

1. Navigate to Payroll Processing: Select the payroll module within ADP Workforce Now.
2. Choose Pay Period: Select the appropriate pay period you wish to process.
3. Review Payroll Summary: Check the payroll summary for any discrepancies or errors.
4. Process Payroll: Click on the "Process Payroll" button to finalize payroll calculations.

Step 4: Reviewing Payroll Reports

After processing payroll, review the reports generated by ADP:

- Payroll Register: Displays all payroll transactions, including gross pay, deductions, and net pay.
- Tax Liability Reports: Details the tax liabilities for the current payroll period.
- Employee Earnings Reports: Provides insights into individual employee earnings, deductions, and contributions.

Step 5: Distributing Paychecks

You can choose to distribute paychecks via direct deposit or physical checks. Ensure that:

- Direct Deposit: Confirm that all employee bank information is accurate for seamless direct deposit.
- Check Printing: If printing checks, ensure the printer is set up correctly and that you have the necessary check stock.

Post-Payroll Processing Steps

After payroll is processed, there are several important post-payroll tasks to complete.

1. Tax Reporting

ADP Workforce Now automatically calculates and files payroll taxes, but it's essential to review:

- Federal and State Tax Filings: Ensure that all tax filings are submitted on time to avoid penalties.
- Form 941: File quarterly for federal payroll taxes.

2. Employee Notifications

Keep employees informed about their payroll:

- Pay Stubs: Ensure that employees have access to their pay stubs through the employee self-service portal.
- Tax Documents: Provide access to W-2s and 1099s at the end of the year for tax filing.

3. Record Keeping

Maintain accurate records of payroll processing:

- Payroll Records: Keep detailed records of each payroll cycle, including reports and employee earnings.
- Compliance Documentation: Retain documentation for compliance with labor laws and tax regulations.

Best Practices for Payroll Management

To ensure smooth payroll processing, consider the following best practices:

- Regular Training: Keep HR staff trained on ADP Workforce Now updates and payroll regulations.
- Consistent Schedule: Establish a consistent payroll schedule to reduce confusion and ensure timely payments.
- Audit Payroll Regularly: Conduct regular audits of payroll to identify errors and discrepancies.
- Stay Informed on Regulations: Regularly review federal and state payroll regulations to ensure compliance.

Conclusion

The ADP Workforce Now Payroll Processing Guide provides a comprehensive framework for businesses to manage their payroll effectively. By understanding the key features, following the step-by-step processing guide, and adhering to best practices, companies can streamline their payroll operations, ensuring accuracy and compliance. Implementing these strategies will not only save time and reduce errors but also enhance employee satisfaction and trust in the payroll process.

Frequently Asked Questions

What is ADP Workforce Now and how does it assist with payroll processing?

ADP Workforce Now is a cloud-based human capital management solution that offers payroll processing, HR management, talent management, and benefits administration. It streamlines payroll processes by automating calculations, ensuring compliance, and providing real-time reporting.

How do I set up payroll in ADP Workforce Now?

To set up payroll in ADP Workforce Now, log in to your account, navigate to the Payroll section, and follow the prompts to enter employee information, pay rates, and work schedules. Make sure to review tax settings and payment methods before processing.

What are the key features of the payroll processing module in ADP Workforce Now?

Key features include automated payroll calculations, tax compliance management, direct deposit options, customizable reporting, employee self-service access, and integration with time and attendance tracking.

How can I ensure compliance with tax regulations using ADP Workforce Now?

ADP Workforce Now helps ensure compliance by automatically calculating payroll taxes based on current regulations, providing updates on tax law changes, and generating necessary tax forms at year-end, such as W-2s and 1099s.

What should I do if I encounter an error during payroll processing in ADP Workforce Now?

If you encounter an error, review the error message for guidance, check the employee data for inaccuracies, and consult the help documentation or support resources within ADP Workforce Now. You can also contact ADP support for assistance.

How often can I run payroll in ADP Workforce Now?

ADP Workforce Now allows you to run payroll as often as needed, whether it's weekly, bi-weekly, or monthly. You can also set up recurring payroll schedules to automate the process.

Are there mobile capabilities for managing payroll in ADP Workforce Now?

Yes, ADP Workforce Now offers a mobile app that allows users to manage payroll, view reports, and approve time off requests on the go, providing flexibility for employers and employees.

What resources are available for training on ADP Workforce Now payroll processing?

ADP provides various resources for training, including online tutorials, webinars, user guides, and a dedicated support team. You can access these resources through the ADP Workforce Now platform or the ADP website.

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