PAYROLL CHECKLIST

For the Pay Period: _____

	Routinely throughout biweekly period
	Update Static Group
	Enter Dailies on a Daily Basis
	Prior to Interface - i.e., Monday a.m.
	Finish Friday/Saturday dailies
	Print Timecard and review for accuracy:
	Check Appointment Fractions
	Check Holidays
	Check Clinic Staff Against Timesheets
	Check Extended Sick Balances
	Check New Hires
	Check Techs/Hosts:
	No-pay hours
	Over appointment hours
	Miscellaneous
	Check Email Questions
	Print PTO Report and Check Timecards
	Trigger Bonus
	Weekend Bonus
	Check Inservice/Conference Section
	Check Marguerite Section
	After Interface
	Run Appointment Hour Report
	Enter Account Code Changes
	Change ESF to 1/2 when applicable
	Print and Check GPR
	Reason for # Codes
	Record PTO in Logbook
	Laura's Signature
	CSR check
	Reports
	Occasion Specific
	Holiday Incentives
	PTO Sellback (1X per year)
	Daylight Savings Time (2X per year)