Bi-Weekly Payroll Process

1. Make permanent and one-time employee changes
2. Key in timesheets
    a. Module: Payroll Employee Records Module
    b. Screen: Employee One-Time Postings Screen
3. Run timesheet batch report and check totals
    a. Reports: One-Time Postings by Employee
4. Run Pre-Payroll Balance Totals and check totals
    a. Module: Payroll Module Administration
    b. Screen: Payroll Module Control Screen
    c. Reports: Pre-Payroll Balance Totals - Gross Pay
    d. Reports: Pre-Payroll Balance Totals – Deductions

Note: There is not a Balance Total report for benefits, to check these you will need to run the Pre-Payroll Balance Reports by item. See step 6.

5. Run Pre-Payroll Balance Reports, if necessary, to view details of gross pay items and deduction items.
    a. Reports: Pre-Payroll Balance Reports – Primary Contract or Primary Salary Balance List (choose depending on how you set up the employees)
    b. Reports: Pre-Payroll Balance Reports – Additional Contract or Additional Salary Balance List (choose depending on how you set up the additional contracts). You will need to key in the code for the specific item like (CIL) for cash in lieu. If necessary, run several times for details of different item codes.
    c. Reports: Pre-Payroll Balance Reports – Employee Deductions Balance List. You will need to key in the code for the specific item like (403B) for annuity information. If necessary, run several times for details of different item codes.
6. Run Pre-Payroll Balance Reports to balance the benefits.
    a. Reports: Pre-Payroll Balance Reports – Employee Benefits Balance List. You will need to key in the code for the specific item like (HEALTHB) for health benefit information. Run several times, for details of the different benefit item codes.
7. Once all pre-payroll reports balance, backup the database.
    a. Administrative: New Backup Procedure
    b. Click on button with three dots next to Filename:
    c. Select your C drive and location by using the Save in: menu
    d. Change the File name from "backup" to <your initials>_HR_<time>_<date>_backup
        <your initials> like JT
        <time> like 0212PM
        <date> like 06132008
        example: JT_HR_0212PM_06122008
    e. Leave the Save as type set to ZIP, then hit Save button.
    f. Click on Create Backup button.
    g. When done, click OK, then Finished button.
    h. Verify that a file was created where you intended.
        Example: in C:\Covert you see the file
        JT_HR_0212PM_06122008.zip
    i. Go to Modules-Payroll Module Administration, select Payroll Module Control Screen
    j. Administrative: New Backup Procedure
    k. Click on button with three dots next to Filename:

l. Select your network drive and location by using the Save in: menu
m. Change the File name from "backup" to <your initials>_HR_<time>_<date>_backup
> <your initials> like JT
> <time> like 0212PM
> <date> like 06132008
> example: JT_HR_0212PM_06122008
n. Leave the Save as type set to ZIP, then hit Save button.
o. Click on Create Backup button.
p. When done, click OK, then Finished button.
q. Verify that a file was created where you intended.
> Example: in K:\Covert you see the file
> JT_HR_0212PM_06122008.zip

8. Verify payroll run date and next check number
    a. Screen: Payroll Module Control Screen
    b. Information to verify is in the Payroll Controls section of the screen.
9. Run Payroll
    a. Operations: Run a Payroll
    b. Verify the payroll schedule, payroll date, next payroll check number, and the next payroll deposit number
    c. Choose your network drive to backup the current database files
    d. A message will appear in the top right corner of your screen telling you to "Please wait, zipping files".
    e. The message "Backup process finished" will appear. Click OK. You will be taken back to the Run a Payroll box and asked if the backup was successful – Click Yes.
    f. Click Yes to proceed with the payroll run request. A blue screen will appear and payroll calculations will flash by. When it is done you will be taken back to the After-Payroll Backup Procedure box.
    g. Verify the payroll schedule, the payroll date, and choose your network drive to proceed with the After-Payroll Backup procedure.
    h. A message will appear in the top right corner of your screen telling you to "Please wait, zipping files".
    i. The message "Backup process finished" will appear. Click OK. You will receive another message "Operation Canceled". Click OK.
10. Examine the Operations/Error Log
    a. Reports: Operations/Error Log
    b. Include records beginning on the date you ran the payroll not the payroll check date. Choose whatever ending date you like and click Yes.
    c. A Report Print Options Box will appear. There is no need to print this report. Select Preview and click OK.
    d. Scan report for any errors.
11. Verify Payroll Register pay and deduction totals to the Pre-Payroll Balance Totals Reports for Gross Pay and Deductions. Compare Payroll Register benefit totals to the Pre-Payroll Balance Reports – Employee Benefits Balance List for each item code.
    a. Reports: After Payroll Results Reports – Payroll Register
    b. Verify payroll schedule, payroll date, and report type.
    c. Report Type should be to Report Totals Only.
    d. Click Yes to proceed with report request.
    e. Print the report to paper.
12. Check SST, MCT, MIT, MPSRS calculations against current percentage rates for reasonableness.

13. If necessary, print After-Payroll Results Reports to view the details of any benefit and deduction totals that do not balance on the Payroll Register Report.
    a. Reports: After-Payroll Results Reports – P/R Benefits Report: Single Benefit or P/R Deductions Report: Single Deduction
    b. If changes are needed, be sure to restore the Initial backup from your network drive 1st.

******Restore the Initial Backup from the network drive before making any changes that you want to effect the current payroll run******

Restore steps
    A. Module: Payroll Module Administration
    B. Screen: Payroll Module Control Screen
    C. Operations: Database Backup and Restore Procedures – Restore database files from Before/After payroll backup
        • Restore Initial (pre-run) backup file
        • Click Yes to proceed with restore request
        • Verify payroll schedule and payroll date. Click Yes each time to proceed with restore request
        • Restore from your network drive
        • Click Yes to proceed with restore request
        • A message will appear "Do you wish to overwrite existing data?"
        • Click Yes to proceed with the restore
        • The Mi Case Restore System box will come up. The initial backup Filename will show next to the button with the three dots. Example: K:\B061208I
        • Click on "Restore Backup"
        • A message will appear in the top right corner of your screen telling you "Restore completed. Please Exit and log back in". Press Enter, then exit and log back in.
After the restore verify that the pre-payroll balance report totals are accurate.

14. Continue with the above steps until payroll is in balance.
15. Produce required reports
    a. Reports: After-Payroll Results Reports – Request All Standard P/R Reports
    b. Verify payroll schedule and payroll date. Click Yes to proceed with report request.
    c. Print the reports to paper and file as needed.
16. Copy ACH transaction file to hard drive
    a. Operations: Copy ACH transaction file to selected file
    b. At the enter filename prompt type the filename including the path. For example: C:\ACH\120707.txt this will put the file on the C drive in the ACH folder with a filename of the check date.
    c. Click Yes to create file
    d. View the file in Notepad to verify the totals and check date.
    e. Send this file to the bank using the bank's software.
17. Print employee checks
    a. Load MICR ink cartridge and check stock into the laser printer.
    b. Reports: After-Payroll Results Reports – Payroll Checks (Employee)
    c. A Report Print Options box will appear.
    d. Verify printer name and click OK to print the checks.
18. Print vendor checks

      a. Keep the MICR ink cartridge and check stock in the printer.
      b. Reports: After-Payroll Results Reports – Payroll Checks (Vendor)
      c. A Report Print Options box will appear.
      d. Verify printer name and click OK to print the checks.
      e. Remove MICR ink cartridge and check stock from the printer.

19. Print direct deposit mailers
      a. Load paper or direct deposit forms into the printer.
      b. Reports: After-Payroll Results Reports – Payroll Direct Deposit Mailer Forms
      c. A Report Print Options box will appear.
      d. Verify printer name and click OK to print direct deposit forms.

20. Exit the Human Resource System application by clicking Exit and replying Yes to quit.

21. Run the Financial Accounting System application by clicking OK.

22. Check Accounts Payable batches for 00000 ASN's.
      a. Module: Accounts Payable
      b. Screen: Payable Batch Screen
      c. Click Browse in the toolbar
      d. Click OK to browse Accounts Payable batch list
      e. Scroll to bottom of the list. The last batches created starting with the check date and P: Gross need to be checked.
      f. Click on the 1st batch to check and click OK.
      g. The Payable Batch Screen will appear for that batch. If any 0 ASN's exist they will appear on the first line in the grid.
      h. Continue to check all batches. If any 0 ASN's exist they will need to be fixed prior to posting the accounts payable batches.
      i. As each batch is being checked, if they are okay click Save. The batches will not post unless you click Save to show that you have verified the batches prior to posting.
      j. Posting these accounts payable batches is how the payroll gets posted to the General Ledger.

23. Post payroll
      a. Module: Accounts Payable
      b. Screen: Payable Batch Screen
      c. Reports: Print a Batch – Run this for all batches.
      d. This report is your record of the postings. File as needed.
      e. Be sure each payroll accounts payable batch has been saved prior to posting.
      f. Operations: Post a Batch
      g. Up to 5 batches can be posted at once.