



Monthly

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In addition to the tasks identified on the individual month tabs and the quarterly tab, the following recurring tasks were identified as items to be addressed on a monthly basis; if applicable, throughout the fiscal/school year.

- ☐ [Bank Reconciliation](#)
- ☐ [Human Resources - New Employee Setup](#)
- ☐ [Human Resources - TRS Processing](#)
- ☐ [Run Payroll](#)
- ☐ [Payroll Liability Wire Transfer Transactions](#)
- ☐ [Purchasing - Requisition Process](#)

Application(s)	Task
Finance	

HR

- ☐ New Hire Reporting – generate [Human Resources > Reports > HR Reports > Personnel Reports > HRS1550 - New Hire Report](#)
- ☐ Verify all payroll transactions are recorded or interfaced.
 - Regular payroll(s) is/are processed and interfaced.
 - Supplemental payroll(s) is/are processed and interfaced.
 - Payroll transfer has been posted automatically by the system or manually posted.
 - Payroll deduction checks are processed and/or posted.
 - TRS and IRS wires are submitted (must be done immediately after payroll) and recorded.
 - TRS reports are filed and the status is complete.
 - TRS On-Behalf calculations are recorded for the month.
 - Other payroll related items such as recognizing rent income are posted.
 - Verify all new hire reporting is done.
- ☐ Reconcile accrued payroll in HR to 216X (accrued wages) and 22XX (accrued benefits).



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