Processing Payroll

This playbook outlines the bi-weekly payroll processing procedure, including verifying employee information, importing timekeeping data, reviewing and approving pay calculations, processing payroll, and handling employee queries related to payment and deductions.

Step 1: **Verify Information**

Verify and update all employee information, including new hires, terminations, or changes in employee details. Ensure all this data is accurately recorded in the payroll system.

Step 2: **Import Timekeeping**

Import the timekeeping data into the payroll system. Although the system is integrated with the time tracking software and imports should occur automatically, it's crucial to check for accuracy.

Step 3: **Review Calculations**

Review the auto-calculated gross pay, deductions, and net pay for each employee. Spot check the amounts to ensure calculations like overtime and deductions are correct.

Step 4: **Process Payroll**

Once all information is verified and calculations are reviewed, proceed to process the payroll by hitting the designated button in the system. The system will then generate paychecks and direct deposits.

Step 5: **Distribute Payslips**

After processing, the pay slips and notifications will be automatically sent out to employees. Employees will also be able to view these details in their payroll portal.

Step 6: **Handle Queries**

Be prepared to address any employee questions, particularly around holidays or when there are changes like deductions or taxes that might lead to confusion.

General Notes

Compliance

The payroll system handles all compliance and record-keeping, so manual tracking is not necessary. However, be aware of any compliance updates that might affect payroll processing.

Payment Delays

Direct deposits typically hit employee accounts within one to two business days. Delays may occur due to holidays or unforeseen issues, so communicate any potential changes in the payment schedule with employees.