

Sample School District
PAYROLL PROCESSING CHECK LIST

1. _____ Organize Payroll File – Alphabetize in separate stacks the absence forms, timesheets, and direct deposits.
2. _____ USPSCN/ATDSCN
 - _____ Verify absence forms with absence list.
 - _____ Take absence list and verify subs with sub timesheets.
 - _____ Verify personal leave and vacation forms to absence forms. The leave requests are stapled to the back of the absence forms.
 - _____ Enter absence forms in the ATDSCN.
 - _____ Generate and print ABS101.TXT for all staff by name. Verify with absence forms.
 - _____ Generate and print ABS101.TXT for certificated staff. Make copies of all professional leave absence forms of secondary staff. Copies and report go to Stan Valentine.
 - _____ Stamp absence forms with payroll processing date stamp.
3. _____ CHKLEV – By name and all staff. Print and verify with absence forms.
4. _____ BENRPT – By name and all staff. Print and verify – make sure regular staff sick days do not exceed 260 days and the administration staff sick days do not exceed 300 days.
5. _____ Calculate timesheets – Sub codes are on a worksheet in floating payroll file. All of the Board members receive one service day (SD=1) except for Kim Edwards (SD=0 FICA).
6. _____ Enter attendance days for appropriate part-time staff. {AT/AT regular part-time staff (receive a whole day even if they were here only half a day), AT/SB for teaching subs (they get .25/.5/1 according to the time worked in a day)}.
7. _____ USPSCN/UPDCAL_FUT – Enter all timesheets in UPDCAL_FUT. Enter the dates worked in the description except for Adult Ed teaching staff. Stamp timesheets with payroll processing date stamp.
8. _____ Enter any miscellaneous deductions and direct deposit changes.
9. _____ INICAL – Adjust amounts accordingly on INICAL worksheet.
 - _____ Generate report to print out
(#1 Start – Period Begin Date – Saturday after last payday; Last Paydate – Payday; Paydate – Payday; Pay Plan – B (Biweekly); N/B/N. #2 Additions – Period Begin Date – Refer to payroll schedule – work days; Pay Group – I (Irregulars)
 - _____ Balance INICAL total gross pay “Active” jobs with INICAL worksheet total.
 - _____ Make a calculator tape of the INICAL worksheet total plus all the timesheet amounts. Balance with INICAL report.
10. _____ PAYSUM – By name if the INICAL does not balance.
11. _____ USPSCN/UPDCAL_CUR – Use current to make changes if you are not going to rerun INICAL.
12. _____ CALCPAY
 - _____ Verify CALCERR.TXT
 - _____ Fill out Retirement Verification form in the payroll floating file before printing reports. Balance with the total payroll amount – will be off cents because of rounding.
 - _____ Print and verify PAYRPT.TXT – Sign report and tape the calculator tape to the last page of report. Sherry must initial it.
 - _____ Print verify DEDTOT.TXT. – Compare totals with previous DEDTOTs

_____ When the Treasurer approves the DEDTOT.TXT, you may then print the DEDTOT.TXT and DEDET.TXT back to back.

- _____ Print back to back and verify BUDPRO.TXT and BUDDET.TXT
13. _____ Give to the Treasurer for checking.
14. _____ CHKPRN – This creates the files CHKFORM.TXT and DIRFORM.TXT. Do not print them at this time. Enter in the second check number from the **payroll** check box, do not change the direct deposit number, and enter a message from the sheet in the payroll floating file.
15. _____ CHKUPD – Assign a Purchase Order # for the payroll deposit, Medicare, and FICA. Payroll amount is off the PAYRPT. Medicare amount is off the DEDTOT. FICA is off the DEDTOT. On the server in the Treasurer Office Folder, in the Payroll Office Folder under Payroll Forms, choose Payroll Memo Check Worksheet. Fill in the pay date. Fill in the Payroll, Medicare, and FICA dollar amounts. Put the purchase order #'s in the correct box. The memo check number is 1 + the last 5 numbers of the PO. The Transfer date is the day before the Payroll Date. Print on pink paper one for each of the payroll, Medicare, FICA. Put the PO check number in the blank for USAS check number when you run CHKUPD.
_____ Print back to back and verify BUDDIS.TXT and DISDET.TXT with the BUDPRO. Be sure to watch for more than 99 accounts which needs two purchase order numbers. Have Sherry sign and date BUDDIS.
16. _____ PAYDIR – All employees, Y - clear accums, N - change records, run by name. Print and verify PAYDIR with the direct deposit forms. The PAYDIR total should equal the direct deposit total X 2 on the PAYRPT and the direct deposit totals X 2 on the DEDTOT. Also compare to last PAYDIR.
17. _____ SEND_ACH – This is located under USPS_Locally Defined, option 9. Wait for an email message that the ACH has been accepted. Print the mail message from SWOCA. Type mail in at the main prompt. Type in read. Choose the ACH email. Hit the PF3 key, PF1 key, then PF3 key again. Push the big return key on your keyboard. (Not the one with the number pad.) This will print the email message on the big printer.
18. _____ Call Fifth Third Bank to verify ACH – Form is in floating payroll file. The figure used is the total on PAYDIR or the direct deposit total X 2 from step 16.
19. _____ PAYDED – DEDRPT & DEDSUM, R – to produce report only listing non-zero deductions. Sort by Name, Payment Option – A, Nothing in Pay Cycle. Use the Projection Copy. Print back to back and verify DEDSUM.TXT and DEDRPT.TXT with DEDTOT. Example is in payroll floating file
20. _____ BRDDIS – Process one group at a time – Examples are in the payroll floating file. Verify totals with DEDTOT or DEDRPT.
_____ (692 & 694 Medicare/Pickup – 2 copies)
_____ (693 FICA – 2 copies)
_____ (450 & 691 – STRS – 1 copy)
_____ (400 SERS – 1 copy – generate the last pay for the whole month)
21. _____ AUDRPT – Print and get Sherry's signature.
22. _____ PRINT
_____ DIRFORM.TXT – Use direct deposit forms
_____ CHKFORM.TXT – Use regular payroll checks – leave checks in the printer for deduction checks.
23. _____ PAYDED – Sort by Name, Pay Cycle depends on which pay it is. (1st pay = P, 1), (2nd pay in two pay month = P, M, 2), (2nd pay in 3 pay month = P, 2), (3rd pay in 3 pay month = P, M), (Quarter = P,M,2,Q). Examples are in the payroll floating file. Run as projection first to verify that the correct deduction are being pulled. Look at the deduction codes that are on cheat sheet in the payroll floating file. After verifying, run it as actual and put in the purchase order number and check number on the second screen. Watch the payment to Allstate during three pay months because the check needs to be generated every four weeks. The electronic transfer # is the Payroll PO #.

24. _____ **PAYDED**
 _____ Print PAYFORM.TXT – Use regular payroll checks
 _____ Print PAYDED.TXT – Use regular paper
 _____ Print DEDRPT.TXT – Use regular paper for deduction checks enclosures
25. _____ **HANDCK** – Void the leader check. F14 Dummy Alignment. Write VOID on the check in red and give it to the Cashier to file.
26. _____ **CHKSTS** – By issue date, sort by check number, print all check types.
27. _____ **AUTOPOST (ONLY if the books are closed)** Print two sets of AUTOPOST_PAYROLL.TXT and of the AUTOERR_PAYROLL.TXT. Make sure they print back to back. (1 set goes to the Treasurer).
28. _____ **RETIRE**
 _____ Print and verify the days listed on the SERSREG and STRSREG.
 _____ STRSREG – After verifying the service days and amounts, rerun STRSREG and say “Y” to generate tape and enter in the deduction check number. Print 2 copies. One goes to the Account Clerk with the check and other reports.
 _____ Next, send the STRS tape through STRS_SEND.
 _____ STRSMONTH – Run this the last pay of every month to clear the accums.
 _____ SERSREG – Verify the service days and amounts each pay. Rerun the SERSREG the last pay of the month by saying “Y” to generate tape. Print 2 copies like above.
29. _____ **MEDICARE/FICA** – Staple Medicare BRDDIS to pink Payroll Memo check worksheet. Fill out the FICA worksheet and staple BRDDIS with the worksheet to the Pink Memo check worksheet. The code for FICA is 001-2310-223.
30. _____ **PAYROLL STUB** – Enter amounts into the EXCEL detail payroll stub worksheet to go with voucher.
31. _____ **Payroll Deposit** – Give to the Treasurer to process the EFT.
32. _____ **Electronic Federal Deposit** – Fill out the form and call in totals.
33. _____ **Electronic State Deposit** – Fill out the form and call in the total.
34. _____ **Process deduction checks** that get mailed out Thursday morning.
35. _____ **Separate the payroll checks** according to the cheat sheet in the floating payroll file.
37. _____ **EXCEL WORKSHEETS** – Enter figures from DEDTOT and PAYRPT into the EXCEL payroll worksheet. Enter figures from BUDDIS or BUDPRO into the EXCEL Workers’ Comp worksheet.
37. _____ **W2REPT** – Last pay of the month – Print and verify with EXCEL payroll worksheet.
 403B = Annuities, 457 = Ohio Plan, Total Gross = Gross + Medicare Pickup + Life Insurance, Annuities = Annuities + Ohio Plan + SERS + STRS, Taxable Gross = Total Gross – Annuities
38. _____ **BENACC** – Last pay of the month – Run as projection first and verify with vacation worksheets and the ATDSCN. After totals are verified, rerun as actual.
39. _____ **FICHE** – See the FICHE worksheet in the payroll floating file for the files to fiche.
40. _____ **FTP_OECN** – Under OECN, choose VFC2PDF and convert the files to PDF. Transfer payroll files to a payroll folder in the Treasurer Office folder on the server under Payroll.
41. _____ **File the printed reports, attendance forms, timesheets, and any other payroll forms.**