



PAYROLL CHECKLIST for MINI Pay

Revised July 2019

A mini pay is a payroll that is done outside of the normal payroll process. Follow all of the same steps as in a normal payroll run. Mini pays are usually done for a few or even one employee. The reason you are doing the mini pay will determine how you answer the questions in INICAL.

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

If done in conjunction with current payroll

Using the same pay date *AND* direct deposit, Mini pay should be done *after* CHKUPD but *before* PAYDIR

Using the same pay date *but NO* direct deposit, Mini pay should be done *after* PAYDIR but *before* PAYDED

_____ ATDSCN – Add attendance for current payroll exceptions

_____ ATDRPT – verify ATDSCN postings

_____ INICAL – Enter settings to match option 1 or 2 below

INICAL Setting	Option 1: If the employee was omitted from the normal payroll	Option 2: If the employee's job was included in the normal payroll but you owe them additional pay (i.e. you paid the normal PPP but forgot a MIS or OT payment)
Period Begin Date	Date used on normal/missed payroll	Non workday on job calendar (i.e. Saturday)
Period End Date	Date used on normal/missed payroll	Non workday on job calendar (i.e. Sunday)
Pay Date	Pay Date that has not and will not be used*	Pay Date that has not and will not be used*
Pay of the month	A, B, C, or D (same as normal payroll)	E (Suppress voluntary deductions)
Pay Plan	B (Biweekly) or S (Semimonthly)	B (Biweekly) or S (Semimonthly)
Is this for a special pay?	Y	Y
Direct deposit option	B	B
Ignore direct deposit flag	Y or N	Y or N

*unless BRDDIS and RETIRE have not yet been run for your main payroll and you want the amounts from the mini payroll combined with the main payroll during these processes

_____ 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/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** (if STRS employee)
Enter STRS deduction code
Verify and print necessary reports
- _____ **PAYDED** – Run as **Actual** (if STRS employee)
(Creates STRS deduction check)
Check number _____
_____ **PAYFORM.TXT/PAYDED.DAT** (check) _____ **PAYDED.TXT** (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 file, verify days, compare total contributions to 591 & 691
_____ **Yes** to create tape file
- _____ **STRS_SEND** (if STRS employee, emails STRSREG file to STRS)
- _____ **AUTOPOST** (Post .BATCH payroll file)
_____ Print AUTOPOST_PAYROLL.TXT