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Monthly

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Monthly

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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