



## Verify payroll is complete



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Processes that need to occur prior to beginning the accrual process.

## **August Payroll Notes**

- August payroll **MUST** be completed prior to performing the August accrual process.
- Do not use the same date for the August payroll and the August accrual posting. It is recommended to use 8-31-2017 for the accrual posting date.
- Submit all August TEAM reports.
- Print and post all deduction liability checks
- Post all transfer transactions
- Interface TRS on-Behalf for the entire school year if it was not posted on a monthly basis (payroll procedures recommend posting monthly).
- If you have not already done so, extract Teacher Service Records for all 10-month employees.
- Termination dates and reasons **MUST** be updated on the Employment Info screen for all employees no longer with the district.