

Payroll SOP: Payroll Process

01/17/2025 8:36 am CST



Who is this for: Accounting



Objective: Processing Payroll

Payroll Process

Payroll: Time & Attendance Transmission:

On Monday following pay period end date

(example: pay period 12/30/24 - 01/12/25; Monday Jan 13 begin process)

Log into Paychex Flex Admin account:

Go to 'Time & Attendance'

Select 'Time Cards'

Enter correct pay period dates

Go through all hourly employees, ensure all punches are correct: edit any early in-punches to correct start time, and any late out-punches to correct end time

Missing punches: check with employee manager to find out what time employee worked that day; enter for correct wage payment.

Hourly employee sick time: any days/ hours missed enter either sick or excused unpaid absence; each hourly employee should have a total of 80 hours combined work and non-work

Salary Employees: check that any PTO used is entered; any Flex Time taken record in T&A (does not affect wages/record keeping only)

Add Paid Holiday when this applies

When all employee hours are correct, submit hours for payroll:

Select 'Payroll' from the menu in Time and Attendance

Place checkmark in the correct check date and corresponding Pay Period

This will load a preview; look to ensure there are no errors and no OT recorded

Select 'Submit' at the bottom

This takes a few moments to post; do not close the window until submission status is complete

Once status is 'success' ok to navigate away; select the 'Home' tab in Time & Attendance

Payroll: Generate Paychecks for Direct Deposit:

In the main Paychex Flex menu, select the 'Payroll Center' tab

Payroll to be processed will be displayed on landing page: ensure the Check Date is correct

Select the 'Resume' radio button

Select 'Pay All' then 'Pay only the people without a check'

'Apply'

Checks will be displayed. Ensure all employees are populated

Any adjustments or one-time deductions will be added prior to the next step; select the drop down error on the employee that needs this, and select 'edit full check'

Select 'Review & Submit'

In 'Paychex Preview' window, select the 'View All' right dropdown arrow, 'download all'

Open file, print journals and check all is correct

Any corrections go back to 'Edit Payroll' and follow above process to edit individual checks

After edits are made, need to 'Run All' then 'Download All' for corrections to update

When payroll is correct, submit files to Josh for approval

'Submit Payroll' once approved

Move files into Payroll file in dropbox: 'Charlie Bean: Employee Relations: Accounting: Pay Period Reports: Current Year Folder'
