

Payroll Checklist

Steps

1. Update employee labor distribution, if applicable. See work instructions for [Entering Timecards using Speed Time Entry and Labor Distribution Copy](#).
2. Enter timecards for employees not using ESS time entry. See work instructions for [Entering Timecards using Speed Time Entry and Labor Distribution Copy](#).
3. Upload timecards for ESS time entry, if applicable. See work instructions for [Uploading Time Cards](#).
4. Create holiday template. See work instructions for [Creating Holiday Templates](#).
5. Complete One-Time Override for any necessary adjustments to deductions, benefits, or accruals. See work instructions for [One-Time Overrides](#).
6. Submit Time Card Allocation report for labor distribution, if applicable. (*after timecard entry & before pre-payroll*).
7. Submit LWOP Leave Accrual report, if applicable (*after timecard entry & before pre-payroll*).
8. Submit pre-payroll. See work instructions for [Processing Payroll – Pre-payroll](#).
9. Submit journal entries. See work instructions for [Processing Payroll – Journal Entries](#).
10. Submit Reports.
11. Save/Print payroll and journal reports.
12. Complete payroll certification. See instructions for [Payroll Certification](#) in the DAS Accounting Instruction Manual.
13. Notify DAS Accounting payroll is ready for final update.