# Table of Contents

PY: Manage Payroll .......................................................................................................................................................... 2  
PY-010: Process Payroll ............................................................................................................................................... 2  
PY-010-010: Maintain Payroll Policy .............................................................................................................................. 4  
PY-010-020: External Benefits Processing ...................................................................................................................... 5  
PY-010-030: Collect/Process Other Payroll Related Data .................................................................................................. 6  
PY-010-060: Process Off-Cycle Payroll Transactions ........................................................................................................ 7  
PY-010-070: Process SAD Transactions ........................................................................................................................ 8  
PY-010-080: Generate and Review Pre-Register ............................................................................................................. 9  
PY-010-090: Produce and Distribute Pay ........................................................................................................................ 9  
PY-010-100: Close Payroll Post to AP & GL ................................................................................................................... 10  
PY-010-110: Reconcile Payroll Close .......................................................................................................................... 11  
PY-010-120: Prepare Tax Filing Information .................................................................................................................. 12  
PY-010-130: Tax Administration & Reporting ............................................................................................................. 13  
PY-010-140: Prepare Non-Tax Remittances for AP Processing ........................................................................................ 14
<table>
<thead>
<tr>
<th>PY-010-010: Maintain Payroll Policy</th>
<th>Maintain organizational level policies related to payroll setup and processing. Examples are pay groups, earnings and deductions codes, workers comp policies, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY-010-020: External Benefits Processing</td>
<td>Process Benefits enrollment data from any third-party administrator, which will update employee benefit deduction amounts prior to payroll processing.</td>
</tr>
<tr>
<td>PY-010-030: Collect/Process Other Payroll Related Data</td>
<td>The collection of additional Employee Time and Attendance related data for processing. Examples include Expense Reimbursements, Retro Pay, Ad-Hoc Payments, and One-Time Deductions.</td>
</tr>
<tr>
<td>PY-010-040: Collect/Process Employee Time and Attendance Data</td>
<td>The interfacing of Time and Attendance data from Workforce Management into the Payroll module in preparation for processing.</td>
</tr>
<tr>
<td>PY-010-050: Consolidate Pay Period Data</td>
<td>The process by which the Payroll Specialist consolidates all pay-related data available for the period. This includes Time and Attendance data from Workforce Management, Expense Management, as well as manual earnings entries and one-time deductions.</td>
</tr>
<tr>
<td>PY-010-060: Process Off-Cycle Payroll Transactions</td>
<td>The process by which an Off-Cycle Payment is created. The determining factors for creation and processing of an Off-Cycle Payment are TBD.</td>
</tr>
<tr>
<td>PY-010-070: Process SAD Transactions</td>
<td>The process by which the Payroll Specialist prepares for pay cycle processing of State Active Duty Employees. Steps include the addition/updating of Employee demographic data and the interfacing of Earnings data. Employees will be terminated immediately following completion of payment.</td>
</tr>
<tr>
<td>PY-010-080: Generate and Review Pre-Register</td>
<td>Generate and Review Pre-Register is the process where the Payroll Specialist leverages the system to take Employee Gross Pay to Net Pay. During this process, all Employee Deductions are calculated and all pre-noted Employee Direct Deposit Distributions are allocated based on priority.</td>
</tr>
<tr>
<td>PY-010-090: Produce and Distribute Pay</td>
<td>The process by which the Payroll Specialist creates payments, print warrants, and transmits the ACH file to the bank.</td>
</tr>
<tr>
<td>PY-010-100: Close Payroll Post to AP &amp; GL</td>
<td>The process by which the Payroll Specialist closes a pay cycle, resulting in journal entries being Posted to the General Ledger and Invoices being created in the Payables sub-system.</td>
</tr>
<tr>
<td>PY-010-110: Reconcile Payroll Close</td>
<td>The process by which the Payroll Specialist reconciles the current pay period data. In addition to the reconciliation, at Year-End, the Payroll Specialist will execute all steps in the Year-End Checklist and run the</td>
</tr>
</tbody>
</table>
step to roll the Payroll Year forward.

<table>
<thead>
<tr>
<th>PY-010-120: Prepare Tax Filing Information</th>
<th>This process is specific to Pay Period Tax Filing. The Payroll Specialist prepares tax information for the amounts withheld for the pay period.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY-010-130: Tax Administration &amp; Reporting</td>
<td>This process is specific to Quarterly and Year-End Tax Administration. Quarterly Administration includes 941 and SUI Filings. Year-End Administration includes W-2 and 1095 Reporting.</td>
</tr>
<tr>
<td>PY-010-140: Prepare Non-Tax Remittances for AP Processing</td>
<td>The Payroll Specialist verifies all Employee Deductions designated to interface to Accounts Payable have an associated Invoice created and assigned to the correct Vendor. This verification is primarily for the creation of Employee Garnishment invoices but can also be setup for other A/P Vendors such as Charitable Donations to Non-Profit Organizations.</td>
</tr>
<tr>
<td>PY-010-150: Make Time and/or Payroll Adjustment to Next Pay Period (if applicable)</td>
<td>Following the Close and Reconciliation of the Pay Period, there may be circumstances identified during processing that result in a post-payroll adjustment to the Employee. The Payroll Specialist will enter the appropriate adjustments in the Payroll module at this time to be processed on the next pay period.</td>
</tr>
</tbody>
</table>

PY-010-010: Maintain Payroll Policy
PY-010-020: External Benefits Processing

- **External - Benefits Administrator File**
- **Process/Review Benefits Import**
- **Validate load**
- **Errors?**
  - Yes: **Notify vendor and/or Benefits team of errors**
  - No: **Collect/Process Other Payroll Related Data**
PY-010-030: Collect/Process Other Payroll Related Data

- Start
- FY 010 020 010: Request for Employee Travel Reimbursements
- FY 010 030 020: Load ad-hoc payments for pay period
- FY 010 030 030: Run process for retro pay
- FY 010 030 040: Enter or Load One-Time Deductions
- FY 019 050: Consolidate Pay Period Data
PY-010-060: Process Off-Cycle Payroll Transactions
PY-010-100: Close Payroll Post to AP & GL
PY-010-120: Prepare Tax Filing Information

- PY-010-120: Prepare Tax Filing Information
  - PY-010-120-010: Run process for U.S. Federal tax information
  - PY-010-120-020: Run process for U.S. State tax information
  - PY-010-120-030: Run process for U.S. Local tax information
  - MF-072-100: Process Invoice Payments

Tax Specialist
PY-010-140: Prepare Non-Tax Remittances for AP Processing