Payroll Processing Checklist

Period Ending:		Payday:				
			W, Th, F -> Wed M, Tu -> Fri			
Time Clock			**Print Reports**			
Enter Corrections	☐		Employee Paychecks: Check Register	☐		
Check for Exceptions, Correct as Needed	☐		Employee Paychecks: Posting Summary	☐		
Print Timecards Report	☐		Income & Deductions: Deduction (Summary)	☐		
Backup Timeclock	☐					
			Import Payroll into AV			
CheckMark Payroll			Employee Paychecks: Big Business Format: Text File	☐		
Enter Hours	☐		AV: Payroll: Payroll Import	☐		
Add Sick, Vacation	☐					
Add Holiday Pay	☐		**Employer Payments**		Date	Ck#
			Federal	☐		
Calculate Pay			Garnishment(s)	☐		
Enter Check Date and Pay Period	☐		401(k) anchor	☐		
Add Connectors	☐		California (STWH & LOCWH)	☐		
Add Advances	☐		Colorado	☐		
Calculate All	☐		Employer Payments: Check Register	☐		
Review/Create Paychecks			**Employer Payments in AV**		Adj #	
Verify Next Check #	☐		Federal	☐		
Create Checks	☐		Garnishment(s)	☐		
			401(k)	☐		
Print Paychecks	☐	Adj #	California	☐		
FNB Transfer (incl Part 401k)	☐		Colorado	☐		