

SOP

PAYROLL PROCESSING

- Gather timecards



- Calculate Overtime and all other extraordinary payments



- Enter payroll data in to processing system
- Enter deductions in processing system



- Run payroll checks and pay stubs
- Run payroll reports (register, journal, cash requirements)



- Review payroll register, deductions, tax payments and 3rd party payments (garnishments, health withholding orders etc.)



- Distribute paychecks

Quarterly: review tax payment and deduction reports

Annually

- *Review address for W2, compare Year End totals with W2*
- *Distribute Earned Income Tax Notice*

Note: emps claiming exempt on W4 must complete new W4 each year