



ADP - WORKFORCE NOW

PREMIUM AUDIT - PAYROLL REPORT INSTRUCTIONS



(Quick Report option) - Workers' Compensation Report

1. Log in to **Workforce Now**
2. Go to Reports, select Custom Reports, then select Sample Reports
3. Look for the **Workers' Compensation Report**. It's typically located on the last page of all reports. Be sure not to confuse it with the Workers' Compensation Catch Up.
4. Once you locate the Workers' Compensation Report, click the blue radial button to the right and select **Run**
5. Enter the policy period dates without changing any default selections
6. Select **Run Report**