ADP Run Historical Data Extraction

1. Log into your ADP RUN Account.







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

✓ Time ✓ Insurance	~	Earn Payroll Rewards
_	Popular Reports	CARES Reports
E	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.

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Description	Hours	Rate	Amount	Tax



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

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

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7. Do the same for the third quarter.

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