****Payroll Check List PPE \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Expense Reimbursement**
* **Payroll Adjustment**

 *(CADJ will affect current payroll; PADJ only affects YTD)*

* **Before Payroll backup** (*Only for Access databases)*
* **Leave Balance**

 ***Opening*** *leave balance total should match previous leave report*

***Bal Forward***

* **Prepare Payroll**

|  |  |
| --- | --- |
|  Timesheet Batch(es) Total (**Amount)**  |  |
|  |  |
|  Payroll Register Total Pay |  |
|  Subtract Special Pay A |  |
|  Subtract Special Pay B |  |
|  **Payroll Register total** |  |

*Timesheet Batch(es) Total (****Amount)*** *should equal* ***Payroll Register Total***

* **Worker’s Comp Analysis**
* **Payroll Direct Deposit**

 *If there are no checks to print, Save the check run*

* **Print Checks**

 *Save the check run*

* **Check Register**

 Positive Pay *(If needed)*

* **YTD Payroll Register**

|  |  |
| --- | --- |
|  **YTD Payroll Register Total Pay** |  |
|  |  |
|  Current Payroll Register Total Pay  |  |
|  Add Previous YTD Payroll Register Total Pay |  |
|  **Calculated YTD Payroll Register Total Pay**  |  |

***YTD Payroll Register Total Pay should equal Calculated YTD Payroll Register Total Pay***

* **Unemployment Analysis**
* **Local Tax Analysis** *Print to make sure Local codes/totals are correct*
* **State Tax Analysis** *Print to make sure States listed/totals are correct*
* **Payroll Journal Entry** *Check totals to the Payroll & Deduction Registers*
* **After Payroll Backup** (*Only for Access Databases)*