

PAYROLL CYCLE CHECKLIST

PAYROLL CYCLE	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 – Compute	Day 1	Day 2 - Compute	Day 3	Day 4 - Payday	Day 5
Week 2 – Off Compute	Day 6	Day 7	Day 8	Day 9	Day 10

DAY 1

- ETE Interface Reports ZR530, ZS535
- ZR111 Missing Time Records Report
- ZR255 Employee Exception Report – Focus: Deductions
- PR135 Time Record Edit
- Enter special payments
Leave Payouts, Lump Sum Payments, Retro
- Respond to issues identified by GAO Central Payroll

DEADLINES

- LP70 – Last day to adjust balances to use in current pay period when XR35.2 is not required.
- Labor Distribution – Last day to update AFIS H01 H02 & H03
- Donated Leave – Last day to submit donations to use in current pay period
- Timekeepers – HRIS Security turned on 6pm

DAY 2 (Compute Tuesday)

- ZR255 Employee Exception Report – Focus: Deductions
- Enter adjustments to Time Records
- Respond to issues identified by GAO Central Payroll

DEADLINES

- ZR111 Missing Time Records Report
- PR135 Time Record Edit
- One Time Deduction Requests due by 12pm (noon)
- Garnishment Documents due by 12pm (noon)
- HRIS Security for all turned on at 2pm
- GAO-60 due – Fax to (602) 542-5749

DAY 3

- ZR251 Reports
- ZR255 Employee Exception Report – Focus: Negative Leave Balances
- PR142 Payroll Register
- First day to submit Direct Deposit Reversal Request

DAY 4 (Payday)

- Pick up any Warrants to Distribute or Mail
- Check AFIS for payroll errors on DAFR1121 Report
- First day of Direct Deposit Returns from bank

DAY 5

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DAY 6

- Enter prior pay period Time Record Adjustments
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DAY 7

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DEADLINES

- Direct Deposit Reversal – Last day to submit request
- New Direct Deposit accounts to be included on Day 8 Pre-Note File

DAY 8

- Employee ETE Time Card Entry
- Cash Pay Card applications processed by Central Payroll
- HRIS Time Entry (XR32/XR35)
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DAY 9

- ETE Supervisor Review/Approve Time
- ASRS Waiting Period Review/Corrections

DEADLINE

- Transit Card – Last day to request final billing to be included on compute
- ETE – Last day to update H01, H02, H03 for ETE

DAY 10

- ETE Proxy Review/Approve Time
- ETE ZS210 Missing Time Records Report

DEADLINE

- ACR for contractors reporting and auto-transfer deadline

DAILY ITEMS

- Submit CASH PAY applications
- Submit Cancelled Warrants
- Submit Overpay Worksheets
- Submit Platinum Pass Applications
- Direct Deposit Pre-note errors and Returned Items processed by GAO

DEADLINES

- Submit GAO-99A for handwrites by 12pm (noon) daily