

Payroll System Updating Guide

These materials are designed to help you update ADP using the figures provided in your Payroll Plan. Please let us know if you have any questions about the plan, as we are happy to review the numbers together.

If you need assistance navigating ADP or would like formal training, we can gladly put you in touch with their technical support team. Outside of formal training, you can utilize their live chat option or contact them at 877-815-6427 (24/7 General Support).

Screenshots outlined in black are from the ADP platform, while those outlined in green are from a sample Payroll Plan.

ADP – Gross Wages

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Employee profile

Personal information

Employee info

Employment info

Employee status

Payroll

Tax info

Payroll info

Earnings & deductions

Payroll

Tax info

Payroll info

Earnings & deductions

Direct deposit

Paid time off

Pay stubs

Employee access

Payroll info

Pay info

Pay type*

Salary

Basis of pay ?

Same as Pay Type

Pay schedule* ?

Monthly

Review the pay frequency laws in your state

Before you select a pay frequency, make sure you follow the laws in your state.

Learn more about pay frequency laws

Standard hours per pay period ?

Employment type

Full time

Is the employee paid in cash?*

No

Seasonal employee

No

☐ Add a message on the employee's pay stub

Owner Officer ?

No

Pay rate

☒ Monthly salary
 ☐ Annual salary

Monthly salary*

\$1,000.00

*Added on 05/18/2026

Hourly rate

\$

	Annual Payroll	Monthly
1 Salary, CO	12,000	1,000
2 Salary, N/A	-	-
3 Total Salary	12,000	1,000
4 Social Security	744	62
5 Medicare (calcs surtax)	174	15
6 Other Tax (SDI @ 1.3% for CA)	-	-
401k Owner (employee) Deferral	-	-
7 Outside W-2 401k/403(b) Total	-	-
8 401k Pre-Tax (max 24,500)	-	-
Plus Catchup (max 8,000)	-	-
Plus Catchup 60-63 (max 3,250)	-	-
9 401k Roth (max 24,500)	-	-
Plus Catchup (max 8,000)	-	-
Plus Catchup 60-63 (max 3,250)	-	-
10 Net Check Before Income Tax		924
State, Local Income Tax Needed		
11 CO	1,200	100
12 N/A	-	-
Net Check Before FIT		824
13 Federal Income Tax Needed	1,596	133

ADP – Withholdings

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Employee profile

Personal information

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Employee status

Payroll

Tax info

Payroll info

Earnings & deductions

Payroll

Tax overview

Tax info

Payroll info

Earnings & deductions

Direct deposit

Paid time off

Pay stubs

Federal tax info

State tax info

	Annual Payroll	Monthly
1 Salary, CO	12,000	1,000
2 Salary, N/A	-	-
3 Total Salary	12,000	1,000
4 Social Security	744	62
5 Medicare (calcs surtax)	174	15
6 Other Tax (SDI @ 1.3% for CA)	-	-
401k Owner (employee) Deferral	-	-
7 Outside W-2 401k/403(b) Total	-	-
8 401k Pre-Tax (max 24,500)	-	-
Plus Catchup (max 8,000)	-	-
Plus Catchup 60-63 (max 3,250)	-	-
9 401k Roth (max 24,500)	-	-
Plus Catchup (max 8,000)	-	-
Plus Catchup 60-63 (max 3,250)	-	-
10 Net Check Before Income Tax		924
State, Local Income Tax Needed		
11 CO	1,200	100
12 N/A	-	-
Net Check Before FIT		824
13 Federal Income Tax Needed	1,596	133

Federal Income Tax

All employees must complete a Federal Form W-4. This helps us calculate how much money to withhold from their paycheck for federal income taxes.

Current W-4

Previous W-4

Which W-4 does employee have?* ?

Previous W-4

Withholding status (line 3)* ?

Single

Total number of allowances (line 5) ?

Additional withholding (line 6) ?

Flat \$ Amount

Enter amount

\$133.00

State where the employee lives ?

Wisconsin

Marital status* ?

Single

Total number of exemptions (line 1-d) ?

Additional withholding (line 2) ?

Flat \$ Amount

Enter amount ?

\$100.00

ADP – 401K Contributions

Employee profile

Personal information

- Employee info
- Employment info
- Employee status

Payroll

- Tax info
- Payroll info
- Earnings & deductions**
- Direct deposit
- Paid time off
- Pay stubs
- Employee access

Retirement deduction 1

401(k) plan \$

Type: Dollar*

Dollar \$2,042.00

Does this deduction have a goal amount? ?

No

Payment method for this deduction: None

Retirement deduction 2

401(k) catch-up \$

Type: Dollar*

Dollar \$667.00

Does this deduction have a goal amount? ?

No

Payment method for this deduction: None

		Annual Payroll	Aug
1	Salary, CO	73,000	8,184
2	Salary, N/A	-	-
3	Total Salary	73,000	8,184
4	Social Security	4,526	507
5	Medicare (calcs surtax)	1,059	119
6	Other Tax (SDI @ 1.3% for CA)	-	-
	401k Owner (employee) Deferral	-	-
7	Outside W-2 401k/403(b) Total	-	-
8	401k Pre-Tax (max 24,500)	24,500	2,042
	Plus Catchup (max 8,000)	8,000	667
	Plus Catchup 60-63 (max 3,250)	-	-
9	401k Roth (max 24,500)	-	-
	Plus Catchup (max 8,000)	-	-
	Plus Catchup 60-63 (max 3,250)	-	-
10	Net Check Before Income Tax		4,850