

PAYROLL
SEGREGATED DUTIES LOG

PROCESS	Date of Checks	Initials	DATE & TIME
PAYROLLS PROCESSING:			
HWY WEEKLY BY WEDNESDAY	_____	_____	_____
COUNTY BI-WEEKLY ON FRIDAYS	_____	_____	_____
LONGEVITY/COCTP by 10TH	_____	_____	_____
COUNTY BI-MONTHLY ON 15TH & 31ST	_____	_____	_____
SCHOOL BI-WEEKLY	_____	_____	_____
SCHOOL MONTHLY ON THE 15TH	_____	_____	_____
PAYROLL NOTES PRINTED AND PROCESSED			
TIME SHEETS CHECKED & PROCESSED			
LEAVE PROCESSED			
CONTROL TOTALS CHECKED AGAINST SPREADSHEET			
INDIVIDUAL TOTALS DOUBLE CHECKED AGAINST TIME SHEETS			
<u>PAYROLL PROCESSED</u>			
<u>Payrolls to Run:</u>			
STEP 1 - 4 RAN AND TOTALS VERIFIED			
STEP 5 - 9 RAN			
CHECK STUBS CREATED AND UPLOADED			
ACH CREATED LOADED AND PROCESSED CHECK DATE			
TAXES FILED ON-LINE			
LIABILITY INVOICES CREATED TO COVER PAYROLLS			
Auto Invoice: Truist Taxes & Various Deductions			
ACH Invoice Entered			
Printed Invoices for Payroll			
LIABILITY CHECKS PRINTED			
DEPOSIT SENT TO TRUSTEE FOR CHECKS PRINTED			
DEPOSIT MADE FOR NET PAY/TAXES TO TRUIST			
BANK ACCT VERIFIED TRUIST EFTPS & TRUIST ACH HAVE PULLED			
PAYROLL BANK ACCOUNT RECONCILED BY:			