



Verify payroll is complete

Table of Contents

Processes that need to occur prior to beginning the accrual process.

Payroll Notes

- All payroll (final August payroll and August supplemental) MUST be processed and completed through interfacing to Finance prior to performing the August accrual process.
- Do not use the same date for the August payroll and the August accrual posting. It is recommended to use 8-31-2017 for the accrual posting date.
- Submit all August TEAM reports.
- Print and post all deduction liability checks.
- Use the [Human Resources > Payroll Processing > Deduction Checks > Mass Update/Delete](#) page to delete unprocessed and processed transactions through July if you have not reconciled your August bank statements. Be sure to leave those transactions that have not been cleared through Bank Reconciliation.
- Post all transfer transactions.
- Use the [Human Resources > Utilities > Transfer Transaction Processing > Mass Update/Delete](#) page to clear your payroll clearing fund. Use the same date ranges as in the deduction screen above in step 4. □
- Interface TRS on-Behalf for the entire school year if it was not posted on a monthly basis (payroll procedures recommend posting monthly).
- If you have not already done so, extract Teacher Service Records for all 10-month employees.
- Termination dates and reasons MUST be updated on the Employment Info screen for all employees no longer with the district.



Back Cover