

Chapter 1

The Seven Steps of a Payroll Cycle

Objectives:

By the end of this chapter, you will:

- Know the seven basic steps in a payroll cycle

Step 1 - Receive Files from Precise Pay

- This step is extremely important! The day after transmitting payroll, once you receive your paper checks and reports, you must electronically receive your files from Precise Pay in order to keep your records up to date.
- Everybody MUST be out of Millennium before you can receive your files.

Step 2 - Input Master File Changes

Step 3 - Begin New Pay Cycle

- Again, everyone MUST be out of Millennium before you begin the new pay cycle.

Step 4 - Enter Hours and One-Time Changes to Payroll

Step 5 - Print Pre-Process Register

- This step is extremely important! It will enable you to catch payroll errors and MUST be done to ensure an accurate payroll.

Step 6 - Make Final Changes to Payroll

Step 7 - Transmit Payroll to Total Pay

- Everyone MUST be out of Millennium before you transmit your payroll.
- Between the time you transmit your payroll and the time you receive your files from Total Pay, there can be absolutely NO changes made to the system.