

12. _____ PAYDIR

_____ Print and verify PAYDIR.TXT

13. _____ SEND_ACH -- Wait for e-mail before calling Fifth Third

Call Fifth Third Bank within 1/2 hour of e-mail from SWOCA

14. _____ PAYDED (This replaces DEDRPT. Run 2 copies of this report – 1 for our files and 1 to use as copies with checks, as needed. Choose “P” for projection, but then “A” for actual processing and to create checks.

_____ Print CHPRT.DAT

REPORTS: _____DEDRPT

_____ Print DIRCHK.DAT

_____ Print PAYDED.DAT

_____DEDSUM

CHECK #'S _____

_____PAYDED

ELECTRONIC TRANSFER _____

15. _____ CHKSTS – **EVERY PAY**

16. _____ RETIRE - STRS - EACH PAY

#2 STRSREG

CHECK NUMBER OFF THE PAYDED

CHECK REPORT – DAYS PAID IF OKAY

RERUN RETIRE AND CREATE STRS TAPE

PRINT REPORT

17. _____ RETIRE - LAST PAY OF MONTH

#3 STRSMONTH

CLEAR STRS MTD – Y

RUN REPORT

18. _____ TO SUBMIT STRS TAPE: USPS_PRC THAN NUMBER 11

19. _____ RETIRE – SERS – LAST PAY

#1. SERSREG

PRINT REPORT AND CHECK DAYS PAID

IF CORRECT RERUN RETIRE

CHANGE TO CREATE TAPE TO Y

RUN REPORT

20. _____ BRDDIS **NEEDS TO BE DONE FOR ALL THE BELOW**

21. _____ AUTOPOST _____MEDICAL INSURANCE Req. #PR_____

_____MEDICARE Req. # PR_____

_____STRS Req. # PR_____

LAST PAY

_____SERS Req. # PR_____

STOP HERE IF USAS HASN'T CLOSED OUT

- 22. _____ AUTOPOST/PAYROLL PO from Susie _____
- 23. _____ USASCN - BRDRET – AFTER THE LAST PAY OF THE MONTH
REQ. # _____

QUARTERLY

- 24. _____ QRTRPT
- 25. _____ W2PROC
- 26. _____ OBESRPT – Let Deb Know when we are finish with this
- 27. _____ LEVPRO – No per Jamie