



Payroll Checklist

This section is a quick list of all of the activities that go into payroll processing. It is geared toward county implementations but can also be used for “offline” districts.

Once you understand all of the procedures that go into creating and computing a payroll, you can take this section out of the manual and use it for every payroll as a check list. We also encourage you to call Escape Customer Care if you have any questions or run into any unexpected problems.

✓	Task	Notes
Before You Begin		
	Initiate pay.	Use the Processes, Initiate Payroll Requests activity. This step is necessary if you have made changes at the organizational or system level: in other words, any changes using activities that are accessed through the Setup activity group.
Input Hourly and Overtime Pay		
	Enter adjustments.	Use the Employment, Adjust Pay activity to make adjustments. People who have regular overtime, variable hours or are substitutes require data entry for every pay period.
Input Leave Transactions		
	Enter leave transactions in a batch and submit for processing. (could be performed by Admin users)	Use the Employment, Leave Transactions activity to create a new batch and then submit for processing.
	Review and post batch.	Use the Employment, Leave Transactions activity to post the batch. Leaves are posted to the Employee record, where they can be edited.

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	Grant leaves.	<p>Use the Employment, Leave Status activity to grant leaves for the period.</p> <p>You may grant leaves as many times as you like before you load. Once you load leaves, the grant task becomes unavailable.</p> <p>Note that the leave reporting period is defined in the Organization record.</p>
	Load and review leaves.	<p>Use the Employment, Leave Status activity to review leaves for the current period.</p> <p>Review the transactions loaded, paying special attention to pay and docks generated. Transactions may be edited in the Employee record before the period is loaded.</p> <p>Transactions after the reporting period cutoff will not load into the current pay period.</p>
	Post leaves.	<p>Use the Employment, Leave Status activity to post leaves for the current period.</p> <p>Addon and deduction records will automatically be input to employees' pay records for this pay period.</p>
Adjust Pay		
	<p>Analyze and verify accuracy:</p> <ul style="list-style-type: none"> ▶ Search for pay cycles or groups of employees you want to review. ▶ Adjust employee's earnings, contributions/deductions, and personal information (Adj-Other tab) as needed. ▶ Select Calculate Now task to recompute earnings on-the-fly or just save the record and Escape Online will recompute automatically. 	<p>Use the Payroll, Adjust Payroll activity to review and/or edit employee pay.</p> <p>When you save the changes, Escape Online automatically recomputes the pay for the current period.</p> <p>Note that addons control many things like retirement, rate and tax applicability. Use care when selecting addons.</p>

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	Re-initiate pay.	<p>Use the Processes, Initiate Payroll Requests activity.</p> <p>Create a new request only if you have made any system or organization setup changes. Review changes as needed.</p>
	Balance the pay period.	<p>Use the Reports, Payroll activity to run the Payroll Summary report for the last pay period and for this pay period.</p> <p>For each pay period, enter the starting/ending pay date and select sort option D so you can see if there are differences between the current and previous pay cycles.</p> <p>Now compare the two reports to see if there are any major discrepancies that need to be researched.</p>
	Submit the pay period.	<p>Use the Payroll, Payroll Status activity.</p> <p>This will “lock in” the payroll. Escape Online will automatically alert you to negative balances and other processing errors.</p>
Process the Payroll		
	Balance the pay date. (for county implementations)	<p>Use the Reports, Payroll activity to run the Payroll Summary report for the last pay period and for this pay period.</p> <p>If you are a county approver, you may want to run the Payroll Summary report using sort option A so that you can see an overall picture of the pay date.</p>
	Approve the pay date.	<p>Use the Processes, Payroll Processing activity.</p> <p>This creates and posts journal entries for salary encumbrances and labor distribution.</p> <p>It also updates all employee and vendor records with this pay date’s information.</p>

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	Generate/print the batches.	<p>Use the Task menu on the Checks/Advices tab of the Payroll Processing activity.</p> <p>This prints the employee pay checks and the vendor checks. It also creates the ACH files (employee and vendor) and updates (or creates) information for the county (API).</p>
	Process the pay date.	<p>Use the Processes, Payroll Processing activity.</p> <p>This creates interorganization JEs (for county systems) and sends reports to the report warehouse.</p>
	Close the pay date.	<p>Use the Processes, Payroll Processing activity.</p> <p>This locks the current pay date from any further changes, and opens the next pay date for processing.</p>
	Review reports in report warehouse.	<p>Use the Report Warehouse activity.</p> <p>During payroll processing several reports are automatically generated and sent to the report warehouse.</p>