

runpayrollguide

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Run Payroll Guide

Please refer to the Business How to Run Payroll guide.

Use the following Payroll Balance Sheet as a worksheet when verifying the payroll.

Payroll Balance Sheet

Pay Date_____

A	$_____	Last pay period fixed rate gross (from PR Earnings Register)
B	$_____	Rate of pay of all new pay type 1 & 2 employees (Adds)
C	$_____	Rate of pay of all inactivated pay type 1 & 2 employees (Terminated)
D	$_____	Total increase in rate of pay of all active pay type 1 & 2 employees
E	$_____	Total decrease in rate of pay of all active pay type 1 & 2 employees
F	$_____	This pay period fixed rate gross (A + B - C + D - E) = F
G	$_____	This pay period - extra duties and regular hours
H	$_____	This pay period - absence deductions/coded absence Deductions.
I	$_____	This pay period - overtime hours
J	$_____	This pay period - non-TRS extra duties
K	$_____	This pay period - refunds
L	$_____	This pay period total gross amount (F + G - H + I + J - K) = L