

PAYROLL CHECKLIST

revised 3/07

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,DEMPCN,POSSCN,PAYSCN,DEDCN
- _____ **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.)

1ST Addition:
Beginning Date _____ Ending Date _____
Pay Groups _____

2nd 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**
SWOCA Districts _____ Other Bank
_____ 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

_____ **QRTRPT**

_____ N - No Totals Zeroed (verify report)

_____ Q - Zero QTD Totals (clears QTD fields)

_____ **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

_____ **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