

First Payroll of the School Year Checklist

All items listed should have been completed before running the first payroll of the new school year.

- ____ 1. **Deductions have been verified** on all employees. **(HRS 2250 – Deduction Register by Employee.)**
- ____ 2. **Bank information has been verified** on all employees. **(HRS 2400 – Bank Account Listing)**
- ____ 3. **School YTD Report for “old” school year has been saved** for your auditor. **(HRS 3050 – School YTD Report)**
- ____ 4. **Service Records have been extracted and reviewed** for accuracy. It is not necessary to print Service Records each year, but we recommend reviewing for accuracy each year so that Service Records can be printed as needed with confidence in the data.
- ____ 5. **August Accruals have been processed and interfaced** to Finance.
- ____ 6. **Termination dates AND reasons have been updated on the Employment Info tab** for all employees no longer with the district.
- ____ 7. **Budget has been moved into Finance.**
- ____ 8. **Old deduction transactions** (processed and unprocessed) **have been deleted.**
- ____ 9. **Old Transfer Transactions** (processed and unprocessed) **have been deleted.**
- ____ 10. **School Year has been updated** in **Finance > Tables > District Finance Options.**
- ____ 11. **Clearing Fund maintenance has been updated** in **Finance > Tables > District Finance Options > Clearing Fund Maintenance tab.**
- ____ 12. **All tables and staff have been moved from Next Year Payroll to Current Year Payroll.**
- ____ 13. **First Pay Date of the School Year field has been updated** in **Human Resources > Tables > District HR Options.** The date displayed should be the 1st pay date run for the new school year (regular or supplemental for any pay frequencies.)

- _____14. **Payroll Clearing Fund/Year has been updated in [Human Resources > Tables > District HR Options](#).**
- _____15. **School Year for PEIMS Codes has been updated in [Human Resources > Tables > District HR Options](#).**
- _____16. **All regular pay dates for the new school Year have been entered in [Human Resources > Tables > Pay Dates](#).**
- _____17. **All Accrual Calendars have been entered in [Human Resources > Tables > Workday Calendars > Accrual Calendar tab](#) and have been compared to the Pay Date table to ensure they match.**
- _____18. **Grant Codes have been assigned to all Federal Funds (except 240) in [Human Resources > Tables > Tax/Deductions > Fund to Grant tab](#).**
- _____19. **Unemployment Rates have been entered for the new school year as needed in [Human Resources > Tables > Tax/Deductions > Unemployment tab](#). During Budget, we typically change the Employer Type to Taxable so that amounts are budgeted for the coming school year. However, some districts simply pay the Unemployment invoice as it is received. If that is the case in your district, be sure you change the Employer Type back to Reimbursable before payrolls.**
- _____20. **Workers Comp Rates have been updated for the new school year if needed in [Human Resources > Tables > Tax/Deductions > Worker's Comp tab](#).**
- _____21. **Substitute Rates have been updated for the new school year if needed in [Human Resources > Tables > Salaries > Substitute tab](#).**
- _____22. **Account Code Comparison Report is blank indicating all employee Master Distributions have matching accounts in Finance. ([HRS 6000 – Account Code Comparison](#))**
- _____23. **Pay Status (Active/Inactive) has been verified on all employees. ([HRS 6150 – Employee Payroll Listing](#))**
- _____24. **All payroll errors generated in [Human Resources > Utilities > Pre-Edit Payroll Data](#) have been corrected.**
- _____25. **Leave balances have been updated for all employees.**
- _____26. **The Accrual Expense table has been updated to reflect the new fiscal year in [Human Resources > Tables > Accrual Expense](#).**