

# PAYROLL CHECKLIST

revised 3/09

**All error reports that are created must be verified and corrected.**

## ***PRELIMINARY STEPS***

- \_\_\_\_\_ **PAYDIR**  
YES to clear accumulators. Change pre-notes to live if needed
- \_\_\_\_\_ **USPSDAT/CALMNT** – build new calendars if necessary
- \_\_\_\_\_ Add new employees using BRWSCN
- \_\_\_\_\_ USPSCN/BIOSCN,JOBSCN,BENSCN,DEMScN,POSSCN,PAYScN,DEDSN
- \_\_\_\_\_ **Assign Employee ID to new employees when adding or run MASID.**
- \_\_\_\_\_ Make any deduction changes to employees
- \_\_\_\_\_ **Complete contract changes on all employees if any work day of this pay period count toward the new contract.**
- \_\_\_\_\_ **BENACC** \_\_\_\_\_ View or print BENACC.TXT (verify report)  
(once a month for sick and/or vacation, once a year to reset personal leave and/or vacation)
- \_\_\_\_\_ **ATDSCN** (use the ATDSCN/UPDCAL link for quick entry)  
Attendance must be added for timesheet employees  
Sick, vacation, dock, personal days must be added  
\_\_\_\_\_ Run ATDRPT \_\_\_\_\_ view or print ATDRPT.TXT (verify report)
- \_\_\_\_\_ **UPDCAL\_FUT**  
\_\_\_\_\_ Run FUTPAY \_\_\_\_\_ view or print FUTPAY.TXT (verify report)

## ***START PAYROLL***

- \_\_\_\_\_ **BENRPT** \_\_\_\_\_ Print or will be on web BENRPT.TXT
- \_\_\_\_\_ **INICAL - Start**  
(Pull through all pay groups that fall in the current pay period)  
Pay Plan \_\_\_\_\_ Pay of the Month \_\_\_\_\_ Special Pay \_\_\_\_\_  
Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Pay Date \_\_\_\_\_  
Pay Groups \_\_\_\_\_
- \_\_\_\_\_ **INICAL - Additions**  
(Pull through any pay groups that do not fall in the regular pay period.  
Any employees whose contract ends with this pay period should have a period end date equal to their contract ending date.  
Any employee whose new contract begins with this pay period should have a period beginning date equal to the beginning date of their contract.)

1<sup>ST</sup> Addition:  
Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
Pay Groups \_\_\_\_\_

2<sup>nd</sup> Addition:  
Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Pay Groups \_\_\_\_\_  
\_\_\_\_\_ Print INICAL.TXT – verify dates entered, totals and check for errors  
\_\_\_\_\_ Print INICALERR.TXT – correct any fatal errors

\_\_\_\_\_ **PAYSUM** \_\_\_\_\_ Print or will be on web PAYSUM.TXT  
\_\_\_\_\_ **UPDCAL\_CUR**  
(enter any exceptions; payoffs, paid vacations, anything not entered through  
UPDCAL\_FUT)  
\_\_\_\_\_ **MUNSCN**  
(divides city taxes for multiple municipality districts and when change in  
workplace occurs)  
\_\_\_\_\_ **REFSCN**  
(pulls through any refund only payments that have been entered in DEDSCN)  
\_\_\_\_\_ **PAYSUM** or **CURPAY**

\_\_\_\_\_ print or view will be on web PAYSUM.TXT or CURPAY.TXT  
verify should equal INICAL and UPDCAL  
\_\_\_\_\_ **CALCPAY** (verify reports – all CALCERR errors must be verified/corrected)  
\_\_\_\_\_ CALCERR.TXT \_\_\_\_\_ DEDDET.TXT  
\_\_\_\_\_ BUDPRO.TXT \_\_\_\_\_ DEDTOT.TXT  
\_\_\_\_\_ BUDDET.TXT \_\_\_\_\_ PAYRPT.TXT

\_\_\_\_\_ **CHKPRT**  
Beginning check number \_\_\_\_\_ Beginning Direct Deposit number \_\_\_\_\_  
Print forms:  
\_\_\_\_\_ CHKFORM.TXT (checks)  
\_\_\_\_\_ CHKFORM\_01.TXT (check status report for current payroll)  
\_\_\_\_\_ CHKFORM\_02.TXT (signoff sheet for checks)  
\_\_\_\_\_ DIRFORM.TXT (direct deposit forms – if applicable)  
\_\_\_\_\_ CHKFORM\_OVERFLOW.TXT (if created)  
\_\_\_\_\_ Run **V4\_BACKPAY** to backup payroll

**\*\*\*POINT OF NO RETURN\*\*\***

\_\_\_\_\_ **CHKUPD** Warrant Check # \_\_\_\_\_  
Verify reports:  
\_\_\_\_\_ BUDDIS.TXT \_\_\_\_\_ DISDET.TXT

**\*\*\*If minipay is needed with same paydate AND direct deposit go to instructions for Minipay.\*\*\***

\_\_\_\_\_ **PAYDIR** (creates direct deposit file to be transferred to bank)  
**NO** to change prenotes to live  
\_\_\_\_\_ Verify PAYDIR.TXT  
\_\_\_\_\_ **Direct Deposit**  
\_\_\_\_\_ USPS\_LCL  
1. ACH\_MENU  
2. SEND ACH

***POST PAYROLL***

**\*\*\* If minipay is needed but NO direct deposit follow instructions for minipay\*\*\***

- \_\_\_\_\_ **PAYDED** run as **Projection**
  - \_\_\_\_\_ DEDRPT.TXT \_\_\_\_\_ DEDSUM (review reports will be on web)
- \_\_\_\_\_ **PAYDED** run as **Actual**  
(creates deduction checks)
  - Beginning check number \_\_\_\_\_ Beginning electronic transfer number \_\_\_\_\_
  - \_\_\_\_\_ Print PAYFORM.TXT (Deduction checks)
  - \_\_\_\_\_ Print PAYDED.TXT (Deduction report)
- \_\_\_\_\_ **BRDDIS** (creates sequential file for requisitions and purchase orders)
  - Perpay \_\_\_\_\_ Medicare \_\_\_\_\_ STRS
  - Monthly \_\_\_\_\_ SERS \_\_\_\_\_ Other
- \_\_\_\_\_ **RETIRE/STRSREG**
  - \_\_\_\_\_ **No** to create tape file, verify report
  - \_\_\_\_\_ **Yes** to create tape file
- \_\_\_\_\_ **STRS\_SEND** (emails STRSREG file to STRS)
- \_\_\_\_\_ **NEWHIRE** (N - Update BIOSCN)
  - \_\_\_\_\_ **No** to update BIOSCN, verify report
  - \_\_\_\_\_ **Yes** to update BIOSCN, report information to ODJFS
- \_\_\_\_\_ **LEVPRO** (creates the posting file for charging leaves to USAS accounts)
  - \_\_\_\_\_ Verify reports
- \_\_\_\_\_ Transfer balancing reports to FTP site at LACA

***POST TO USAS ACCOUNTS***

- \_\_\_\_\_ **AUTOPOST** (post .BATCH payroll file, verify reports before posting)
  - \_\_\_\_\_ AUTOPOST\_PAYROLL.TXT \_\_\_\_\_ AUTOPOST\_LEVEPRO.TXT
  - \_\_\_\_\_ AUTOPOST\_BRDDIS.TXT

***MONTH END PROCESSING***

- \_\_\_\_\_ **RETIRE/SERSREG**
  - \_\_\_\_\_ **No** to create tape, verify days on report
  - \_\_\_\_\_ **YES** to create tape, clears MTD fields
- \_\_\_\_\_ **RETIRE/STRSMONTH** (clears month-to-date accumulators)
- \_\_\_\_\_ **CHKSTA** or **PAYREC** (reconcile payroll checks)
- \_\_\_\_\_ **PAYDED** – **Non-zero** report to be used to balance checking account

## ***QUARTER END PROCESSING***

### **\_\_\_\_\_ ODJFSRPT**

\_\_\_\_\_ N to create tape, close quarter, and special forms file (verify report)

\_\_\_\_\_ Y to create tape, close quarter, special forms file

Send top, "Employer's Report of Wages", to LACA, mail bottom part to ODJFS

*ODJFS must be closed BEFORE you close your QRTRPT*

### **\_\_\_\_\_ QRTRPT**

\_\_\_\_\_ N - No Totals Zeroed (verify report)

\_\_\_\_\_ Q - Zero QTD Totals (clears QTD fields)

*Make sure that you balance your QRTRPT with your W2REPT*

### **\_\_\_\_\_ W2PROC No to create tape file**

\_\_\_\_\_ Verify with 941 using spreadsheet

## ***ANNUAL***

\_\_\_\_\_ Enter all calendars for next year

\_\_\_\_\_ Update new sub rates

\_\_\_\_\_ Accrue Vacation days (update number of days and maximums on employees)

\_\_\_\_\_ Accrue Personal days

## ***AUDIT PURPOSES***

\_\_\_\_\_ AUDRPT (Official Option)

\_\_\_\_\_ Print AUDRPT.TXT

**MINI PAYROLL**

**If done in conjunction with current payroll**

- \_\_\_\_\_ **ATDSCN** - Add attendance for current payroll exceptions  
\_\_\_\_\_ ATDRPT – verify ATDSCN postings
- \_\_\_\_\_ **INICAL**  
Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Pay Date \_\_\_\_\_  
Pay of the Month = E – Suppress voluntary deductions  
Pay Plan = B – Biweekly or S – Semi-monthly  
Is this a special pay = Y – yes  
Direct Deposit Option = B – Both  
\_\_\_\_\_ View INICAL.TXT - report should be blank since no regular employees were initialized
- \_\_\_\_\_ **UPDCAL\_CUR** - add employees to be paid
- \_\_\_\_\_ **PAYSUM** - verify report should equal INICAL and UPDCAL
- \_\_\_\_\_ **CALCPAY** – verify and print necessary reports
- \_\_\_\_\_ **CHKPRT**  
Beginning check number \_\_\_\_\_ Beginning Direct Deposit number \_\_\_\_\_  
\_\_\_\_\_ CHKFORM.TXT \_\_\_\_\_ DIRFORM.TXT  
\_\_\_\_\_ CHKFORM\_01.TXT \_\_\_\_\_ CHKFORM\_02.TXT
- \_\_\_\_\_ **BACKPAY**
- \_\_\_\_\_ **CHKUPD** – verify and print necessary reports
  
- \_\_\_\_\_ Return to checklist at **PAYDIR**

**If done outside of normal payroll – follow instructions above and continue with:**

- \_\_\_\_\_ **PAYDED** run as **Projection** (if STRS employee)  
Enter STRS deduction code  
Verify – verify and print necessary reports
- \_\_\_\_\_ **PAYDED** run as **Actual** (if STRS employee)  
(creates STRS deduction check)  
Check number \_\_\_\_\_  
\_\_\_\_\_ Print PAYFORM.TXT (check) \_\_\_\_\_ PAYDED.TXT (report)
- \_\_\_\_\_ **RETIRE/STRSREG**  
\_\_\_\_\_ **No** to create tape file, verify report  
\_\_\_\_\_ **Yes** to create tape file
- \_\_\_\_\_ **STRS\_SEND** (if STRS employee, emails STRSREG file to STRS)
- \_\_\_\_\_ **AUTOPOST** (post .BATCH payroll file)  
\_\_\_\_\_ Print AUTOPOST\_PAYROLL.TXT