


# Process Payroll Quick Checklist

# Table of Contents

**Process Payroll Quick Checklist** ..... i
**Process Payroll Quick Checklist** ..... 1

# Process Payroll Quick Checklist

| | Step |
|---|---|
| **1.** | Verify payroll frequency. |
| **2.** | Verify pay dates. |
| **3.** | Add or update employee information. |
| **4.** | (If applicable) Create and send prenote file. |
| **5.** | Report new hires to the Office of the Attorney General of Texas. |
| **6.** | Import or manually enter employee and substitute leave. |
| **7.** | Import or manually enter hours/pay transmittals. |
| **8.** | Verify all transactions. |
| **9.** | Verify retiree surcharges (only pay during months retiree physically works). |
| **10.** | Run the Contract Variance report. |
| **11.** | If your LEA accrues, run the Payroll Accrual Variance report. |
| **12.** | Run preliminary payroll calculations to verify data. |
| **13.** | Reconcile all deductions to bills and add/modify deductions as needed. |
| **14.** | Run final payroll calculations. |
| **15.** | Create and submit EFT file. |
| **16.** | Distribute printed payroll checks and/or send Wage & Earnings Statements. |
| **17.** | (If applicable) Create positive pay file. |
| **18.** | Create general journal. |
| **19.** | Interface general journal to Finance. |
| **20.** | (If applicable) Transfer funds to payroll clearing bank account. |
| **21.** | Process deduction checks. |
| **22.** | Perform wire transfers and post payments in TxEIS. |
| **23.** | Submit tax payments and post payments in TxEIS. |
| **24.** | (If applicable) Upload third-party administrator files. |

## Post Payroll Tasks

| | Step |
|---|---|
| **1.** | (If applicable) Process supplemental payroll. |
| **2.** | (If applicable) Process check voids and/or issues. |
| **3** | Run quarterly reports. |
| **4** | Reconcile payroll clearing liability funds. |
| **5** | Process monthly TRS reports. |