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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