PAYROLL CHECKLIST

PAYROLL CHECKLIST FOR THE MONTH OF _____YEAR_____

PAYROLL PREPARATION MENU

_____(1)   Payroll Run ID Maintenance (PR/PRID) - create a new payroll run ID

_____(1A)   Create Run ID for Supplemental Payroll - IF NEEDED
                        Under Withhold Deductions -De-select Matching Ins & all un-needed non-mad
                        Select Tax Table on State and Federal or deductions won't be made

_____(2A)   If employees have resigned, been terminated, hired new, FLMA, LW/OP any change go
                        to portal for health insurance and enter changes by 9th

_____(2B)   Download insurance Invoice from PEEHIP when email notification arrives
                        (Check before loading to Payroll software)

_____(2C)   Import PEEHIP file (PR/PHIP) - Third-Party Deduction Import

_____(3)   Employee Maintenance (PR/EMNT) - maintain individual employee data
                        enter changes for deduction, taxes, permanent salary, etc

_____(4)   Input Pay (PR/IPAY) - enter input pay and leave for employees

_____(4A)   Verify all backup leave documentation exits for each type taken

_____(5)   Print Input Pay & Leave Edit Report (PR/IPYR) - verify w/Payroll Service Report
                        (Must run input edit report before computing)

_____(6)   Pre-Compute Exception Report (PR/PCOM) - if there are problems correct problems in
                        employee maintenance and pre-compute again

_____(7)   Compute Payroll (PR/COMP), correct problems in employee maintenance &
                        deduction master maintenance

_____(8)   Post to GL - **Report Only Do Not Post** (PR/PPGL) - this may show errors in
                        cash and/or expense accounts - Compute again if changes are made

_____(9)   Print Prior Period Comparison Report (PR/PPCR) for changes in Employee/er
                        deductions - verify report - Compute again if changes are made

_____(10)   Print Prior Period Comparison Report (PR/PPCR) for Gross Wages & Fringes
                        Explain all variances over $200 and Give to CSFO
                        Let CSFO Approve and Sign Off on before proceeding

_____(11)   Print Payroll Register, verify report (PR/PREG)
                        Let CSFO Approve and Sign Off on before proceeding

_____(12)   Print GL Distribution Report (PRGLD1)   CSFO wants it by funding source
                        Check substitue's posting on federal programs where allowed

PAYROLL CHECKLIST

PAYROLL CHECKS PROCESSING MENU

_____(13)   Print Payroll Checks (PR/PCKS) - check for portrait setting   Checks print first

			to	
Check #	_____		to	_____
Statements	_____		to	_____

_____(14)   Print Payroll Check Register (PR/CREG), verify report

_____(15)   Generate ACH Direct Deposit (PR/GACH), verify report
Upload ACHTAPE file thru Online Banking 2 business days prior to check date

_____(16)   Post Payroll to GL (PR/PPGL), Verify report - **this is done only once**
                    This post to the general ledger

_____(16A) **RUN A TRIAL BALANCE ON FUND 38 TO MAKE SURE ALL POSTED CORRECTLY**

_____(17)   Update Employee PR Tables (PR/UEPT) **this is done only once**
                    This updates the check register and bank reconciliation file

_____(18)   Input Spoiled Checks (PR/PCRD)

_____(19)   Print Payroll Service Report (PR/PSVR), include Leave Balances
                    Distribute to cost centers w/ checks/statements

_____(20)   Print Employee Leave Report (PR/ELVR)

_____(21)   Print Payroll Register (PR/PREG), **Grand totals only by Fund Source**
                    Copy last page of Journal Entry Posting (PR/PPGL) from (16) above
                    Use both reports to fill out Payroll Transfer Excel spreadsheet & email to CSFO
                    Attach backup behind Payroll Transfer spreadsheet-sign and give to CSFO

After Each Payroll Processed always perform 22 - 22B:

_____(22)   From Monthly Procedures Menu -
          1. Print MTD Combined Deduction Report (PRMCND) by Check Date for Federal & FICA
          The Total will be the amount for the Tax Deposit
_____(22A) From QTRLY Procedures Menu -
          1. Print Quarter/YTD Report, for Grand Totals Only (QYTD)
          2. Subtract Wages and Taxes withheld from previous QYTD report for current liabilities
          3. Copy pages 1 & 4 of Payroll Register(s), Grand totals only by Fund Source (PR/PREG)
          4. Each wage and tax withheld amount should match both 2 & 3 above.

          Use ABOVE figures to verify and complete the Federal Tax Deposit below:

_____(22B) Submit Online using EFTPS **(make sure transmitted by payroll check date by 7 pm.)**
          https://www.eftps.gov/eftps/login/loginInitial
          Settlement date must be within 1 business day after the payroll check date,
          i.e., if payroll date Jan 31, must be no later than February 1st)
          Email to CSFO, save PDF and print copy for documentation and place in 941 Book
          Cut signature from checks and file with documentation

PAYROLL CHECKLIST

MONTHLY PROCEDURES MENU

_____(23) Print MTD Deduction Report (PR/MTDD) for **mandatory** deductions (verify thru the
                    viewer - not necessary to print)

_____(24) From QTRLY Procedures Menu -
                    1. Print Quarter/YTD Report, for Grand Totals Only (QYTD)
                    2. Subtract Wages and Taxes withheld from previous QYTD report for current liabilities
                    3. Copy pages 1 & 4 of all Payroll Registers for the month, from(20) above (PR/PREG)
                    4. Each wage and tax withheld amount should match both 2 & 3 above.

_____(25) **Use ABOVE figures to verify and complete the following reports:**

_____(25A) SUI deduction report w/ masked SSN and check to be deposited on payroll date

_____(25B) Submit Current Employment Statistics by payroll check date
                    Bureau of Labor Statistics Internet data collection site -   https://cesdata.bls.gov

_____(25C) State Tax Online ALDOR - by 15th of month following payroll check date
                    Cut signature from checks and file with documentation
                    https://aldor.efile.govconnect.com/web/ALO_AAA/welcome_bus.asp

_____(25D) City Tax usually due by the 20th of month following payroll check date

_____(26) Print MTD Deduction Report (PR/MTDD) for **non-mandatory** deductions, verify thru viewer
                    not necessary to print until you are ready to pay invoices - print one to go
                    with check and one to put in file with check stub - **mask SSN**

_____(26A) Process annuity & garnishment deduction checks with above reports & mail ASAP

_____(27) Generate/Print RSA-1 Data (PR/GPRD), verify report   Transmit online
                    Process and mail ASAP   https://cra.rsa-al.gov

_____(28) Compare invoice from PEEHIP with report from Payroll - make sure check is same
                    as PEEHIP invoice - if there is a change you will have to void check and
                    reissue - send corrected PEEHIP report from state with check from
                    system by the 5th of the month

_____(29) Generate/Print Retirement Data (PR/GPRD), verify report   Transmit online
                    Verify amounts match MTDD & reset when completed
                    Report and check due by the 10th of the month   https://cra.rsa-al.gov

_____(30) Generate/Print AEA Data & Report (PR/GAEA)
                    (Payroll Site Specific Menu, AL Procedures, AEA Procedures)

THIS COMPLETES MONTHLY PAYROLL PROCESSING