



## Process Payroll Quick Checklist



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# Process Payroll Quick Checklist

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

## Post Payroll Tasks

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