

**Payroll Processing Checklist (MN,PT,ST)**

Pay ID: \_\_\_\_\_  
 Payroll Number: \_\_\_\_\_  
 Pay Period: \_\_\_\_\_  
 Pay Date: \_\_\_\_\_  
 Number of EEs: \_\_\_\_\_

Step	Save	Process/Report		File name
1		PTRINST: Uncheck "Employee May Update Direct Deposit Records"	<input type="checkbox"/>	_____
2		PZRDBOM: Deduct Bad Status or Missing report (check deductions)	<input type="checkbox"/>	_____
3		PHPTIME: to create electronic timesheet & to generate default hours in PHAHOUR Disposition 10: awaiting time entry of hours (no default) Disposition 15: correction to hours in PHAHOUR Disposition 20: awaiting PHPPROF or exception time entered Reports: PHRDCON (disposition 10) ----- If error: PHRDERR (error report)	<input type="checkbox"/>	_____
4		PHPMTIM: Mass Time Entry process (Not for MN) Reports: PHRDCON (disposition 10 & 20) ----- If error: PHRDERR (error report)	<input type="checkbox"/>	_____
5		PHAHOUR: On Line Time Entry (post timesheets – no entry for default time) [OPTIONAL]: PHRHOUR – employee & hours to be paid for the period	<input type="checkbox"/>	_____
6		PZRDBOM: Deduct Bad Status or Missing report (check deductions)	<input type="checkbox"/>	_____
7		PHPPROF: to proof & validate time-entry (disposition 25 when completed) Delete 10 timesheets or employee will appear that they are paid. Reports: PHRDCON (disposition 25) ----- If error: PHRDERR (error report)	<input type="checkbox"/>	_____
8		PHPLEAV: to take & accrue leave (disposition 30 when completed) Reports: PHRDCON (disposition 30) ----- If error: PHRDERR (error report)	<input type="checkbox"/>	_____
9	Save	PHPCALC: to calculate earnings, ded. & taxes (disposition 40 when completed) Total Gross: _____ Total Deductions: _____ Total Net: _____ Reports: PHRDCON (disposition 40) ----- If error: PHRDERR (error report)	<input type="checkbox"/>	_____
10		PHPDOCM: to calculate check & direct deposit (disposition 42 when completed)		_____
11	Save	PHRPREG: Trial Pay Register – check for unusual amounts If additional job is added – go back to PHAHOUR & delete record, then run PHPTIME in initial mode and all other processes.	<input type="checkbox"/>	_____
12	Save	PZRTRIL: Deduction register by Pay ID Reports: PHRDCON (disposition 42) ----- If error: PHRDERR (error report)	<input type="checkbox"/>	_____
<b>POINT of NO RETURN</b>				
13	Save	PHPCHKL: to order/print checks (disposition 50 when completed) 1ST Ck # _____ to _____ total (____)	<input type="checkbox"/>	_____
14	Save	PHPCHKL: to order direct deposits (disposition 50 when completed) 1ST DD # _____ to _____ total (____) Total Checks and DDs (____) Reports: PHRDCON (disposition 50) ----- If error: PHRDERR (error report)	<input type="checkbox"/>	_____
15		Email Sook and Dave with both PHPCHKL txt files.	<input type="checkbox"/>	_____
16	Save	PHRCISS: Alphabetical list of employees with check #	<input type="checkbox"/>	_____
17	Save	PHRDIRD: Alphabetical list of employees with direct deposit # **Or PHRDST (combines PHRCISS & PHRDIRD)** Wait for checks and direct deposits to be run by Finance before moving on!	<input type="checkbox"/>	_____
18	Save	PHPDIRD: to create direct deposit file Only Checks Run	<input type="checkbox"/>	_____
19		PHRTREG – print direct deposit tap register	<input type="checkbox"/>	_____
20		PHPUPDT: to update all YTD fields (disposition 60 when completed) Reports: PHRDCON (disposition 60) ----- If error: PHRDERR (error report)	<input type="checkbox"/>	_____
21	Save	PHRDREG – deduction register (final)	<input type="checkbox"/>	_____
22	Save	PHRPREG – payroll register	<input type="checkbox"/>	_____
23	Save	PXRP941 – 941 payroll report	<input type="checkbox"/>	_____
<b>***PR process complete -- Finance to pick up after this process is complete</b>				
24	Save	PHPFEXP: extracts payroll & expenses (disposition 62 when completed) Reports: PHRDCON (disposition 62) ----- If error: PHRDERR (error report)	<input type="checkbox"/>	_____
25	Save	NHPPFIN2: prints finance report & interface to Finance (disp. 70 when comp.) Reports: PHRDCON (disposition 70)	<input type="checkbox"/>	_____
26		Interfacing to Banner Finance processes again posting payroll extract of expenditures.		_____
	Save	1. FURFEED            Feed # _____	<input type="checkbox"/>	_____
	Save	2. FGRTRNI	<input type="checkbox"/>	_____
		3. FGRTRNR (only run if errors in FGRTRNI) (disposition remains 70 when complete)	<input type="checkbox"/>	_____