

# Payroll Checklists - Do We Really Need Them?

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Do we really need checklists for payroll? Why do I have to do re-work that the system is already processing? What kind of checklists do I need?

These are questions we ask as payroll professionals or may be asked of us by our co-workers. By having checklists, this helps us to ensure that all employees are paid correctly and on time. Errors in payroll often create more work for the payroll department, but by utilizing checklists, the need to run off-cycle payruns or rework can be reduced.

We will discuss and go through processes to set up a checklist for each payroll, off-cycle payrolls, as well as for monthly, quarterly, and year-end work that we in payroll need. Tips and tricks, and examples will be provided.



# Danielle Neitzel, CPP

Danielle is a qualified Payroll Consultant and holds the designation of Certified Payroll Professional(CPP) from PayrollOrg (formerly American Payroll Association).

Danielle is no stranger to payroll, having spent 25+ years as a payroll specialist in private industry, K-12 systems, and now as a Payroll Consultant with CESA 6, where she works with school districts within the State of Wisconsin.

Danielle lives in Eden, Wisconsin with her husband on their farm and has 3 children. She stays busy with that, as well as currently serving on the NWPC Board as the Educational Leader, lifetime member of both the State and National FFA Alumni and is finishing her 12th year as a Campbellsport School Board member.

# Topics



- What is a Checklist?**
- Why do we need Checklists?**
- Benefits of Checklists**
- Types/Examples of Checklists**
- Creating a Checklist**



# Why Use Checklists



## Checklists help in the following areas

- Acts as your memory on paper/electronically
- All essential parts of your payroll
- Ensures important steps are not missed
- When/What reporting needs to be completed
- Keeps you on track with deadlines/due dates

## But WHY...

- Helps in the event of employee illness or death
- Helps if training a new employee
- In the event of a emergency and have to work offsite





## Checklist Benefits

- Know that essential tasks of the processes are being completed
- Helps in the event of disruptions/distractions while in the process
- Time savings - helps streamline the process resulting in less errors
- Discipline and consistency - helps in cross training and coverage of LOA's, vacations, etc.
- Improves productivity of the team

# Checklist Types

- ❑ Read : Do - read each step, perform and check them off as you go
- ❑ Do : Confirm - do each step from memory until you reach a definite pause point, then you go through the checklist and confirm that each step is completed
- ❑ SOP : Standard Operating Procedures - this is a combination of the process to be performed and the corresponding checklist to utilize in the process
  - ❑ For payroll professionals and their department, this type gives the best utilization of what needs to be accomplished for accurate and timely processing of payroll, reporting and reconciliations

# Creating a Checklist



## **What is included:**

- The most important items you need to process a payroll
- Any payroll software processes that are needed and include screenshots of steps completed for specifics
- Nuances that occur specific to your process
- Make your checklists simple, short and precise with notes to refer to SOP's, whitepapers, examples
- Make it easy to use - excel template to then checkbox items as completed
- Review and update regularly for updates and changes to the software or your process



# Creating a checklist continued



- Where do you create the checklists:**
  - Excel or Google Sheet
  - Google Tasks, ToDo or a task management app if available
  - Word processing program
  - Checklist options within your payroll system, if available

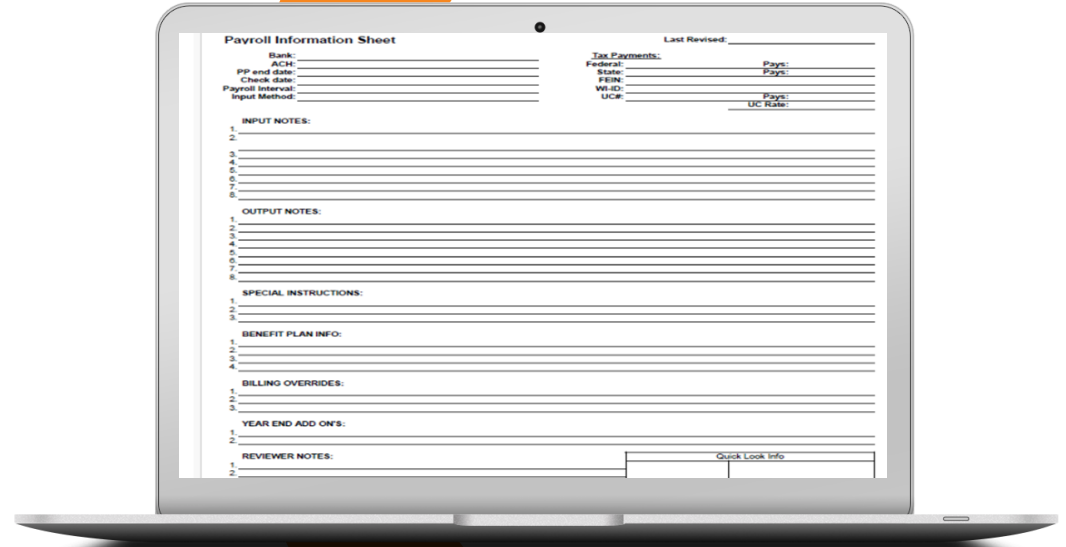
# Creating a Checklist - continued

- ❑ **Who should create the checklists**
  - ❑ Person(s) conducting the processing
    - ❑ This group should create the checklists currently being done
  - ❑ Any member of the team that has done the process previously
    - ❑ This group should read/review/test the checklist created
  - ❑ Supervisor(s)
    - ❑ This person should review the checklist after written and tested to ensure the process is created in a proper manner

# Examples of Checklists



- Simple outline for a checklist



# Checklist Examples: Pre-processing to after processing



2024 Calendar Year				
	1/12/2024	1/30/2024	2/15/2024	2/29/2024
<b>Run missing timesheet report and email supervisors</b>				
<b>Run Report for each rule set showing hours submitted; print hard copy or save in payroll date</b>				
<i>Aide Punch</i>				
<i>Bus Drivers Punch</i>				
<i>C/M FT 12 Mo Punch</i>				
<i>Teacher</i>				
<b>Review and update timesheets by Rule Set - moves to Worksheet; print hard copy or save in payroll date folder by payday</b>				
<i>Aide Punch</i>				
<i>Bus Drivers Punch</i>				
<i>C/M FT 12 Mo Punch</i>				
<i>C/M FT S-Th Sched</i>				
<i>Teachers - hourly</i>				
<b>Process checks and Balances</b>				
<b>Salary run:</b>				
<b>Mass select in contracted EE's and tie out to contract spreadsheets</b>				
<i>Teachers both 10 month and 12 month</i>				
<i>Admin 10 month and 12 month</i>				
<i>Prof Tech &amp; CU/MT/OP</i>				
<i>Extra-Curricular contracts</i>				
<i>Co-Curricular Contracts</i>				

2024 Calendar Year				
	1/12/2024	1/30/2024	2/15/2024	2/29/2024
<i>Tie out totals Admin contracts( Contracts spreadsheet/Totals per payday tab)</i>				
<i>Tie out totals ProfTech &amp; Mtn contracts(Contracts spreadsheet/Totals per payday tab)</i>				
<i>Tie out totals Teachers contracts (Contracts spreadsheet/Totals per payday tab)</i>				
<i>Tie out Co- and Extra Curricular contracts.</i>				
<i>Check over LOA/MOA's and adjust if needed</i>				
<i>Tie out benefit deductions on Check Register to Insurance breakdowns</i>				
<i>Tie out GTL Excess</i>				
<i>Tie out garnishments to list in 2021 Payroll Workbook Garnishment tab</i>				
<i>Tie out DEDUCT/PERBU paycodes to reports from Lauren(saved in folder by payday)</i>				
<i>Tie out WRS both deduct and benefit(run Omitted on Payroll report, Aload WRS, list will run not included paycodes. Use WRS Preprocess tie out spreadsheet to match)</i>				
<i>Look over Payroll Notes tab and review staff that ask for net pay to go to 403b deductions and those that want deduct taken on ALL checks, adjust accordingly</i>				
<i>Tie out United Way contributions</i>				
<b>On second pays of month:</b>				
<i>Tie out Life Benefit and AD&amp;D(</i>				
<b>Before finalizing payroll:</b>				
<i>Calculate Pre-Process taxable wages on tab of same name in 2021 Payroll Workbook</i>				
<b>After PreProcess Taxable Wages match:</b>				
<i>Run United Way report in Skyward/Deduction to put with check to mail</i>				

# Creating a garnishment checklist provides the opportunity to ensure the calculation is correct in the software.



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Employee Name	Aide	Employee #	Effective Date	Up to %	Child Support #1	Child Support #2	Child Support #3	Total WI	Child Support t	Total MI	IL Child Support	Total IL	Total Child Support		Gross Pay	Taxes	Disposable Income	% of Disposable Income
DOE, JOHN	Aide		9/1/2021	65%	\$158.00			\$158.00		\$0.00		\$0.00	\$158.00				\$0.00	\$0.00
SUMMERS, SALLY	Aide		1/27/2021	65%	\$987.52			\$987.52					\$987.52				\$0.00	\$0.00
<b>Total Support Payments</b>								<b>\$1,872.91</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>\$1,799.78</b>					
<b>GARNISHMENTS (fill in deduct taken to the right; will not print out)</b>																		
2020-2021 fiscal year																		
EMPLOYEE	Employee #	Garnish code	Payee	Up to % or \$amt	Disposable or Gross?	LENGTH	START DATE	END DATE	Target as of 4/8/2021	remaining balance per MyTax 10/22/21	Remaining balance as of							
APPLESEED, JOHN	TCH	707	WI DOR	20%	Gross	until fulfilled			\$11,738.77	5,817.75								
EMPLOYEE	Employee #	Garnish code	Payee	Up to % or \$amt	Disposable or Gross?	LENGTH	START DATE	END DATE	Target as of 4/19/2021	remaining balance per MyTax 10/22/21	Remaining balance							
DOUBTFIRE, EMMA	Aide	707A	WI DOR	25%	Gross	until fulfilled			\$4,214.98	3,781.77								

# Examples of Checklists



- Using checklists once the payroll is completed is as important as during the processing.

2024 Calendar Year				
	1/12/2024	1/30/2024	2/15/2024	2/29/2024
<b>Once all payruns are Completed</b>				
Run ACH Direct Deposit Verification Report				
Download ACH file and send to bank				
Run data mining hours, "Sched hrs vs Hrs worked" in excel and then put into google docs folder "Sched hrs vs Worked hrs by payday"				
Update spreadsheet for current pay run, have reviewed by Julie, then upload WEA file(Refer to WEA upload tab in 2021 Payroll Workbook)				
Complete Bank Transfer Google Doc				
Send Flex rich report to DBS thru their portal (Refer to DBS upload tab on 2021 Payroll Workbook)				
Process Fed 941 payment in Skyward Finance thru FM>A/P and follow thru the steps				
Pay Fed 941 payment on website p:396005127 pin: 5560 pass: WBSDes@54				
Process WI State tax payment in Skyward Finance thru FM>A/P and follow thru steps				
Pay/set up payment of WI State tax due on MyTax Account website				
Process WI Wage attachments in Skyward Finance thru FM>A/P and follow thru steps				
Pay WI Wage Attachments on MyTax Account website				
Process WEA draw in Skyward Finance thru FM>A/P and follow thru steps				
Process Child Support and pay on ExpertPay				



# WRS Checklists

- Also a checklist showing the tie out each month reporting will help in the annual reconciliation process

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
WRS tie out																		
Reported to WRS																		
Month	Cat 40 Hours	Cat 40	Cat 40 EE	Cat 40 Total EE &		Cat 42	Cat 42	Cat 42 EE	Cat 42 Total	Total Hours	Total earnings	Total EE	Total EE & ER	Date	payment date	confirm #		
January	20,001.20	816,000.93	55,488.15	110,976.30		18,449.09	564,773.21	38,404.52	76,809.04	38,450.29	1,380,774.14	93,892.67	187,785.34	2/23/2023	2/28/2023	281388		
February	19,905.00	821,606.88	55,860.31	111,738.62		20,107.83	588,901.67	40,051.36	80,102.72	40,012.83	1,410,508.55	95,920.67	191,841.34	3/15/2023	3/31/2023	282426		
March	20,208.02	841,471.81	57,220.15	114,440.30		19,157.61	584,995.68	39,779.60	79,559.20	39,365.63	1,426,467.49	96,999.75	193,999.50	4/15/2023	4/30/2023			
April	19,880.33	827,719.90	56,285.01	112,570.02		18,745.34	566,092.88	38,535.03	77,070.06	38,625.87	1,394,412.78	94,820.04	189,040.08	5/1/2023	5/30/2023	284904		
May	10,246.54	835,348.08	56,803.73	113,607.46		11,736.78	580,109.34	39,447.39	78,894.78	21,983.32	1,415,457.42	96,251.12	192,502.24	6/13/2023	6/30/2023	287059		
June	19,440.69	872,510.42	59,330.84	118,661.68		18,265.17	620,521.91	42,195.43	84,390.86	37,705.86	1,493,032.33	101,526.27	203,052.54	7/19/2023	7/31/2023	288867		
July	15,560.53	736,555.24	50,085.86	100,171.72		13,951.59	576,402.76	30,195.47	78,390.94	29,512.12	1,312,958.00	89,281.33	178,562.66	8/24/2023	8/31/2023	290764		
August	14,426.41	717,188.55	48,768.84	97,537.68		14,387.81	579,220.43	39,387.08	78,774.16	28,814.22	1,296,408.98	88,155.92	176,311.84	9/26/2023	9/29/2023	292450		
September	13,476.70	744,961.58	50,657.36	101,314.72		14,853.20	632,237.80	42,992.24	85,984.48	28,329.90	1,377,199.38	93,649.60	187,299.20	10/5/2023	10/31/2023	293076		
October	13,091.19	735,573.33	50,018.96	100,037.92		14,644.28	661,735.02	44,998.05	89,996.10	27,735.47	1,397,308.35	95,017.01	190,034.02	11/22/2023	11/30/2023			
November																		
December																		
Totals	166,236.81	7,948,936.72	540,528.21	1,081,056.42		164,298.70	5,955,680.70	404,986.17	809,972.34	330,535.51	13,904,617.42	945,514.38	1,891,028.76					



# WRS

## Terminations/Enrollments



- By also tracking terminations and enrollments in WRS ensures you are not missing staff in the payroll.

2023 Terminations									JAN-JUN	JAN JUN
IAME		CATEGO	DATE OF	TOTAL HRS	TOTAL	TOTAL EE	TOTAL EE	TERMED	HRS	\$\$
	42226	42	6/30/2023	884.04	22,968.20	1,561.87	3,123.74	YES		
	103616	42		649.18	9,697.92	659.43	1,318.86	YES		
	101362	42	4/7/2023	654.08	14,029.46	954.01	1,908.02	YES		
	113930	40	6/15/2023	949.95	25,161.58	1,710.98	3,421.96	YES		
	115460						-			
	102377	40	6/15/2023	868.56	24,814.90	1,687.44	3,374.88	YES		
	113697	40	5/3/2023	606.52	26,494.00	1,801.59	3,603.18	YES		
			2/7/2023	-	-	-	-	NO		
	082716	40	5/1/2023	784.00	58,877.81	4,003.65	8,007.30	YES		
	103942		6/15/2023	-	-	-	-			
	115258		5/31/2023				-			
	103128	42	3/29/2023	106.01	6,175.00	419.89	839.78	YES		
	103454	42	3/20/2023	187.43	4,333.36	294.67	589.34	YES		
	102881	42	6/30/2023	585.06	9,366.36	636.93	1,273.86	YES		
	098027	42	6/7/2023	867.15	14,742.15	1,002.45	2,004.90	YES		
	116181		5/19/2023				-			

# SOP's



Standard Operating Procedures can be created in a way to define the purpose and list the procedures in a synopsis along with either steps or a flow chart to follow.

These are usually more detailed than a checklist and are normally how processing manuals are created.

School District of \_\_\_\_\_

## Payroll Processing Procedures

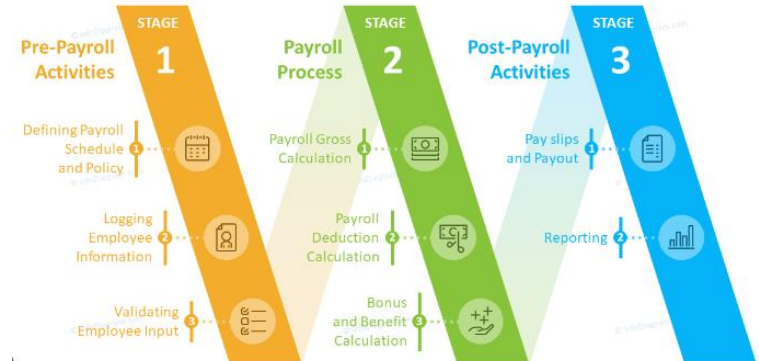
Log into Skyward PaC

Username:

Password:

**Check for missing timesheets:** Do this before your start payroll. If there are missing timesheets, have the supervisor approve or approve on their behalf. Go to the weeks that have the specific pay period dates included.

1. Select **Payroll/Current Payroll/True Time**.
2. Select **Missing Timesheet**.
3. In the "Rule Set to Report on: Click on the arrow in the box and scroll up and select all. Uncheck: **Include timesheets that have no transactions**. Select Print, (leave screen) click OK. If there is nothing on the report then all timesheets are ready, and you can proceed with payroll. If the screen is not blank print list and have those timesheets approved.
4. Select **Payroll/Current Payroll/Select**
5. Choose **Regular payroll**
  - a. Click **Select**
  - b. Update the following
    - i. Check date
    - ii. Check # update and leave deposit # as is
    - iii. Payroll posting date



● **Onboarding/Offboarding of Staff as it relates to payroll**

● **Insurance Benefits**

● **Group Term Life Insurance**

● **Monthly/Quarterly/Year End Processes**

● **Disaster Plan**

# Additional Checklist Options



- These are just a few others that can be created
- Work with your department to determine who should create the process

# Checklist Recap



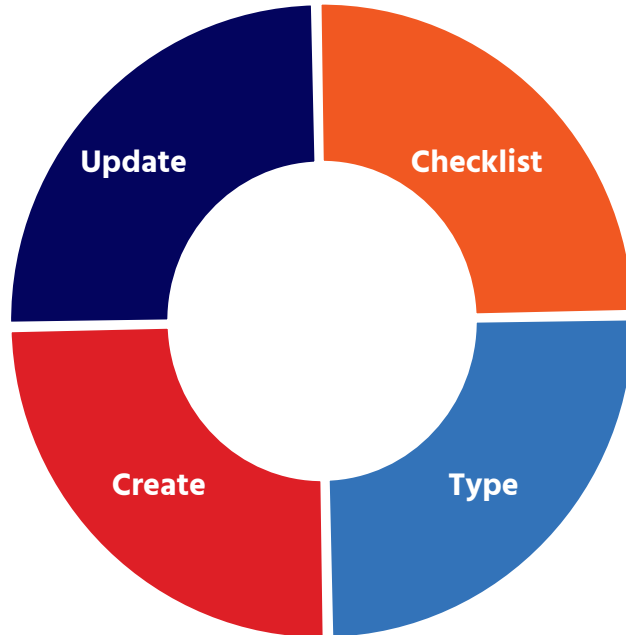
Creating Checklists will help to have a more streamlined process for your payroll.

## Update

Keep your checklist up to date with any changes or additions you implement into your process

## Create

Create your checklist as you are completing the process



## Checklist

What is the checklist for?

## Type

What type do you use?  
1) Read : Do 2) Do : Confirm  
3) SOP - Standard Operating Procedures

# References



## Additional references to help with Checklists & SOP's



### **Bloomberg Tax -**

<https://pro.bloombergtax.com/tax-practice-guides-and-checklists/>



### **PayrollOrg -**

<https://www.payroll.org/>



### **Workyard -**

<https://www.workyard.com/employee-tracking/payroll-checklist#What-Is-a-Payroll-Checklist->



### **CESA/WASBO/ Professional affiliations -**

Networking with fellow payroll professionals

# Q & A



Thank you for attending.



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