PAYROLL CHECKLIST

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

PRELIMINARY STEPS

_____ PAYDIR – Run PAYDIR to clear accumulators if necessary
_____ **USPSDAT/CALMNT** – build new calendars if necessary
_____ Add new employees using BRWSCN
         USPSCN/BIOSCN,JOBSCN,BENSCN,DEMSCN,POSSCN,PAYSCN,DEDSCN
_____ Assign Employee ID to new employees when adding if not automatically added.
_____ Make any deduction changes to employees
_____ Use **NEWCNT** to complete contract changes on all employees if all work days of this pay
         period count toward the new contract.
_____ **BENACC** _____ View or print BENACC.TXT (verify report)
         (Sick and/or vacation once a month, once a year to reset personal and/or vacation)
_____ MASCHG/**MASSICK** to accrue sick leave for part-time employees
_____ **ATDSCN** (Use the ATDSCN/UPDCAL link for quick entry)
         Attendance must be added for timesheet employees
         Sick, vacation, dock, personal days must be added
         _____ USPLOAD/ATDSCN or USPIMPORT/ATTEND to import csv file from Employee
         Kiosk, AESOP, Timeware, TimeClock Plus, etc
         _____ Run ATDRPT (USPS_LCL)
         _____ View or print ATDRPT.TXT (Verify report)
_____ Enter pay through **UPDCAL_FUT**
         _____ Run FUTPAY (USPS_RPT)
         _____ View or print FUTPAY.TXT (Verify report and balance to timesheets)

START PAYROLL

_____ **BENRPT**
         _____ Print BENRPT.TXT (or will be on BeAR)
_____ **INICAL** - Start
         (Pull through all pay groups that fall in the current pay period)
         Beginning Date _____ Ending Date_____ Pay Date _____
         Pay Plan _____ Pay of the Month _____ Special Pay _____
         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

       (Balance report: INCAL must equal INICAL spreadsheet plus FUTPAY)

       _____ Active Job Gross on INICAL should balance to your spreadsheet

       _____ Future Gross on INICAL should balance to FUTPAY

_____ Print INICALERR.TXT – correct any fatal errors and rerun INICAL

_____ **PAYSUM**

       _____ Print PAYSUM.TXT (or will be on BeAR)

       (Balance to total from INICAL.TXT, any difference must be resolved)

_____ **UPDCAL_CUR**

(Enter exceptions: payoffs, paid vacations, anything not added in UPDCAL_FUT)

*Exceptions entered into UPDCAL_CUR will be lost if INICAL is reran

_____ **MUNSCN**

(Divides city taxes for multiple municipalities and when change in workplace)

_____ **REFSCN**

(Pulls through any refund only payments that have been entered in DEDSCN)

_____ **PAYSUM** or **CURPAY**

       _____ Print or view PAYSUM.TXT or CURPAY.TXT (will be on BeAR)

       (Balance to INICAL plus UPDCAL_CUR)

_____ **CALCPAY** (Verify reports)

*Correct errors and rerun CALCPAY as many times as necessary

_____ CALCERR.TXT	____ DEDDET.TXT
_____ BUDPRO.TXT	____ DEDTOT.TXT
_____ BUDDET.TXT	____ PAYRPT.TXT (F18 UPDCAL_CUR)

(Balance PAYRPT.TXT total to PAYSUM.TXT or CURPAY.TXT total)

_____ **CHKPRT**

Beginning check number _____ Beginning Direct Deposit number _____

Print forms:

       _____ CHKFORM.TXT/CHKPRT.DAT (checks)

       _____ CHKFORM_01.TXT (check status report for current payroll)

       _____ CHKFORM_02.TXT (signoff sheet for checks)

       _____ CHKFORM_OVERFLOW.TXT (if created)

       _____ DIRFORM.TXT/DIRCHK.DAT (direct deposit forms – if applicable)

_____ **P_DIRDEP** (USPS_LCL)

(Send PDF e-mail direct deposit notifications if desired. Can be sent now or can enter a future date to automatically send later)

*Must be ran by the user who ran payroll

_____ Run **V4_BACKPAY** (USPS_LCL) to backup payroll

POINT OF NO RETURN

_____ **CHKUPD**   Warrant Check # _____
          Verify reports: _____ BUDDIS.TXT   _____ DISDET.TXT
          (Balance BUDDIS.TXT and DISDET.TXT totals to PAYRPT.TXT total)

If minipay is needed with <u>same paydate</u> AND <u>direct deposit</u> go to instructions for Minipay.

_____ **PAYDIR** Option 1 **DEPOSIT** (Creates direct deposit file to transfer to bank)
          _____ First, **No** to change prenotes to live (if you prenote) and **No** to clear accumulators
          _____ Verify PAYDIR.TXT
          (Balance total to DEDTOT total for direct deposit deductions)
          _____ Send Direct Deposit file to your bank
                _____ USPS_LCL, ACH_MENU, SEND ACH for 5/3
                _____ Transfer ACHTAP.SEQ to computer and send to your bank if not with 5/3
          _____ Rerun, **Yes** to change prenotes to live (if you prenote) and **Yes** to clear accumulators

POST PAYROLL

*** If minipay is needed but NO <u>direct deposit</u> follow instructions for minipay***

_____ **PAYDED** - Run as **Projection**
          _____ Verify reports (will be on BeAR)
          _____ DEDRPT.TXT   _____ DEDSUM.TXT
_____ **PAYDED** - Run as **Actual**
          (Creates deduction checks and *HSA deposit file*)
          Beginning check number _____   Beginning electronic transfer number _____
          _____ Print PAYFORM.TXT/PAYDED.DAT (Deduction checks)
          _____ Print PAYDED.TXT (Deduction report)
          _____ Transfer HSAACH###.SEQ file(s) to computer and send to your bank(s)
_____ **BRDDIS** (Creates sequential file for requisitions and purchase orders)
          _____ Run first as Projection, verify, and correct errors. Then run in Actual to create .BATCH file(s).
          *Yes to Use only BRDDIS pay accounts (except Medicare, STRS, SERS No)
          Per pay: _____ Medicare   _____ STRS   _____ SERS   _____ Other
          Monthly: _____ Other
          (Balance totals to DEDRPT.TXT and DEDSUM.TXT from PAYDED)
_____ **RETIRE/STRSHIRE**
          _____ Run in Projection, verify, and correct any fatal errors
          _____ Run in Actual to create tape file
          _____ Run RETIRE/STRSHSEND to send tape file (before you do STRSREG)
_____ **RETIRE/STRSREG**
          _____ **No** to create tape, verify days and total contributions; correct warnings and errors
                (Balance total contributions to 591 & 691 on DEDSUM.TXT)
          _____ **Yes** to create tape file

_____ **STRS_SEND** (Sends STRSREG file to STRS)
_____ **RETIRE/SERSHIRE**
    _____ Run in Projection, verify, and correct any fatal errors
    _____ Run in Actual to create tape file
    _____ Transfer SERS####HIREYYYMMDDNN.SEQ to computer and upload to eSERS
_____ **RETIRE/SERSREG**
    _____ **No** to create tape, verify days, hours, earning codes, and contributions; correct warnings
     and errors
     (Balance total contributions to 590 & 690 on DEDSUM.TXT)
    _____ **Yes** to create tape
    _____ Transfer .SEQ file(s) to computer and upload to eSERS
_____ **NEWHIRE**
    _____ **No** to update BIOSCN, verify report
    _____ **Yes** to update BIOSCN, report information to ODJFS
_____ **AFFORD**
    _____ Verify report, save as needed or upload to third party software as needed
_____ **WORXEMP** (if needed by third party vendor)
    _____ Verify output, modify as needed, upload to third party software
_____ **W2WAGE** (if needed by third party vendor)
    _____ Verify output, modify as needed, merge with WORXEMP if needed, upload to third
party software
_____ **LEVPRO** (Creates the posting file for charging leave to USAS accounts)
    _____ Run in Projection first, verify reports
    _____ Run in Actual to create .BATCH file
_____ Transfer balancing reports to FTP site at LACA if desired

POST TO USAS ACCOUNTS

_____ **AUTOPOST** (Posts .BATCH files created during steps above, verify reports before posting)
    _____ AUTOPOST_PAYROLL.TXT
    _____ AUTOPOST_LEVEPRO.TXT
    _____ AUTOPOST_BRDDIS.TXT

MONTH END PROCESSING

_____ **RETIRE/STRSMONTH**
    _____ **No** to clear accumulators first, verify report
    _____ **Yes** to clear accumulators (clears month-to-date accumulators, resets New Employee
     flag on 450)
_____ **RETIRE/SERSMONTH**
    _____ **No** to clear accumulators first, verify report
    _____ **Yes** to clear accumulators (clears month-to-date accumulators, blanks employee flag if
     set to New, and creates *payrollcd* reports for BeAR)
_____ **CHKSTA** or **PAYREC** (reconcile payroll checks)
_____ **PAYDED** – Run with no pay cycles for a **Non-zero** report to balance to checking account

QUARTER END PROCESSING

_____ **ODJFSRPT**
     _____ Count number of Saturdays in quarter and enter as number of weeks
     _____ N to create tape (verify report)
         * Balance ODJFSRPT with QRTRPT
     _____ Y to create tape
         *ODJFS must be closed BEFORE you close your QRTRPT
_____ **QRTRPT**
     _____ N - No Totals Zeroed (verify report and correct errors)
         *Balance QRTRPT with W2REPT
     _____ Q - Zero QTD Totals (clears QTD fields)
         *Do NOT clear totals at FYE or CYE - LACA does this at FYE and CYE
_____ **W2PROC**
     _____ No to create tape file
     _____ Verify with 941 using spreadsheet and correct errors

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
_____ 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 plus UPDCAL
_____ **CALCPAY** – Verify and print necessary reports
_____ **CHKPRT**
Beginning check number _____   Beginning Direct Deposit number _____
     _____ CHKFORM.TXT/CHKPRT.DAT   _____ CHKFORM_01.TXT
     _____ DIRFORM.TXT/DIRCHK.DAT   _____ CHKFORM_02.TXT

_____ **V4_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**
  Enter specific deduction codes if desired (STRS, SERS, HSA, etc.)
  Verify and print necessary reports
_____ **PAYDED** - Run as **Actual**
  (Creates deduction checks; should not create *HSA deposit file if voluntary deductions suppressed*)
  Beginning check number _____ Beginning electronic transfer number _____
  _____ Print PAYFORM.TXT/PAYDED.DAT (Deduction checks)
  _____ PAYDED.TXT (Deduction report)
_____ **RETIRE/STRSHIRE**
  _____ Run in Projection, verify, and correct any fatal errors
  _____ Run in Actual to create tape file
  _____ Run RETIRE/STRSHSEND to send tape file
_____ **RETIRE/STRSREG**
  _____ **No** to create tape, verify days and total contributions; correct warnings and errors
   (Balance total contributions to 591 & 691 on DEDSUM.TXT)
  _____ **Yes** to create tape file
_____ **STRS_SEND** (if STRS employee, sends STRSREG file to STRS)
_____ **RETIRE/SERSHIRE**
  _____ Run in Projection, verify, and correct any fatal errors
  _____ Run in Actual to create tape file
  _____ Transfer .SEQ file to computer and upload to eSERS
_____ **RETIRE/SERSREG**
  _____ **No** to create tape, verify days, hours, earning codes, and contributions; correct warnings
   and errors
   (Balance total contributions to 590 & 690 on DEDSUM.TXT)
  _____ **Yes** to create tape
  _____ Transfer .SEQ file(s) to computer and upload to eSERS
_____ **AUTOPOST** (Posts .BATCH payroll file)
  _____ Print AUTOPOST_PAYROLL.TXT