



Process Payroll.

Payroll Checklist

- ☐ 1. Gather worked hours.
- ☐ 2. Gather vacation/hours.
- ☐ 3. Hourly rate.
- ☐ 4. Include deductions (medical, vision, garnishments).
- ☐ 5. Input on the Data Entry screen.
- ☐ 6. Generate Processing Report.
- ☐ 7. Verify gross pay, net pay, taxes, and check date on the Validation screen.
- ☐ 8. Submit payroll.

