

Payroll 101

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Paula Glaser & Jenny Henson
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OVERVIEW

- Payroll definitions
- Pre payroll process
- Payroll run
- Post payroll process and verification

PAYROLL DEFINITIONS

- Pre payroll process
 - Information to gather before payroll
 - Examples: timesheets, substitute reports, time off, extra curricular pays, employee changes
- Payroll run
 - The process of running, verifying the payroll and sending the file to the bank
 - Examples: payroll worksheets, data entry, comparison reporting, dedication/benefit proofing, ACH file to the bank/printing checks
- Post payroll process
 - After the file is sent to the bank, what is next
 - Examples: paying taxes, other benefit/deduction payments and WRS reporting

PAYROLL INTRO

- Payroll and Benefits typically account for 60-80% of a District's overall budget
- Proactive strategies can help prevent problems

PRE-PAYROLL PROCESS

- What is needed prior to running payroll?
- You should have a documented list.

PRE-PAYROLL PROCESS

Audience Question

- Do you have a documented list of items that the person processing payroll preps or gathers prior to running payroll?
- Who is your payroll backup? What do they use to help process payroll if they don't have a list of items?

PRE-PAYROLL PROCESS

- [Click here for link to Summary Pre-Payroll Processing Checklist.](#)
- [Click here for link to Detailed Pre-Payroll Processing Checklist.](#)

WHAT TIPS DO YOU HAVE?

**What can you share with the group?
Tips/Tricks to help ensure accurate payroll**

PAYROLL PROCESS

- Steps should not be overlooked when processing payroll.

[Click here for link to Payroll Processing Checklist](#)

PAYROLL PROCESS / COMPLETION

- After payroll is reviewed and approved, print/save reports.
 - Gross-Net Pay
 - Labor Distribution
 - Benefit Distribution
 - Summary of Pay/Ded/Ben
 - Payroll Check Register
 - Advice of Deposits/Paper Checks
- Update Pending Payroll File to History.

PAYROLL PROCESS / COMPLETION

- Create the Payroll ACH File.
 - Print/Save the ACH Reports/Download File
- Upload the Payroll ACH File to the Bank.
 - Confirm the amount uploaded via ACH with the amounts from the Payroll Reports.

POST-PAYROLL PROCESS

- When Payroll is updated to History in Skyward, payroll related AP Invoices should be auto created.
 - Set up if your software does not do this.

[Click here for link to Post-Payroll Checklist.](#)

TURN & TALK

Take some time to turn to your neighbor and share

CONCLUSION

- Payroll is not a simple process that a click of a button will give a foolproof outcome.
- Allocate adequate time to do the necessary review/processing it requires.

PAYROLL CYBER SECURITY

[Click here for report instructions](#)

QUESTIONS?

CONTACT INFORMATION

Paula Glaser

glaserp@cesa5.org

Jenny Henson

hensonj@cesa5.org