ADP Run Historical Data Extraction

1. Log into your ADP RUN Account.







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

✓ Time ✓ Insurance	Ý	Earn Payroll Rewards
_	Popular Reports	CARES Reports
圆	Payroll Reports Package	CARES Loan Reports
-	Payroll Details	PPP Forgiveness Reports
Misc Reports	Payroll Summary	PPP Safe Harbor Reports
Benefits Reports	Pay Stubs	CARES SBA-PPP: Monthly Payroll Cost
Custom Reports	Payroll Liability	CARES SBA-PPP: Employee Detail
	Earnings Record	CARES SBA-PPP: Loan Forgiveness Payroll C
	W-2s and 1099s	CARES SBA-PPP: Loan Forgiveness Payroll C
	Billing Invoices	CARES SBA-PPP: Loan Forgiveness Employed

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.

····· AD*				
Home ~ Employees ~	Company ~ R	eports ~ Taxes	∨ Time ∨ Ir	nsurance v
Payroll Deta	ils			4
10 nedr:	From: 1/4,2021 -	Payroll 1	• Na	me: All
0	to: 3/26/2021	- Payroll 1	•	
Print Report	Export To Excel			
	nours a o caming			I BANS
Description	Hours	Rate	Amount	Tax



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

	Q Find answers, pages, reports and more					
nce ~						
4 11		Refresh				

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

<u>m</u> _		 Final amazarea, pagara, reports and more]	p	* * 8 0
Hone - Employees - Company - Reports - Taxes -	Time - Insurance -				fan hyn fan en 🗍 fan s
Payroll Details					
12 Ferrer Million Pageol 1	· New M	Referal-			
S 10963001-Pagesil 1			~		
Processor Depart to Deal					-
Next Sectors Sectors	Texas Tex	Ten bi	Next Back	u Using	Endow March
2000 <u>514</u> 1200 <u>514</u>	- 19 Barry			261-17 102 102 102 102 103 102 102 102 103 102 102 103 102 102 103 103 102 103 103 102 103 103 102 103	100
Control on Control Control on March 1998	No ana Mil				
- <u>88</u> 110	HEAR HEAR HEAR HEAR HEAR HEAR HEAR HEAR			948/14 100/00/00/48 100/00/00/49 100/00/49 100/00/49	- Andrew State
Control of Control And Annual Control Control of Contro	Mer sons 74M	4.9		NATE INCOMENDATION	6.5
Nyar 1 =	Second President And			1982 (#1218) 1982 (#1218) 1987 (#1218)	
Contraction of the second second	100 mm 200	Mark 1		Latting 1 and and and an	
	CHIR CONTRACT	112		10 10 10 10 10 10 10 10 10 10 10 10 10 1	

they in 2000/1908/07 Northern Printy Terrarities Contention Codes



6. Do the same for the second quarter.

<u>m_</u>	 Firel amazers, paper, reports-and more 	D * % B 0
Hame - Brightyses - Campany - Reports - Taxes - Time -	naurance	Kan hayat kawati 🔄 Kana
Payroll Details		
18 * Pare 433009-Paped 1 * ;	- · ·	
S 6333321-Peyrel1 *	-	
Print Prepare To Event		Case
Prior and Endine Neurophysics Neurophysics	Las Institut La Institut Annual	Netter Lands Lands
1000	BRE SALATY BALATY BALATY BALATY BALATY BALATY BALATY BALATY BALATY BALATY	26.27 TELSUISE.20
Service (Fill) Service Teals and a constant of the		
10ph 01	1921 17 16 17 16 17 16 17 16 17 17 17 17 17 17 17 17 17 17 17 17 17	100.11 110.00000.00 0000000000000000000
Card on Collins Free Index Acres & Collins 2010 Card on Card Trans. Sector & Collins 2010 Card Trans. Sector	Bit mort (M. 1977) 1977 1977 1977 1977 1977 1977 197	101 101 101 101 101 101 101 101 101 101
CAR CONTRACTOR OF CONTRACTOR O	22 ¹ 12 ¹	10.70 51 0.004 000
Takin da FERRE Real Fact Takin TAT BUB Janicha FERRE Configuration Resolution Configuration Control of Configuration Configuration Configuration Control of Configuration	1000K 70	LATUR 100-00000045 1
In Case		875
they in 2000/1102007 Number Proof Serie close in Solitone		C 2008 - 2424 ADV (11 ALL MILITY RESIDUE)

7. Do the same for the third quarter.

run_					Q. First amorers, paper, reports and more		P	* * 1	8 0
Hane - Employees -	Company - Reports	- Taxas	Title - 10	eurience				Earthque Revent	- n
Payroll Detai	ils								
19	From 73.0001-Payed	1	* 1a		Relation				
0	10 9/24/2021-Perr	61				-			
· Profileset	Equat to Excel							Case	
Decision Automatica Tanta	No. 1	-	lead	-	least Solate	Relation Next	wite Laste	logical Inc.	4
Register Register		100	- 386		22		195.88 120 00 000 05 100 00 00 00 100 00 00 100 00 00 100 00 00		2112
		5			0.1		1		- 40
200 100 0000		1.000	- 20	TRUTT TRUTT	200		Plant The submittee		13
Tables Address the last	being board in Distance and	-		di B			2,732		-61
	Inter Land In Cold 1	3	125	The same 2007			NAMES TRANSPORTS		10.1
Datum Horsey Inc. and	DALLA MET MELA		-,000	a al			15, 90,004 54 15, 7, 16 24, 52, 44		- 1
And A Long Long Long	Sector Device State	8							

