



Review data for September employees

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Log on to current year payroll frequency. - Verify that all applicable data has been updated for all employees who start their contracts in September. Please refer to the Before You Begin section of this guide for items to review.

Be sure to generate the following reports from the Payroll > Reports screen to thoroughly review data before the September payroll: • HRS3050 - School Year to Date Report (Payroll > Reports > Year to Date Reports) • HRS3550 - School YTD Accrual Payroll Account Distribution Report (Payroll > Reports > Year To Date Reports) • HRS6000 - Account Code Comparison report (Payroll > Reports > Payroll Information Reports) • HRS6050 - Contract Balance Variance Report (Payroll > Reports > Payroll Information Reports) • HRS6150 - Employee Payroll Listing Report (Payroll > Reports > Payroll Information Reports or Payroll > Reports > User Created Report) • Pre-Edit Payroll Data (Payroll > Utilities > Pre-Edit Payroll Data)

- Also, review the following pre-post report from the Payroll > Payroll Processing > Run Payroll process before running your actual September payroll: • HRS2250 - Deduction Register by Employee
- Verify deductions are correct.

If leave was not given to other groups of employees in an earlier step, be sure to update appropriate leave balances now.

Payroll > Utilities > Mass Update > Leave - Follow your LEA's local policy guidelines to determine when to update leave balances for employees and which employees receive the various types of leave given at your district. Review the HRS7350 - Leave Status Report in Payroll > Reports > Leave Information Reports to ensure that leave balances are correct.