



# Process Payroll Quick Checklist



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

## Post-payroll Tasks

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



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