SchoolInsight Financials

MO Payroll Checklist 20___

			Date											
1	Data Entry	Add new district payroll items												
2	Data Entry	Update existing district payroll items												
3	Data Entry	Update existing employees												
4	Data Entry	Create new employees (incl. positions, employee payroll items, W-4s, direct deposit)												
5	Data Entry	Add new stipends												
6	Data Entry	Approve pending W-4s/time off requests												
7	Data Entry	Enter absences/assign subs												
8	Payroll	Create payroll run												
9	Register	Select employees to be paid												
10	Register	Import time off												
11	Register	Import substitutes												
12	Register	Verify salary wages and stipends												
13	Register	Add hourly wages												
14	Register	Verify retiree health insurance												
15	Register	Correct errors												
16	Register	Review summary												
17	Payroll	Run *Payroll Summary Report* and verify all totals												
18	Payroll	Mark payroll run Approved												
19	Register	Create payroll journal entries												
20	Payroll	Pay employees ACH/checks												
21	Payroll	Pay/skip all liabilities												
22	Payroll	Reimburse/skip payroll advances												
23	Payroll	Mark payroll run Complete												
24	Payroll	Email pay stubs												
After Every Month														
25	Reports	PSRS/PEERS *Employer Reporting File*												
26	Reports	MO 941												
27														
28														
29														
30														