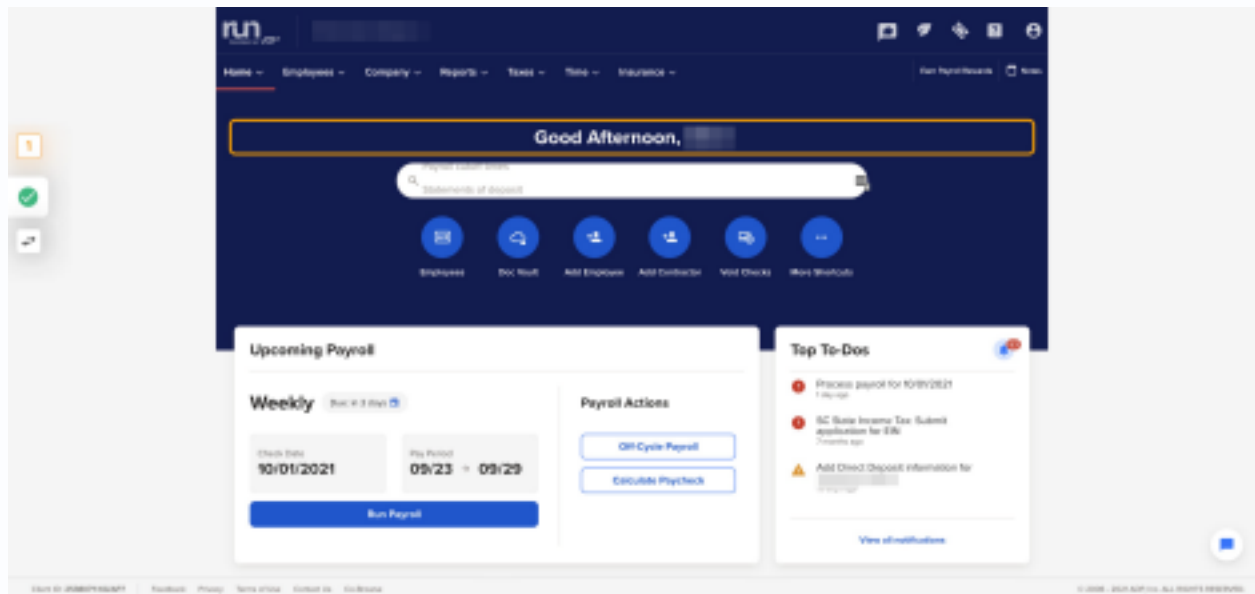
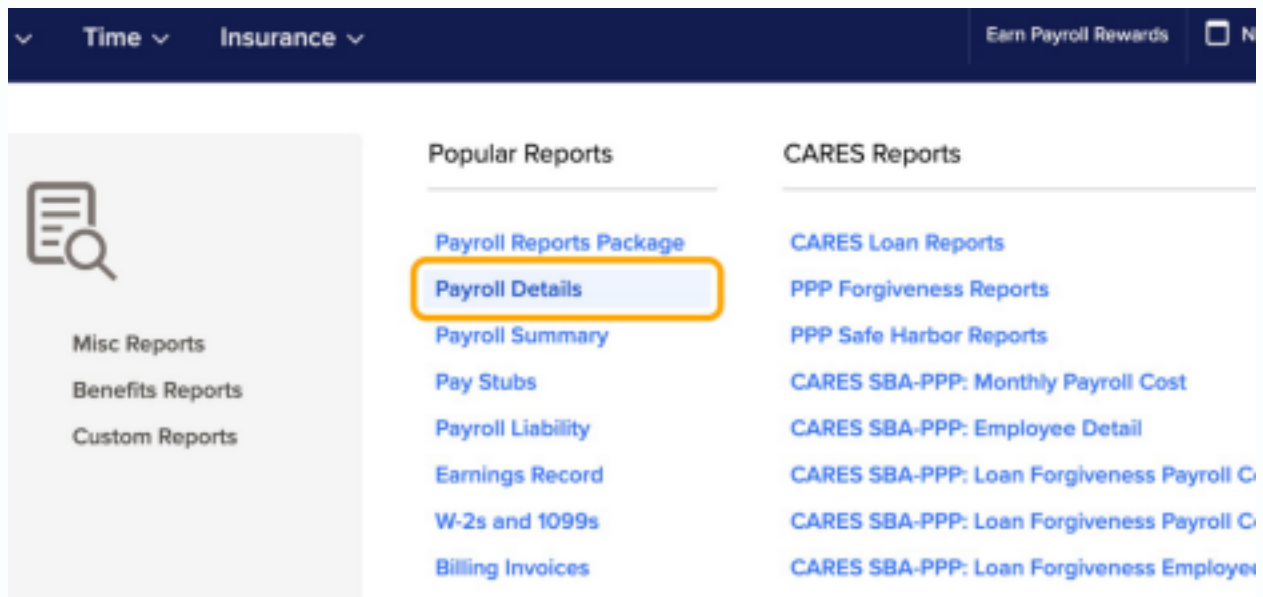


ADP Run Historical Data Extraction

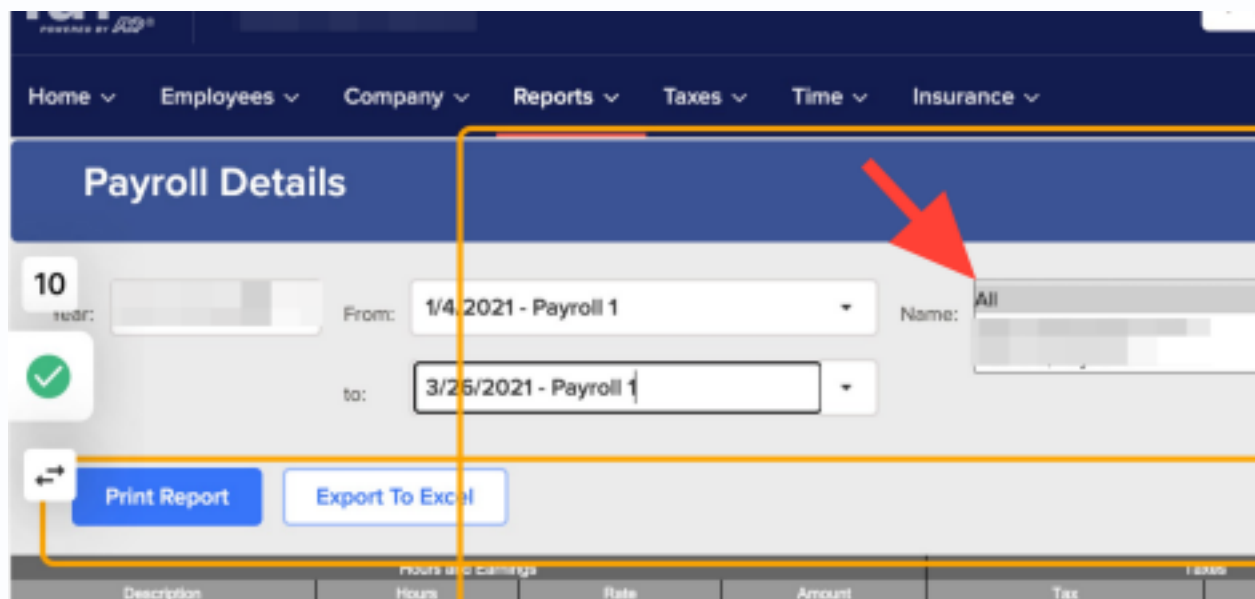
1. [Log into your ADP RUN Account.](#)



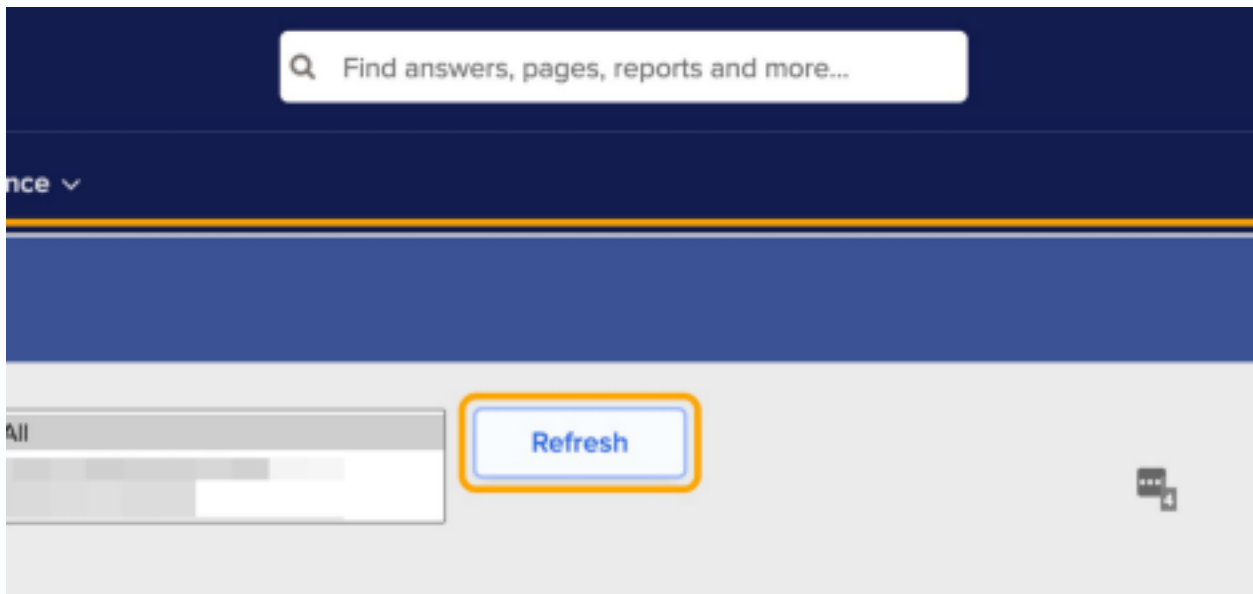
2. Hover over **Reports**, and click "**Payroll Details**".



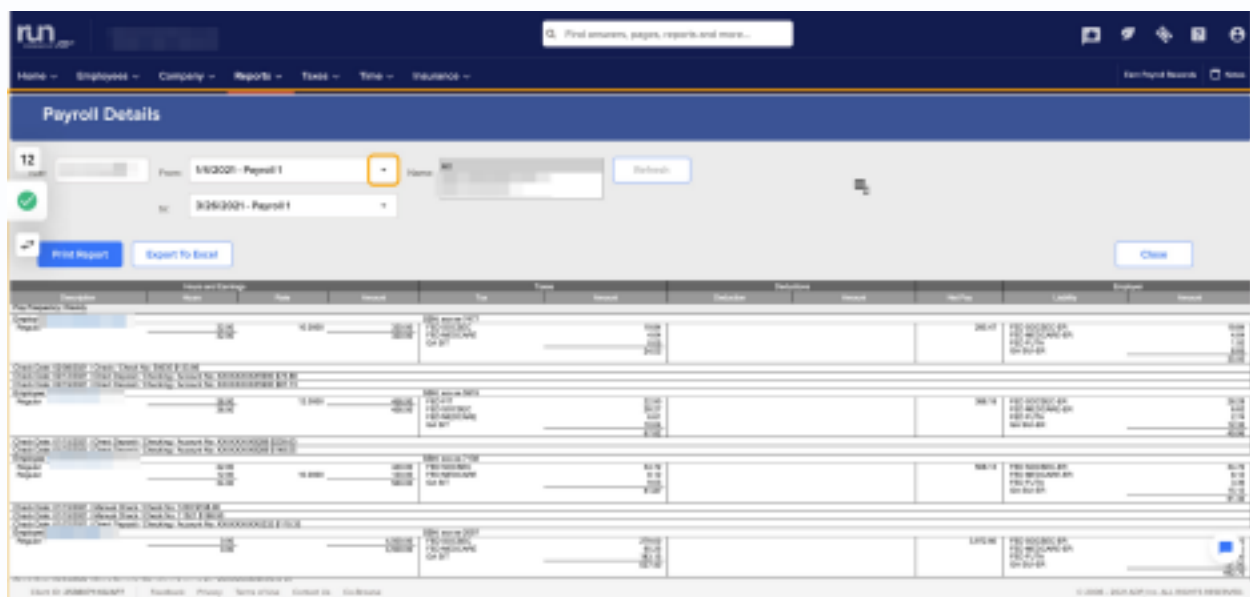
3. Since we will need to pull quarterly reports, we will put the date range from: Jan-March payrolls. Make sure **ALL** is selected so we can see all the employees that were paid within the first quarter.



4. Click on **Refresh** so the payrolls will populate below.



5. You have the option to download the reports via **Excel or PDF**.



6. Do the same for the second quarter.

The screenshot shows the 'Payroll Details' page in the RunPayroll system. At the top, there is a search bar and a navigation menu with options like Home, Employees, Company, Reports, Taxes, Time, and Insurance. Below the navigation, the page title is 'Payroll Details'. There are two dropdown menus for 'From' (set to '6/2/2021 - Payroll 1') and 'To' (set to '6/25/2021 - Payroll 1'). A 'Refresh' button is highlighted with an orange box. Below these are buttons for 'Print Report', 'Export to Excel', and 'Clear'. The main part of the page is a table with columns: Description, Hours and Charge (Rate, Amount), Tax (Amount), and Deductions (Amount, Name, Code, Amount). The table contains several rows of payroll data for different employees and dates.

7. Do the same for the third quarter.

This screenshot is identical in layout to the one for the second quarter, but the 'From' and 'To' dates are updated to '7/3/2021 - Payroll 1' and '7/24/2021 - Payroll 1' respectively. The 'Refresh' button remains highlighted with an orange box. The table below shows payroll data for the third quarter.