



# Monthly



# Table of Contents

<b>Monthly</b> .....	i
<b>Monthly</b> .....	1
<b>HR</b> .....	1



# Monthly

In addition to the tasks identified on the individual month tabs and the quarterly tab, the following recurring tasks were identified as items to be addressed on a monthly basis; if applicable, throughout the fiscal/school year.

- [Bank Reconciliation](#)
- [Human Resources - New Employee Setup](#)
- [Human Resources - TRS Processing](#)
- [Run Payroll](#)
- [Payroll Liability Wire Transfer Transactions](#)
- [Purchasing - Requisition Process](#)

Application(s)	Task
Finance	

## HR

- New Hire Reporting - generate [Human Resources > Reports > HR Reports > Personnel Reports > HRS1550 - New Hire Report](#)
- Verify all payroll transactions are recorded or interfaced.
  - Regular payroll(s) is/are processed and interfaced.
  - Supplemental payroll(s) is/are processed and interfaced.
  - Payroll transfer has been posted automatically by the system or manually posted.
  - Payroll deduction checks are processed and/or posted.
  - TRS and IRS wires are submitted (must be done immediately after payroll) and recorded.
  - TRS reports are filed and the status is complete.
  - TRS On-Behalf calculations are recorded for the month.
  - Other payroll related items such as recognizing rent income are posted.
  - Verify all new hire reporting is done.
- Reconcile accrued payroll in HR to 216X (accrued wages) and 22XX (accrued benefits).