

PAYROLL PROCESSING CHECKLIST

CALENDAR _____

1. _____ **Payroll Setup | Setup Pay Calendars**

- Double check the check date and make sure all frequencies & earning schedules are scheduled

2. _____ **Payroll Processing | Timecard Master**

- Select calendar - do a select or create to get all employees
- Enter Units
- Click on the Deduct/Benefit Tab
- Enter amount (negative amount if reimbursement of deduction)
- Select a radio button - Override, Add to Deduct, or Stop Deduct

3. _____ **Payroll Processing | Calculate Payroll**

- Select calendar, Recalculate
- If there are errors, print them, resolve errors. Before recalculating the payroll be sure to reset the pay calendar flags. (**) **note below**

****Reset Pay Calendar Flags**

- Go to Pay Calendars and retrieve the info. as if you are setting up a new one > SAVE.

4. _____ **Payroll Processing | Timecard Detail by Employee**

- Print this for the current calendar. Proof this report to the individual Timesheets entered for verification of input accuracy.

5. _____ **Payroll Processing | Payroll Proof Report**

- Print for the current calendar. Compare this reports' Total Summary Page (last) to the previous payrolls. Also verify extra payments and/or deductions that needed to happen did in fact happen. You can also pull individual deductions by code to reconcile monthly billings at this point BEFORE creating the payroll.

6. _____ **Payroll Processing | Create Paychecks**

- Select calendar and create
- You will receive a message that all employees will be rolled into the next calendar, make sure to review this for accuracy before selecting yes.

7. _____ **Processing Reports | Payroll Register**

- Use the totals page to double check amounts of the Tax and Deduct Detail reports.

8. _____ **Payroll Processing | Print Checks**

- Select Calendar
- Select All and Print

9. _____ **Payroll Processing | Create Direct Deposit File**

- Select Calendar and verify the report total is equal to your Payroll Register NET Total before CREATING. If a variance, it should be equal to the Direct Deposit Register + Check Register.

- 10.____ **Payroll Processing | Print Direct Deposit Notices**
 - Select Calendar, Select All and Print

- 11.____ **Processing Reports | Deduct Detail by Calendar**
 - Match bills with Deduct Detail Pages. **If any amounts need to be adjusted insert one line on the voucher for the amount.**

- 12.____ **Processing Reports | Tax Detail by Calendar**
 - Use this as reference for paying your tax liabilities.

- 13.____ **Processing Reports | Direct Deposit Register / Check Register**
 - Use total from last page for bank

- 14.____ **Agency Reporting | New Hire Report**
 - If anyone appears on this report, create file, print and upload to MN New Hire Reporting.

- 15.____ **Agency Reporting | TRA Reporting**
 - Select Calendar and Create
 - Upload TRA file and make payment

- 16.____ **Agency Reporting | PERA Cami Reporting**
 - Select Calendar and Create
 - Submit PERA Payment and Upload File

- 17.____ **Submit State Tax Payment**
 - Use dollar amount from the Tax Detail Report

- 18.____ **Submit Federal Tax Payment**
 - Use dollar amounts from the Tax Detail Report

- 19.____ **Create/Submit any other online payments (Select Account, EBC, etc)**

- 20.____ **General Ledger | Create GL File**
 - Select Calendar and Create File

- 21.____ **General Ledger | Create GL File (Voucher Import)**
 - Create Voucher File if using Voucher Import

- 23.____ **Generate payment for wire transfers and checks in Smart Finance**

Quarterly Reporting Checklist

Year _____ Quarter _____

_____ **YTD Reports | Form 941 & W-2 Proof**

- Use this to verify totals for the following
- Also check the Warnings & Errors page for any discrepancies.

_____ **Agency Reporting | Form 941 Calculate & Print**

- Total all confirmation pages and enter total on line 11.
- See instructions in SMART HR Manual | Reports Guideline (Gray Section)

_____ **File Form MW-1 on MN Dept. of Revenue**

- Total all state tax confirmation pages
- See Instructions in SMART HR Manual | Online Reporting (Fuchsia Section)

_____ **Agency Reporting | Quarterly Wage Report**

- See Instructions in SMART HR Manual (Blue Section)

Quarterly Reporting Due Dates:

January 31 – File 941, Employer’s Quarterly Federal Tax Return
Submit DEED File

April 30 – File 941, Employer’s Quarterly Federal Tax Return
File Form MW-1, Minnesota Quarterly Withholding Return
Submit DEED File

July 31 - File 941, Employer’s Quarterly Federal Tax Return
File Form MW-1, Minnesota Quarterly Withholding Return
Submit Deed File

August 31 – PERA Exclusion Report

October 31 - File 941, Employer’s Quarterly Federal Tax Return
File Form MW-1, Minnesota Quarterly Withholding Return
Submit Deed File