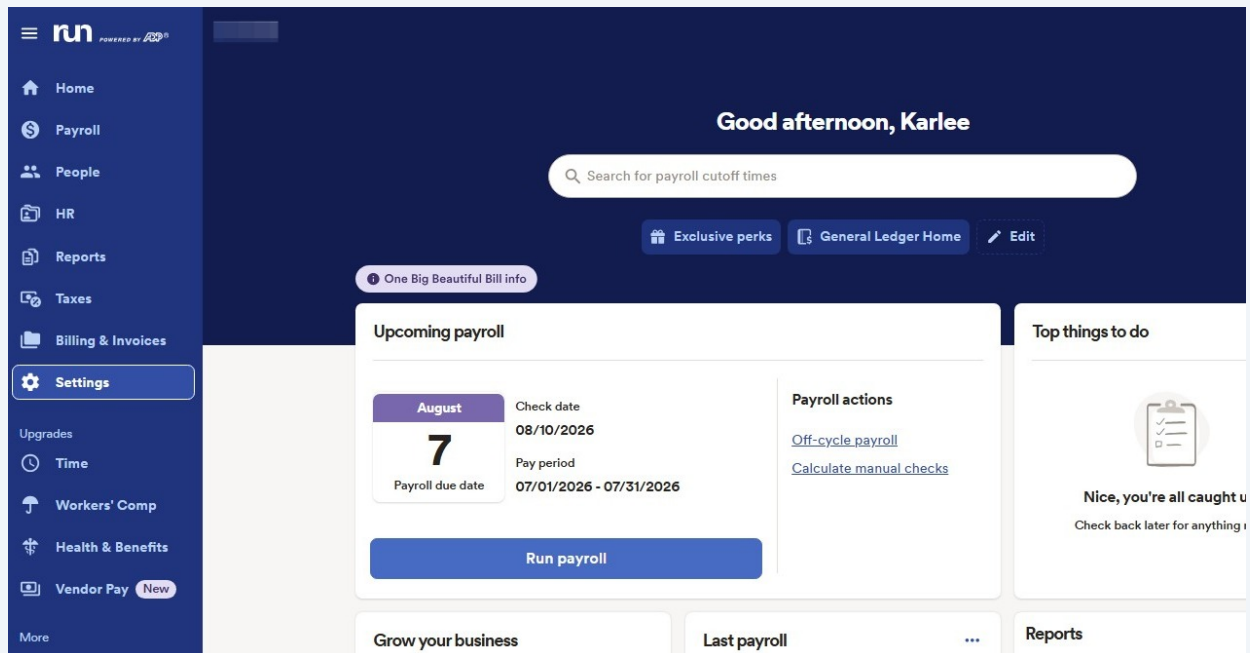


How to Process Shareholder Health in ADP

This guide provides step-by-step instructions for inputting shareholder health in one recurring payroll.

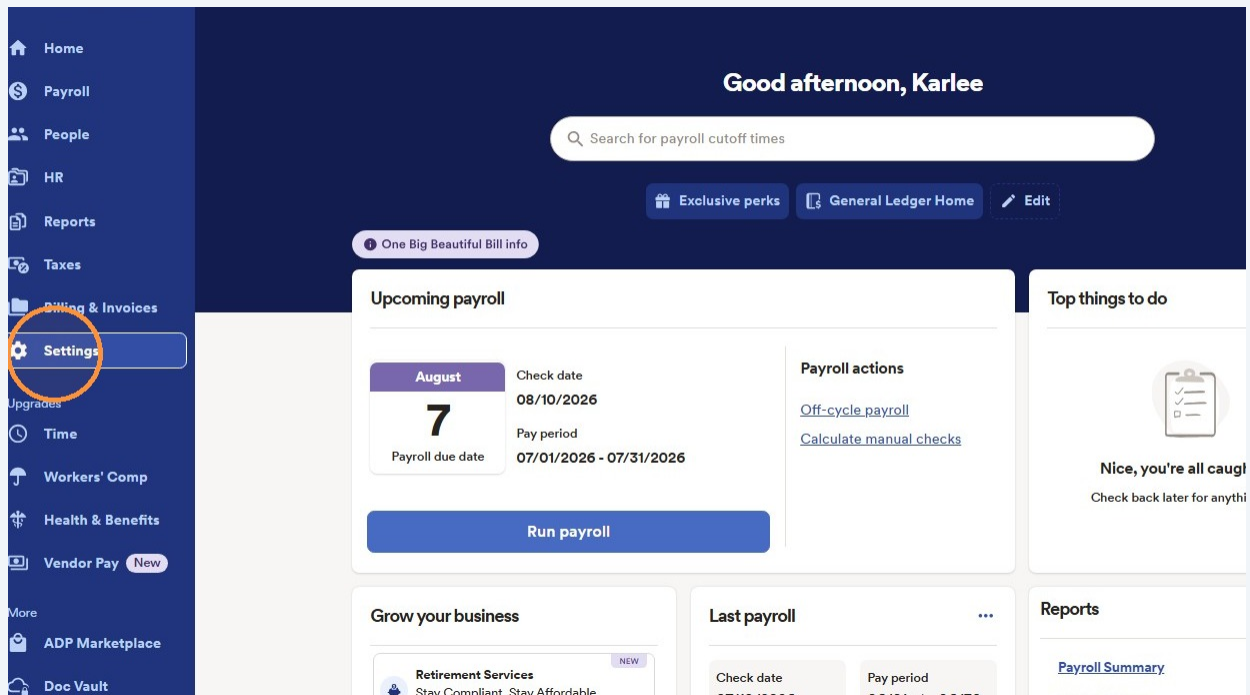
1

Navigate to <https://online.adp.com/signin/v1/?APPID=RUN&productId=80e309c3-70c3-bae1-e053-3505430b5495>

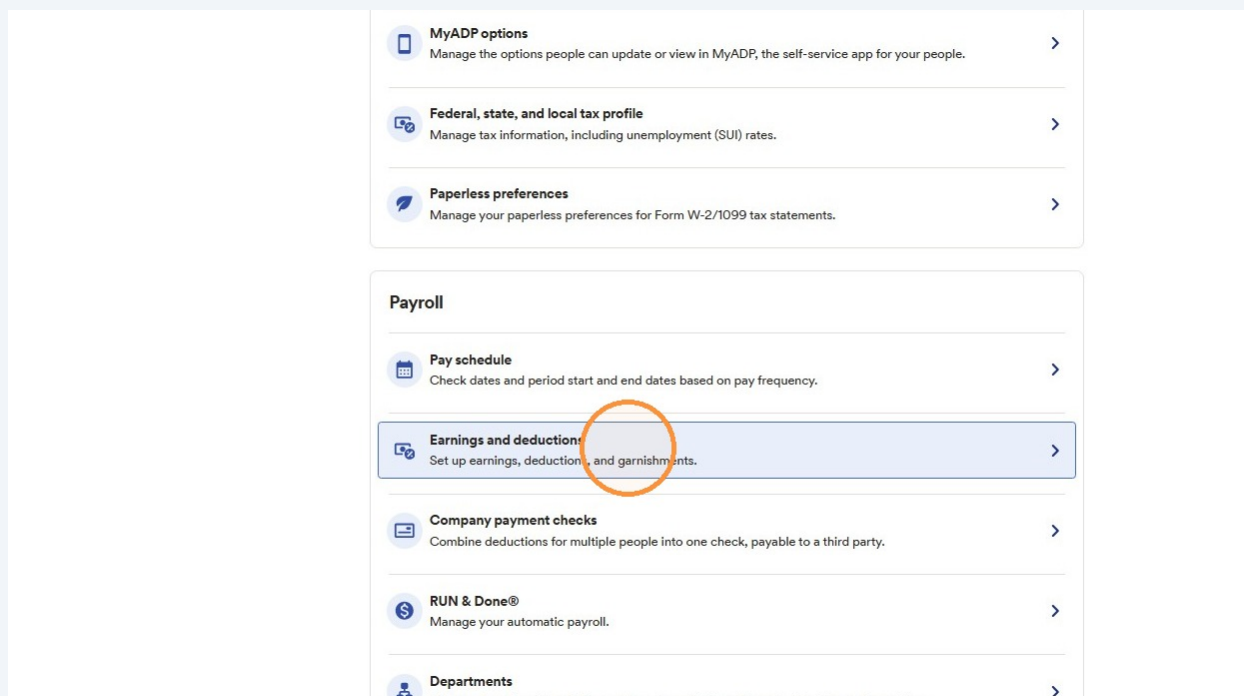


Earnings Configuration

2 Click "Settings"



3 Click "Earnings and deductions"



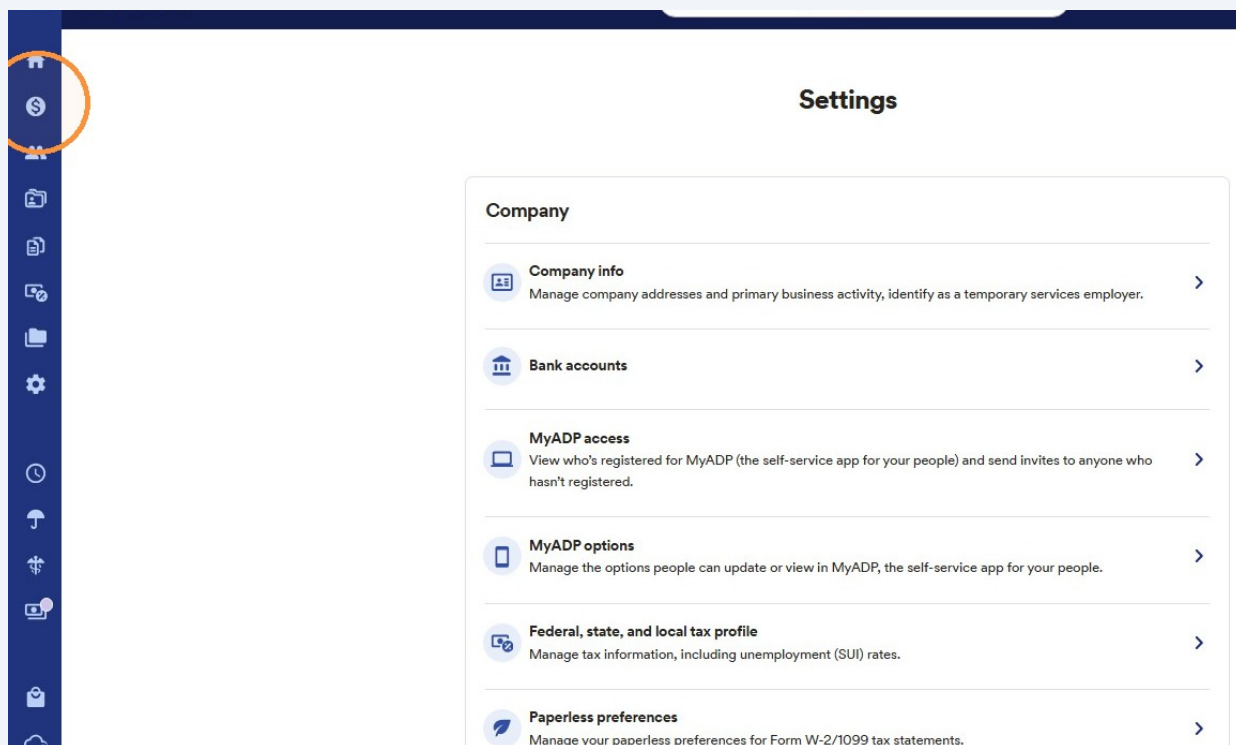
4

Select "Manage earnings and deductions". Confirm you have the S-corp 2% items setup.

Holiday	Details	Active	...
Misc pay	Details	Active	...
Misc reimbursement non-taxable	Details	Active	...
Nonqualified Overtime	Details	Active	...
Overtime	Details	Active	...
Personal	Details	Active	...
Regular	Details	Active	...
S-CORP 2% Disability	Details	Active	...
S-corp 2% HSA	Details	Active	...
S-corp 2% medical plan	Details	Active	...
Sick	Details	Active	...
Vacation	Details	Active	...

5

Click "Payroll" in the sidebar menu (\$ icon)



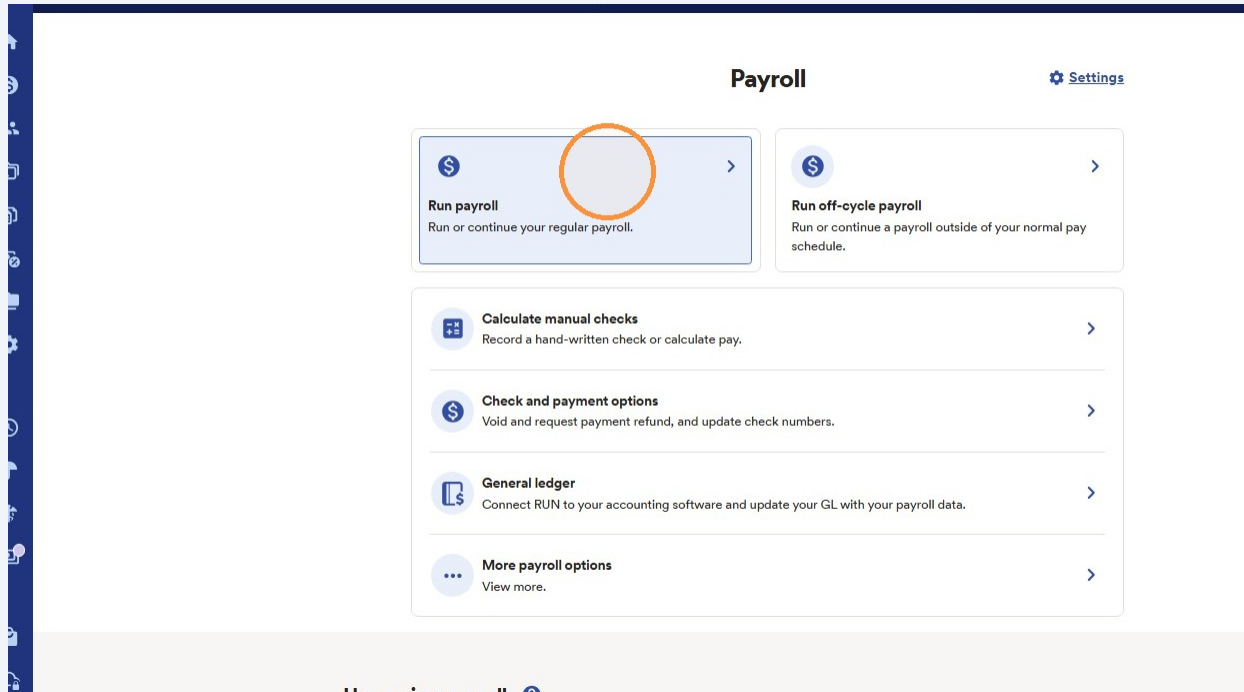
Settings

Company

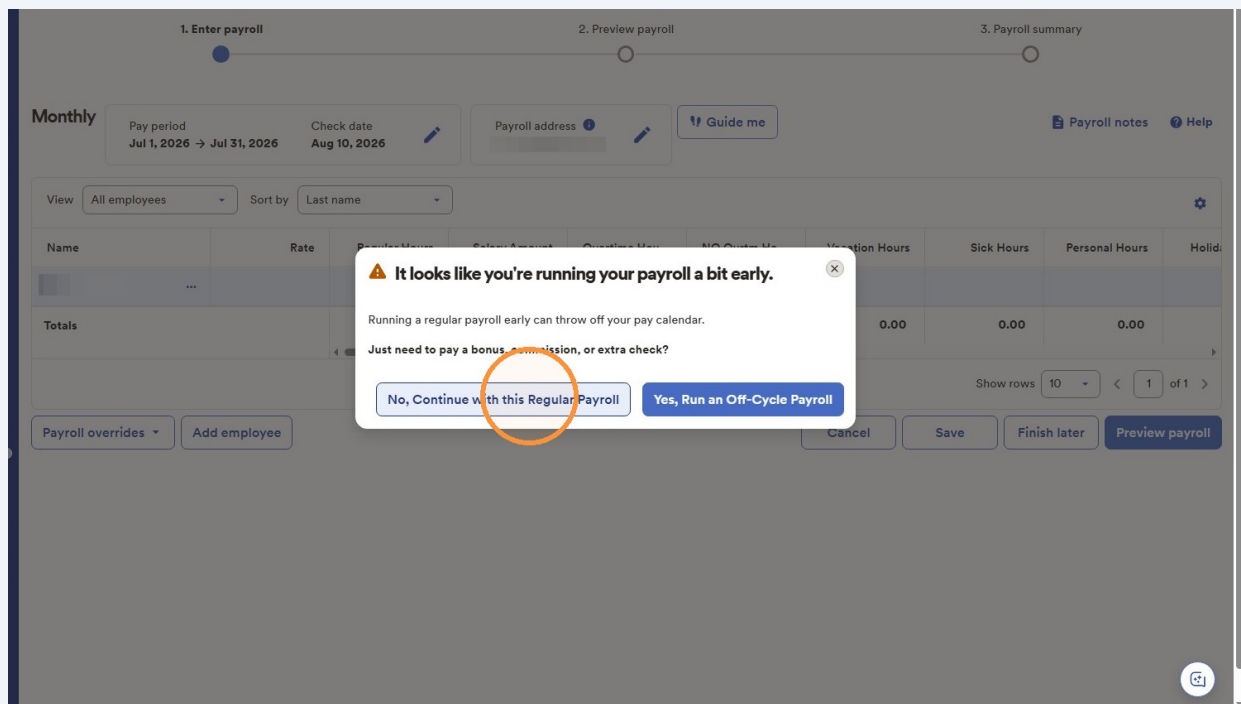
- Company info**
Manage company addresses and primary business activity, identify as a temporary services employer. >
- Bank accounts** >
- MyADP access**
View who's registered for MyADP (the self-service app for your people) and send invites to anyone who hasn't registered. >
- MyADP options**
Manage the options people can update or view in MyADP, the self-service app for your people. >
- Federal, state, and local tax profile**
Manage tax information, including unemployment (SUI) rates. >
- Paperless preferences**
Manage your paperless preferences for Form W-2/1099 tax statements. >

Payroll Processing

6 Select "Run payroll" from the Payroll dashboard.



7 Click "No, Continue with this Regular Payroll"



8

Scroll to the right to find your 2% Shareholder items and enter the applicable annual amounts. Then hit Preview Payroll

1. Enter payroll 2. Preview payroll 3. Payroll summary

Monthly

Pay period: Jul 1, 2026 → Jul 31, 2026 Check date: Aug 10, 2026 Payroll address: Guide me Payroll notes Help

View: All employees Sort by: Last name

Name	Rate	y Hours	Bonus Amount	Misc Amount	Comm Amount	Misc Reimb	2% Scorp Me...	2% Scorp HSA	2% Scorp DIS
Totals	0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Show rows 10 of 1

Payroll overrides Add employee Cancel Save Finish later Preview payroll

9

On the next screen, hit Approve Payroll. By entering these amounts as a one-off rather than in the employee profile, they will not recur the next payroll run.

Previous Finish later Approve