Here's a general guide for running a payroll report on ADP:

1. **Log In:**
   * Go to the ADP website and log in with your credentials.
2. **Navigate to Reports:**
   * On the main dashboard, find the "Reports" tab and click on it.
3. **Select Payroll Reports:**
   * In the Reports section, look for payroll-related reports. This might be under "Standard Reports" or "Payroll Reports."
4. **Choose the Report Type:**
   * Select the specific payroll report you need, such as "Payroll Summary" or "Payroll Register."
5. **Set the Parameters:**
   * Specify the parameters for your report. This can include the date range, employee groups, pay periods, and other relevant filters.
6. **Generate the Report:**
   * Click on the "Run Report" or similar button to generate the report.
7. **Review and Export:**
   * Once the report is generated, review the data to ensure it meets your needs. You can then export the report in your preferred format (e.g., PDF, Excel).
8. **Save or Share:**
   * Save the report to your computer or share it with relevant stakeholders as needed.

Helpful links:

<https://support.adp.com/adp_payroll/content/hybrid/@runcomplete/doc/pdf/how_to_access_payroll_and_tax_reports.pdf>

<https://support.adp.com/adp_payroll/content/hybrid/VerA/@runcomplete/doc/pdf/Custom_Reports_How_to_Guide.pdf>