# HOW TO:
Access Payroll & Tax Reports

WHY WOULD YOU NEED TO ACCESS PAYROLL REPORTS?

➤ You may want to see your employees' hours, wages, taxes, and deductions for a pay period (found in Reports>Payroll>Payroll Summary)

➤ Or…view the tax and deductions amounts - broken down by type (found in Reports>Payroll>Payroll Details)

➤ Or…know your total liability that combines the amounts paid to employees and the company's portion of taxes and deductions (found in Reports >Payroll>Payroll Liability)

HERE'S HOW!

1. Log into RUN Powered by ADP®. You must be a registered user to login. **https://runpayroll.adp.com**

2. Hover your cursor over "REPORTS" in the main menu bar to view a list of available reports. You can access payroll or tax reports from here.

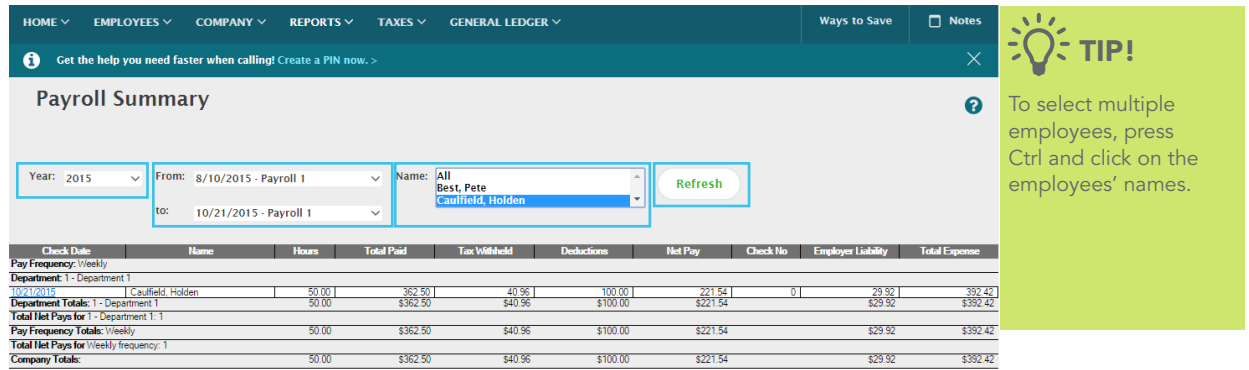**TIP!**

To see what information each report contains, double click REPORTS in the main menu bar.
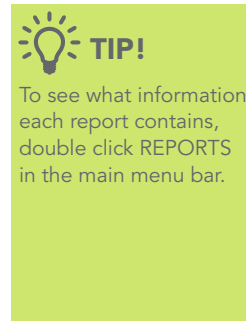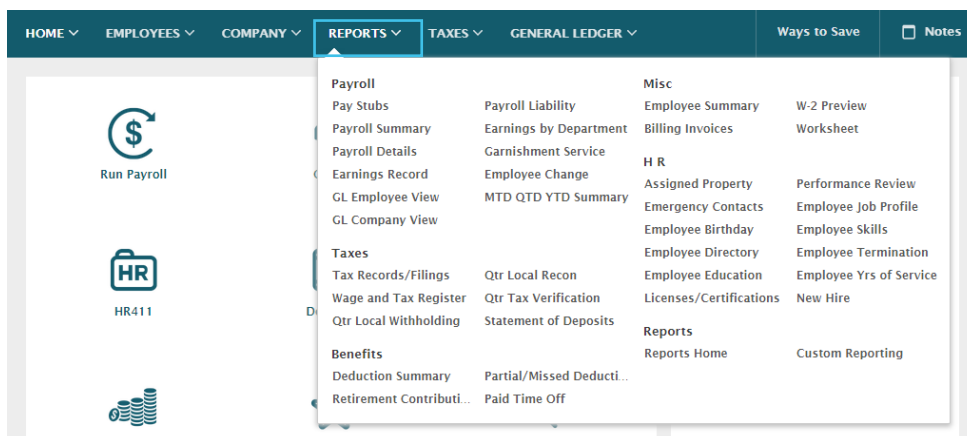
3. Click on the name of the report you want.
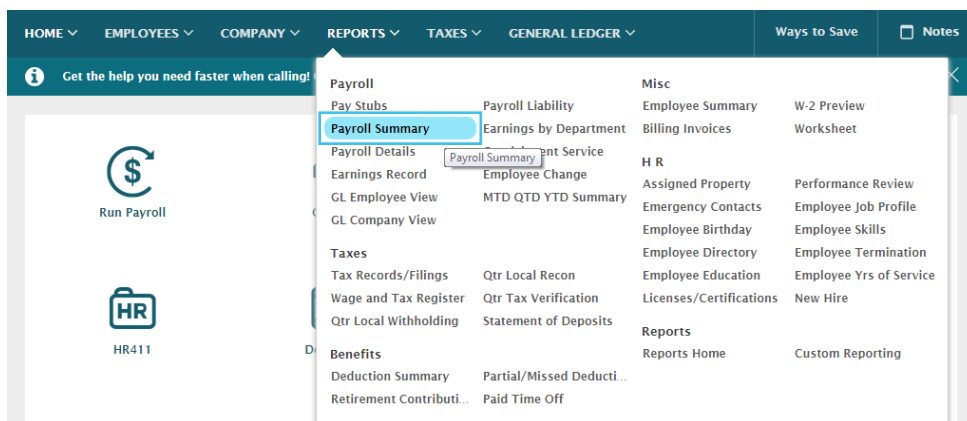
4. Filter for year, pay period or range of pay periods, and employee(s).
   When you are finished selecting your criteria, click "Refresh".

   o To select a range, change the pay periods in the "From" and "To" fields.
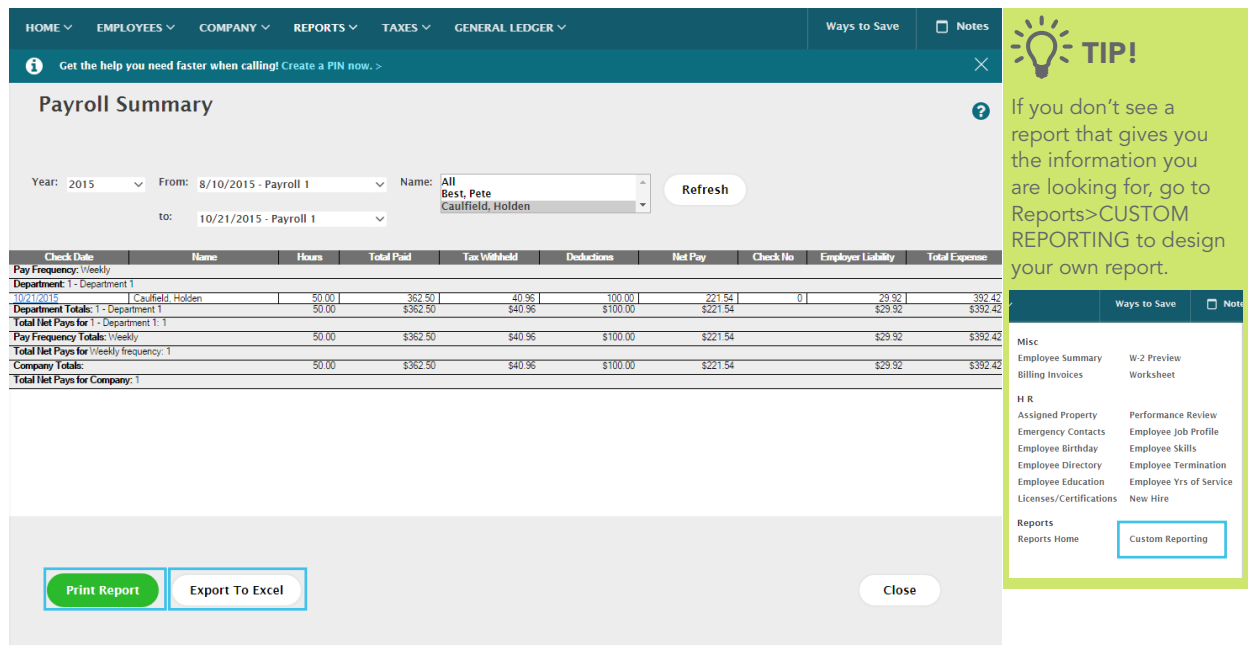   o To include all employees in your report, leave "All" selected in the "Name" field.

TIP!

To select multiple employees, press Ctrl and click on the employees' names.

5. If viewing the information on your screen isn't enough, you have other options.
   Click on 'Print Report' to print or 'Export to Excel' to export into Excel for further manipulation.

TIP!

If you don't see a report that gives you the information you are looking for, go to Reports>CUSTOM REPORTING to design your own report.

WHY WOULD YOU NEED TO ACCESS **TAX REPORTS**?

> You may want to see your federal 941 or state tax forms
> (found in Reports>Taxes>Tax Records/Filings)

> Or…view your employees' W-2s (found in Reports>Misc>W-2 Preview)

HERE'S HOW!
(The steps are the same as pulling payroll reports, but the screens are laid out a little differently.)

1. Log into RUN Powered by ADP®. You must be a registered user to login. **https://runpayroll.adp.com**

2. Hover your cursor over "REPORTS" in the main menu bar to view a list of available reports.
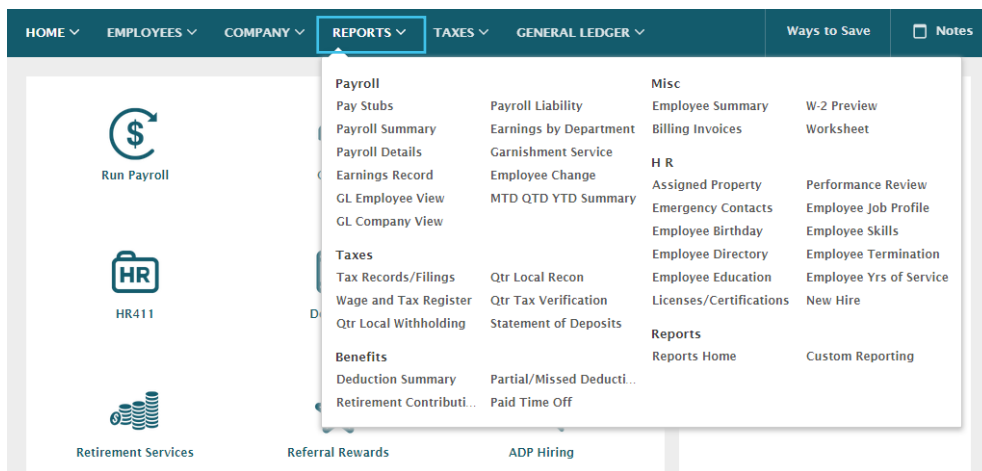
3. Click on the name of the report you want.

TIP!
You can also get to tax reports via the TAXES tab in the main menu bar.

4. Filter for year and quarter.

HOME ⌄	EMPLOYEES ⌄	COMPANY ⌄	REPORTS ⌄	TAXES ⌄	GENERAL LEDGER ⌄	Ways to Save	☐ Notes

ℹ Get the help you need faster when calling! **Create a PIN now. >**   ✕

❓

Federal	State	**All**

Year: **2015** ⌄   Quarter: **Second** ⌄

Forms	Instructions
FEDERAL	
941 Employer's Quarterly Federal Tax Return	941 Instructions
941R Allocation Schedule For Aggregate Form 941 Filers	941R Instructions
941X Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund	941X Instructions
940 Employer's Annual Federal Unemployment (FUTA) Tax Return	940 Instructions
943 Employer's Annual Federal Tax Return for Agricultural Employees	943 Instructions
944 Employer's Annual Federal Tax Return	944 Instructions
944X Adjusted Employer's Annual Federal Tax Return or Claim for Refund	944X Instructions
STATE	
New Jersey	
NJ-927 Employer's Quarterly Report	
NJ-927W Employer's Quarterly Report (Weekly Depositor)	
WR-30 Employer Report of Wages Paid	WR-30 Instructions
NJ-W-3 Annual Reconciliation of Tax Withheld	

💡 TIP!

You can also narrow your list to show only Federal or only State forms by clicking:

Federal	State	All

💡 TIP!

For information on what the form is, click on the form name in the "Instructions" column:

Forms	Instructions
941 Employer's Quarterly Federal Tax Return	941 Instructions

5. Click on the name of the federal or state form to view it.

💡 TIP!

If you click on the name of the report, but nothing happens, check to make sure your pop-up blocker is disabled.

Validate	Print

Form **941 for 2015:** Employer's QUARTERLY Federal Tax Return   950114
(Rev. January 2015)   Department of the Treasury — Internal Revenue Service   OMB No. 1545-0029

Employer identification number (EIN) 1 2 – 7 8 9 8 7 7 8 1

Name (not your trade name) SEJAL SHAHS 2 TEST CLIENT

Trade name (if any) SEJAL SHAHS 2 TEST CLIENT

Address 1260 GLEN AVENUE
Number   Street   Suite or room number

MOORESTOWN   NJ   08065
City   State   ZIP code

Foreign country name   Foreign province/county   Foreign postal code

Report for this Quarter of 2015
(Check one.)

☐ 1: January, February, March
☒ 2: April, May, June
☐ 3: July, August, September
☐ 4: October, November, December

Instructions and prior year forms are available at www.irs.gov/form941.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1:   Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)   1   0

2 Wages, tips, and other compensation   2   3,855.00

3 Federal income tax withheld from wages, tips, and other compensation   3   748.00

4 If no wages, tips, and other compensation are subject to social security or Medicare tax   ☐ Check and go to line 6.

	Column 1		Column 2
5a Taxable social security wages . . .	4,035.00	× .124 =	500.34
5b Taxable social security tips . . .	0.00	× .124 =	0.00
5c Taxable Medicare wages & tips. . .	4,035.00	× .029 =	117.02
5d Taxable wages & tips subject to Additional Medicare Tax withholding	0.00	× .009 =	0.00

5e Add Column 2 from lines 5a, 5b, 5c, and 5d 5e   617.36

5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions) . .   5f

6 Total taxes before adjustments. Add lines 3, 5e, and 5f   6   1,365.36

7 Current quarter's adjustment for fractions of cents   7   0.04

8 Current quarter's adjustment for sick pay   8   0.00

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