



CHECKLIST - STAFF PAYBILL PROCESSING CYCLE

ALTHOUGH STAFF PAYROLL PROCESSING IS A SUBSET OF TEMP PAYROLL PROCESSING, THERE ARE DIFFERENCES AND IT IS IMPORTANT TO USE AND FOLLOW THIS CHECKLIST WHEN PROCESSING STAFF PAYROLL. DO NOT RELY ON YOUR MEMORY -- THIS CHECKLIST IS YOUR GUIDE FOR ACCURATE STAFF PAYROLL PROCESSING.

***** SIGN ON TO STAFF PAYROLL WITH YOUR UNIQUE STAFF PAYROLL USER ID AND PASSWORD *****

SAVE THIS DOCUMENT, WHEN COMPLETED, WITH YOUR OTHER ARCHIVED (PERMANENT) PAYBILL CYCLE REPORTS

(OPTIONAL) and (REQUIRED) steps: Anything listed as **(OPTIONAL)** may assist in producing a more accurate payroll, but skipping these items will not prevent payroll from being completed. Anything listed as **(REQUIRED)** **must** be processed. (For example, you must always process the "Invoices" step).

Reports: When a step creates a report, the report is listed below the step and is noted as "Report". Some steps create several or many reports. To the right of "Report" will be the words "view", "use", "print" and/or "**SAVE**".

- view = View it on your screen to "use" (OK to print if it makes "use" easier)
- use = Verify or work with the information on the report before you proceed
- print = Print it to "use" or to "**SAVE**", as required
- SAVE** = **Must be printed and saved** with your other archived (permanent) reports

Preparation and "Begin Cycle - Constant File" information to be used in Step 10a:

1.

Company:	_____
Description:	_____ (i.e., standard, branch, region, customer)
Payroll number:	_____ (i.e., paybill process sequence 1, 2, 3 for this company for this period)
Fiscal period:	____ ____ (Possible "4/4/5" consideration)

2.

Current period ending: ____ ____ ____ (period 0)	2 periods prior: ____ ____ ____ (period 2)
1 period prior: ____ ____ ____ (period 1)	3 periods prior: ____ ____ ____ (period 3)

3.

First check number: _____	Check date: ____ ____ ____
<i>(Possible "alignment" consideration for pre-printed check stock)</i>	
Deduction frequency: ()1 ()2 ()3 ()4 ()5 ()6 ()7 ()9	
<i>(4=frequencies 1 and 2; 5=frequencies 1, 2 and 3; 6=frequencies 2 and 3; 7=frequencies 1 and 3; 9=none)</i>	
Non-standard check message 1:	_____
Non-standard check message 2:	_____

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4.

___ (OPTIONAL) (To enter advance checks not yet entered... but are to be deducted during this paybill cycle)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

a. ___ **Item: [Advances]** Enter advance checks

Enter advances, check edit report for accuracy, then post. Any advances entered but not **posted** will be **deleted** when "Begin Cycle" (Step 10a) is processed.

___ Report (view/use) PB074 Advance Check Edit Listing

___ Report (print/**SAVE**) PB078 Advance Check Register

5.

___ (OPTIONAL) (To print a list of employees with outstanding advance dollars)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

a. ___ **Item: [Go to Timesheet Reports]**

Menu: PayBill Timesheet Reports (PBENRP)

b. ___ **Item: [Advances]** List employees with outstanding advance dollars

___ Report (view/use) PB572 Employees With Advance Dollars Report

6.

___ (OPTIONAL) (To setup new employee deductions or to make permanent or temporary changes)

Menu: PayBill File Maintenance (PBMANT) ("File Maintenance" from PBMAST menu)

a. ___ **Item: [Employee Deductions]** (Make notes **now** on Step 23 to undo temporary changes)

7.

___ (OPTIONAL) (To print a list of all deductions scheduled to be withheld when an employee is paid)

Menu: PayBill File Printing (PBLIST) ("File Printing" from PBMAST menu)

a. ___ **Item: [Employee Deduction File]** (Also produces a Garnishment Vendor Detail report: PB553)

___ Report (view/use) PB553 + PB554 Employee Deduction List (if Full List by SSN)

or ___ Report (view/use) PB553 + PB554A Employee Deduction List (if Active List by SSN)

or ___ Report (view/use) PB553 + PB554B Employee Deduction List (if Full List by Name)

or ___ Report (view/use) PB553 + PB554C Employee Deduction List (if Active List by Name)

8.

___ (SKIP) this step if you don't use SkilMatch Direct Deposit processing

___ (OPTIONAL) (To verify all "*D" hold code employees' direct deposit data)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

a. ___ **Item: [Go to Timesheet Reports]**

Menu: PayBill Timesheet Reports (PBENRP)

b. ___ **Item: [*D Hold Code]** List employees with *D hold code

___ Active: Key current "0" period date ___ | ___ | ___

___ Report (view/print) DD020C Employees with Direct Deposit Hold Code

___ Prenote: Key test run release date ___ | ___ | ___

___ Report (view/print) DD020C Employees with Direct Deposit Hold Code

9.

___ **(SKIP) this step if you don't use SkillMatch Direct Deposit processing**

___ **(OPTIONAL)** (Required to make changes to employee direct deposit data)

From any menu:

a. ___ **Item: [Employee Search]** (Left bottom of all menus; find employee, click on "Data entry" under Actions)

10.

(REQUIRED) (All preliminary steps have been completed and you are ready to begin paybill processing)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

a. ___ **Item: [Begin Cycle]** Begin the payroll cycle

(Can **only** be processed **once** per paybill cycle. Incorrect data entered can be corrected elsewhere.)

**** First invoice, 1000. Invoice date, same as check date. No invoices are created.**

b. ___ **Item: [Timesheets]** Enter and edit timesheets

___ **Select batch 01 for editing.** (Click on batch 01, and, assuming there are no changes to be made, immediately "Exit" and print "all" timesheets.)

___ Report (view/use) PB020 Timesheet Edit Report

___ **(OPTIONAL)** Use this step to add a batch or batches for special purposes.

___ Report (view/use) PB020 Timesheet Edit Report

c. ___ **Item: [Voided Checks]** Enter voided and reissued checks

___ Report (view/use) PB084 Void/Reissue Checks Edit Report

d. ___ **Item: [Select Batches]** Select timesheet batches for merging

(For "edit passed" batches. Can be run again and again to add new batches not previously merged.)

The "merged" file is the processing file for pay and bill and contains "verified correct" timesheets that may have been entered into different batches by various users, by timeclocks, etc.)

___ Report (view/use) PB035 Merge confirmation (one for each timesheet batch merged)

AFTER BATCHES ARE MERGED, DO NOT CREATE ANOTHER BATCH 01. If you leave a timesheet out of batch 01, create a new, supplemental timesheet batch using a batch name that is NOT "01". Then add the timecard to that batch for this payroll. Merge it with your standard timesheets. Then add it permanently, if required, to batch 01 during the NEXT staff payroll after restoring batch 01. Reason: Batch 01 is saved for your next staff payroll when it is "merged" (step 10d, above). If a new batch 01 is created and then merged, it is that version of batch 01 that is saved and will delete the original saved batch 01 with all of your information in it.

11.

(OPTIONAL) (To print a list of timesheets in the merged file)

Select this step at any time after you merge timesheets. Since timesheet key numbers will change after merging various batches together, this report will provide the new key numbers assigned to timesheets in the merged file. You may need this list for making corrections in steps below. This can be printed multiple times, as needed, whenever more timesheet batches are merged (added).

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. **Item: [Timesheet List]** Print a list of timesheets in process

Report (view/use) PB521 Timesheets in Process Report

12.

(SKIP) this step if you do not use **SkilMatch Direct Deposit processing**

(OPTIONAL) (To print a list of employees with *D hold code in the merged file)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

a. **Item: [Go to Timesheet Reports]**

Menu: PayBill Timesheet Reports (PBENRP)

b. **Item: [*D Hold Code]** List employees with *D hold code

Active: Key current "0" period date ____ | ____ | _____. Select "Check merged timesheet file only".

Report (view/use) DD020C Employees with Direct Deposit Hold Code

13.

(REQUIRED) (To check for possible timesheet duplicates or hours errors)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. **Item: [Duplicates]** Report of duplicate timesheets and regular hours over 40

Report (view/use) PB394 Duplicate Timesheets Report

Report (view/use) PB398 Hours Greater Than 40 Report

Report (view/use) PB399 Multiple W/E Worked Timesheets Report

14.

___ **(OPTIONAL)** (To fix problems found after reviewing all "Duplicates" reports, above)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

**** NONE OF THIS SECTION WILL CHANGE OR AFFECT THE ALREADY SAVED BATCH 01 ****

**** TO AFFECT BATCH 01 FOR THE NEXT STAFF PAYROLL, AN "ABNORMAL BEGIN CYCLE" MUST BE PROCESSED ****

a. ___ Item: [Change In Merged] Change timesheets in the merged file

You can **ONLY** change: Period date, hold code, available code or deduction frequency.

If other timesheet data requires a change, you must delete the timesheet and re-enter (see below).

If job order data requires a change, you must change the job order (see below).

___ Report (view/use) PB090 Merged Timesheet Changes

___ Report (view/use) PB094 Timesheet Deletions

If you need to change a job order, process the steps immediately below to make the change.

From any menu:

b. ___ Item: [Employee Search] (Left bottom of all menus; find employee, click on "Jobs" under Display, select job to change and make changes.)

If you deleted a timesheet, process the steps below to re-enter and re-merge.

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

c. ___ Item: [Timesheets] Enter and edit timesheets

___ Report (view/use) PB020 Timesheet Edit Report

d. ___ Item: [Select Batches] Select timesheet batches for merging

___ Report (view/use) PB035 (one for each timesheet batch merged)

15.

(REQUIRED) (To calculate taxes, deductions and other financial information)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ Item: [Calculations] Calculate gross pay, taxes and net pay

___ Report (view/use) PB405 Duplicate Voids Report

___ Report (view/use) PB406 Duplicate Prepays Report

___ Report (view/use) PB420S FIT, SS and Medicare Taxes Calculated (only when summarizing taxes)

___ Report (view/use) PB425S (or PB425) Local & State Taxes Calculated

___ Report (view/use) USxxx (for unique state/local tax calculations, if any) (one per tax authority)

___ Report (view/use) PB426R Garnishments Not Fully Deducted

___ Report (view/use) PB435 Negative Net Pay /Gross Exceeding \$12,000

___ Report (view/use) PB435S Employees Who Exceed SS Tax\$ for Year

___ Report (view/use) PB516A Employees w/Prev Issued Checks For Same W/E Worked

___ Report (view/use) PB438 Allocate Direct Deposits (*D employees with Bank 1/2/3 and amounts)

16.

___ **(OPTIONAL)** (To review gross, taxes, deductions, net; a final report is produced later)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ Item: [Preliminary Reports] Print payroll check register and journal at any time

___ Report (view/use) PB506A (or PB506) Payroll Check Register (A=all offices combined)

___ Report (view/use) PB508A (or 508) Payroll Journal (A=all offices combined)

___ Report (view/use) PB508A Payroll Journal (Voids/Reissues) (A=all offices combined)

___ Report (view/use) PB508A Payroll Journal (Prepays) (A=all offices combined)

___ Report (view/use) PB715 Payroll Deduction Register

___ Report (view/use) PB426R Garnishments Not Fully Deducted

___ Report (view/use) "GARN DTL" (PB514P) Garnishments Payable Report (all vendors combined)

___ Report (view/use) "GARN PG VN" (PB514BP) Garnishments Payable Report (page per vendor)

17.

(REQUIRED)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ Item: [Checks] Print the payroll checks

You will be able review and verify your check printing information. After you OK the review screen, you will see a screen asking if you wish to post checks to bank reconciliation. **STOP!**

You will post checks to bank reconciliation **ONLY after** checks **(1)** have **printed** successfully **and (2)** have been **verified** for accuracy **and (3)** the other reports, below, have been **verified** as acceptable.

Warning: After posting checks or invoices, DO NOT process additional/new/added timesheets.

___ Report (view/use) PB405 Duplicate Voids Report

___ Report (view/use) PB406 Duplicate Prepays Report

___ Report (view/use) PB420S FIT, SS and Medicare Taxes Calculated (only when summarizing taxes)

___ Report (view/use) PB425S (or PB425) Local & State Taxes Calculated

___ Report (view/use) USxxx (for unique state/local tax calculations, if any) (one per tax authority)

___ Report (view/use) PB426R Garnishments Not Fully Deducted

___ Report (view/use) PB435 Negative Net Pay /Gross Exceeding \$12,000

___ Report (view/use) PB435S Employees Who Exceed SS Tax\$ for Year

___ Report (view/use) PB516A Employees w/Prev Issued Checks For Same W/E Worked

___ Report (view/use) PB438 Allocate Direct Deposits (*D employees with Bank 1/2/3 and amounts)

___ Report (view/use) DD030 Payroll Direct Deposits (if *D problems exist, check process will **STOP**)

___ Report (print) PB440D Your payroll checks... process "b." or "c.", below

b. ___ If you use Create-A-Check (MICR checks) refer to your Create-A-Check Print Payroll Checks document.

c. ___ If you do not use Create-A-Check for check printing, proceed with standard check printing.

d. ___ Post checks to bank reconciliation ONLY after ALL checks have printed successfully and ONLY if all of the reports, above, have been verified for "no problems" and accuracy.

___ Report (view/use) PB444 Duplicate Checks in Reconciliation File (if not "clear", contact support)

___ Report (print/**SAVE**) DD060 Direct Deposits ACH File (only when using SkilMatch Direct Deposit)

18.

(REQUIRED) even though this is a "pay only" paybill cycle.

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ Item: [Invoices] Print the invoices

You will be notified that no invoices exist. Acknowledge and continue.

19.

(REQUIRED) (To print your payroll reports)

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ Item: [Payroll Reports] Print the payroll journal, check register and other payroll reports

___ Report (print/use) PB504 Weekly Hours Report by Office

___ Report (print/use) PB504A Weekly Hours Report All Offices Combined

___ Report (print/**SAVE**) PB506A (or PB506) Payroll Check Register (A=all offices combined)

___ Report (print/**SAVE**) PB508A (or 508) Payroll Journal (A=all offices combined)

___ Report (print/use) PB508A Payroll Journal (Voids/Reissues) (A=all offices combined)

___ Report (print/use) PB508A Payroll Journal (Prepays) (A=all offices combined)

___ Report (print/use) PB510 Availability Report

___ Report (print/use) PB512 Employees Paid Report by Employee Branch

___ Report (print/**SAVE**) PB715 Payroll Deduction Register

___ Report (print/**SAVE**) PB426R Garnishments Not Fully Deducted

___ Report (print/**SAVE**) "GARN DTL" (PB514P) Garnishments Payable Report (all vendors combined)

___ Report (print/**SAVE**) "GARN PG VN" (PB514BP) Garnishments Payable Report (page per vendor)

20.

___ **(SKIP) this step if you do not use SkillMatch Direct Deposit processing**

(REQUIRED) when (1) multiple direct deposit payrolls have been processed for the same company, (2) direct deposit selection has not been made for those payrolls and (3) this is the last payroll before sending to the bank

Menu: PayBill Payroll Processing (PBPROC) ("Payroll Processing" from PBMAST menu)

a. ___ Item: [Pending Deposits] Print pending direct deposits (select "preliminary" and "formatted")

___ Report (print/**SAVE**) DD060 Direct Deposits ACH File (All Batches)

21.

(REQUIRED) (To update the system with final payroll figures)

Menu: PayBill Payroll Updating (PBUPDT) ("Payroll Updates" from PBMAST menu)

a. ___ Item: [Post Payroll] Post the payroll to the general ledger

___ Report (print/**SAVE**) PB464 Payroll Journal Transaction Register

b. ___ Item: [Update Files] Update employee, customer and job totals

___ Report (view/use) PB470 Employees w/no Record in Employee Master File

___ Report (view/use) PB471 Employees w/no Record for Misc Deduction

___ Report (view/use) PB470Y Employees w/no Record for Reciprocal SUTA

c. ___ Item: [Merge Files] Merge the timesheets into the detail payroll and billing file

___ Report (view/use) PB480 Timesheet Records not Added to PAY/BILL File

d. ___ Item: [Save Files] Save timesheet files tape or disk after all updating is processed

___ Report (print/**SAVE**) Tape Save Object Information (no report for disk save)

e. ___ Item: [Bonus Update] Update the employee bonus file

___ Report (view/use) PB473 Bonus Hours Zeroed

___ Report (view/use) PB474 Bonus Hours Accumulated

22.

___ **(OPTIONAL)** (If batch 01 was not used during this paybill cycle)

Menu: PayBill Timesheet Processing (PBENTR) ("Timesheet Processing" from PBMAST menu)

a. ___ Item: [Timesheets] Enter and edit timesheets

If batch 01 was not used during this payroll cycle, delete it now.

23.

___ **(OPTIONAL)** (If temporary adjustments were made to employee deductions in Step 6, reset to original)

Menu: PayBill File Maintenance (PBMANT) ("File Maintenance" from PBMAST menu)

a. ___ Item: [Employee Deductions]

"Undo" notes from Step 6:

24.

___ (SKIP) this step if you do not use SkillMatch Direct Deposit processing

(REQUIRED) (To download the Direct Deposit file to a PC and transfer to the bank)

The following procedures **must** be processed from your designated direct deposit PC.

Menu: PayBill Payroll Updating (PBUPDT) ("Payroll Updates" from PBMAST menu)

a. ___ Item: **[Go to Direct Deposit Processing]**

Menu: PayBill Direct Deposit Interface Processing (DDPROC)

The following procedures **must** be processed in order at the same sitting.

b. ___ Item: **[Select]** Select a direct deposit payroll file to be downloaded

c. ___ Item: **[Print]** Print the direct deposit file (formatted)

___ Select "ACH download" and "Formatted"

___ Report (print/**SAVE**) DD060 Direct Deposits ACH File

d. ___ Item: **[Print]** Print the direct deposit file (unformatted)

___ Select "ACH download" and "Unformatted"

___ Report (print/**SAVE**) QSYSPRT (left) Direct Deposits ACH File

e. ___ Item: **[Download]** Download the direct deposit file to the PC

f. ___ **Transfer file to your bank using ETU**

g. ___ **After your bank confirms receipt, delete (or rename) the file on your PC**

25.

(REQUIRED) (To balance dollars posted to employee files to dollars posted to your balancing spreadsheet)

Menu: PayBill End-of-Quarter (PBENDQ) ("End-of-Quarter" from PBMAST menu)

a. ___ Item: **[End-of-Quarter Totals]** Print the end-of-quarter totals

___ Report (print/**SAVE**) PB800 Federal Totals

___ Report (print/**SAVE**) PB810 State/Local Totals

b. ___ **Manually post figures from your Payroll Journal to your balancing spreadsheet**

Compare the QTD totals on the SkillMatch reports to the QTD totals on your balancing spreadsheet.

Your spreadsheet should have these headings and quarterly totals:

Period "0" Date	Payroll Sequence	Gross Payroll	Social Security	Medicare	F.I.T.	S.I.T.	Local	S.D.I.
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26.

___ **(SKIP) this step if you do not use SkillMatch Positive Pay processing**

(REQUIRED) (To process Positive Pay)

Menu: PayBill Bank Reconciliation (PBBANK) ("Bank Functions" from PBMASST menu)

a. ___ **Item: [Go to the Positive Pay Master Menu]**

Menu: PayBill Positive Pay Interface Processing (PPMASST)

b. ___ **Item: [Select P/R Checks]** Select payroll checks

If you plan to process other paybill cycles before **transmitting** Positive Pay data to your bank, you should only process the, above, "Select P/R Checks" item, then **STOP**. During each subsequent paybill cycle, only process the "Select P/R Checks" item again, which will add those checks to these checks. Only process the additional Positive Pay steps, below, when the paybill cycle is the last paybill cycle immediately before you want to process and download all checks to the bank for all paybill cycles.

c. ___ **Item: [Create]** Create positive pay file **(Don't process if you will add checks from your next paybill cycle.)**

d. ___ **Item: [Print]** Print positive pay file **(Don't process if you will add checks from your next paybill cycle.)**

e. ___ **Item: [Download]** Download positive pay file to a PC **(Don't process if you will add checks from your next paybill cycle.)**

27.

___ **(SKIP) these steps if you don't use any of these SkillMatch interfaces or options**

(REQUIRED) (To process one or more of these interfaces and options)

a. ___ **Talx (Frick) unemployment reporting interface** (Refer to specific documentation for this interface)

b. ___ **ADP unemployment reporting interface** (Refer to specific documentation for this interface)

c. ___ **ProBusiness tax reporting interface** (Refer to specific documentation for this interface)

d. ___ **Ceridian tax reporting interface** (Refer to specific documentation for this interface)