



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)*