

PAYROLL BEST PRACTICES

SCHOOL BUSINESS OFFICE PROFESSIONALS CONFERENCE
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PAYROLL INTRO

Payroll and Benefits can account for 60-80% of a district's overall budget

Proactive strategies can help prevent problems

PAYROLL QUICK HITTERS

- **Be aware of processing times at your bank and banking holidays.**
- **WRS Contribution Checks**
 - a. **Extra pays**
- **New Employee Set-up**
 - a. **Who completes and communicates to payroll**

PAYROLL QUICK HITTERS

- **Periodic review of split positions**
- **System feature usage**
 - a. **What other areas do the features you are using impact?**
- **Timesheet population review**
 - a. **Do you do this every payroll run?**

PAYROLL QUICK HITTERS

- **System data importance**
 - a. **Deduction/Benefit codes clean-up**
 - b. **Deduction/Benefit crosswalk to ensure it's not in one without being in the other**
 - c. **Consistency**
 - i. **Pay codes, benefit codes, etc.**

PRE-PAYROLL PROCESS

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

COMMON PITFALLS

What do you do if the wrong account number has been used in payroll?

- **Payroll Accounting Adjustments**
- **Zero (\$0) Manual Payroll Check**

Select the following link for instructions.

[Skyward Accounting Adjustments Selection](#)

COMMON PITFALLS

- **Use Mass Processing features to update, add or delete payroll records, deductions and benefits.**
 - a. Edit pay rates or clear pay rates for specific codes**
 - b. Edit insurance rates**
 - c. Edit retirement rates after the last payroll for one calendar year and before the new calendar year**

[Click here for Instructions](#)

COMMON PITFALLS

Audience question:

Are there examples or scenarios which you would like to mention to others in the audience?

PAYROLL CONTINGENCY

Who will fill in during your absence?

**Another staff member? Another school district? CESA?
Plan ahead!**

Develop and review written procedures

Cross-Train Employees: one-on-one and practice sessions

**Give Appropriate Levels of Access: software, banking,
taxes**

PAYROLL CONTINGENCY

Other Solutions to consider:

Web-based technology to run payroll anywhere

Online timekeeping systems to clock in and out remotely

Hard copies of payroll registers showing wages & deducts

PAYROLL CONTINGENCY

Remote Access

Establish a generic business office email account for authentication

Invite Outside Help

Practice, Practice, Practice.

Thoughts?

QUESTIONS?

If no questions, feel free to share something that has helped your payroll process improve

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.

THANK YOU!

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