



# 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).



## Back Cover