HOW TO RUN A STRESS FREE PAYROLL

1. **UPDATE EMPLOYEE INFORMATION** – **At this point, make any necessary adjustments to employees with regard to the following:**

   A) **Changes in contract(s)**

   B) **Changes in deductions**

   C) **Changes in tax exemptions**

   D) **Changes in Hourly/Daily Rates**

   E) **Changes in Budget Codes**

2. **SET PAYROLL PARAMETERS** – **This is an EXTREMELY IMPORTANT STEP to do before going any further!**

   A) **UPDATE: Enter Pay Period START DATE, END DATE AND CHECK DATE, in the 'NEXT' line.**

   B) **SHIFT: the dates you entered in the NEXT line will move to the CURRENT line, and CURRENT will move to PRIOR.**

   C) **Set FREQUENCIES: this is of the utmost importance! This is where you tell Finance Manager which of the following SUPPLEMENTAL earnings will be paid and which DEDUCTIONS will be subtracted in THIS payroll.**

      1. **SUPPLEMENTAL EARNINGS (non-contractual "S" items listed within an employee's appointment). Set those that are to be paid to "yes".**

      2. **DEDUCTIONS (listed on employee's DEDUCTION tab) Set those that need to be deducted from the checks in THIS payroll.**

3. **GENERATE THE CONTRACTUAL CHECKS** – **This will generate a check for any employee who has:**

A) Contractual Earnings, "C", set up in their appointment, if:

1) The starting date, for the contract is NOT later than the current payroll's parameters, and the ending date, on the contract, has not yet occurred, and

2) The remaining entitlement is greater than 0.

3) The contract amounts have been correctly distributed to their respective account code(s).

B) Supplemental Earnings "S", IF:

1) The starting date, for the supplemental earning, is not later than the current payroll's parameters, and the ending date has not yet occurred; and

2) THE FREQUENCY FOR THAT EARNING IS SET TO YES, (see #2C – set frequencies) and

3) The remaining entitlement is greater than 0.

4) The supplemental earnings amount has been correctly distributed to its respective account code(s).

C) Annualized Earnings

1) The starting date, for the annualized earning, is not later than the current payroll's parameters, and the ending date has not yet occurred; and

2) The remaining entitlement is greater than 0.

4. Go to Reports, and choose: **PRIOR TO PRINTING CHECKS/ CONTRACT AND EARNINGS LISTING.** Make sure this report is in agreement with what you expect your CONTRACTUAL, SUPPLEMENTAL and ANNUALIZED earnings to be for the current pay period.

5. Enter timesheets. (NOTE: THIS STEP CAN BE DONE ANYTIME AFTER PARAMETERS ARE SET) In Processing, choose: Timesheet Pay Entry. Enter time sheets through:

    A) Timesheet Data Entry, or

    B) Timesheet Maintenance (if an employee does NOT have a matching earning in Data Entry)

NOTE: If you see any employee who has more than '0' as the number of units, remove this entry, and add a new one for this employee, if they are active for this payroll. This happens when a timesheet entry was transferred to Payroll but the check was removed or never POSTED.)

    C) Print Timesheets. **IMPORTANT** MAKE SURE TOTALS AGREE TO YOUR BACK-UP.

    D) TRANSFER TIMESHEETS TO PAYROLL.

6. Once again, go to reports and choose: PRIOR TO PRINTING CHECKS/CONTRACT AND EARNING LISTING. If you add the timesheet report to the Contract and Earning listing you ran before, they should add up to your new Contract and Earnings total.

7. Enter Additional Earnings (Money Bags). (NOTE: THIS STEP CAN BE DONE ANY TIME AFTER PARAMETERS ARE SET)

8. In Reports, in Prior to Printing Checks, run either the Contract and Earnings and/or Account Distribution and/or Earnings Register (depending on how your back-up is broken out) to tie out your numbers.

9. Calculate the checks

10. Run Deduction Register, through Reports/Prior to Printing Checks, to prove out your numbers

11. You are now ready to print your checks!