

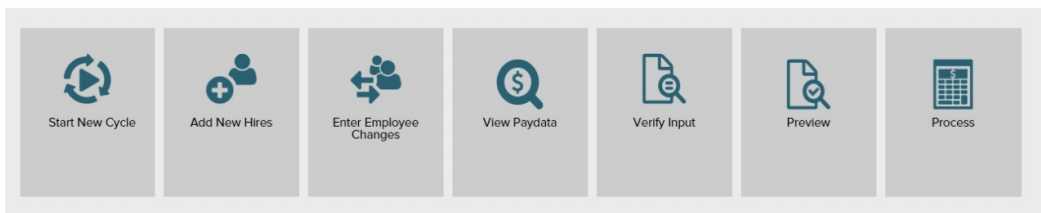
ADP Start New Pay Cycle

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It is essential to start a new cycle in ADP before you are able to submit through Teamwork. If a new cycle has not been started, you will receive a warning from the Teamwork payroll report. Starting a new cycle is very easy – please observe the following description from ADP.

■ Overview of the Icons in the Workforce Now Payroll Cycle

The icons in the following graphic correspond to the six steps identified in the Workforce Now payroll cycle:



The following table describes the purpose of each of these icons:

Icon	Description
Start New Cycle	<p>Clears all temporary information from previous pay periods and advances the cycle to the next pay period. Once the cycle has been started, the icon reads Cycle Started and it is grayed out.</p> <p>You cannot start a new cycle unless the previous cycle is complete and there is no active user lock for the company. You must also accept the payroll before you start a new cycle.</p> <p>Note: A schedule must exist in order to start a new cycle.</p>