

Payroll Functions List (by responsible department)

Function Type	Function Title	Notes	Frequency
AC	Respond to requests from IRS		Weekly
AC	Run settlement check batches and print checks		Weekly
AC	Reconcile accounts for reporting <ul style="list-style-type: none"> Tax deposits for settlements (weekly) Quarterly reports (DE9/DE9C & 641) Annual reports <ul style="list-style-type: none"> State Federal (W2) 		Weekly Quarterly & Annually
AC	State Controller's Compensation Report <ul style="list-style-type: none"> Answer questions (weekly) File annual report (annually) 		Weekly & Annually
AC	Sort AP checks, mail and deduction registers from main payroll batch <ul style="list-style-type: none"> Verify AP batch balances Forward electronic AFSCME deduction register to union 		Bi-weekly
AC	Reconcile US Bank Payroll ACH reports	Completed on payroll week Wednesdays	Bi-weekly
AC	Run payroll process in OneSolution <ul style="list-style-type: none"> Send AP ACH Print and distribute payroll checks Process AP interface 	Completed on payroll week Wednesdays	Bi-weekly
AC	AP wire and batch processing		Monthly
AC	Reconcile payroll trust funds (tax only)		Monthly
AC	Reporting Third Party Sick Pay (PORAC)		Quarterly & Annually

Function Type	Function Title	Notes	Frequency
HR	Respond to Employee Development Department requests for employee information <ul style="list-style-type: none"> SCI PFL 		Daily
HR	Respond to position control RFI <ul style="list-style-type: none"> Verify position availability Assign new position numbers 		Daily
HR	Verifications of employment		Daily
HR	Enter timesheet corrections for previous pay periods		Daily
HR	RE: Leaves of Absence: Receive premium payments from employees, process journal entries to record payments, track employee payments received outside of payroll deduction and maintain MLOA list		Daily

Function Type	Function Title	Notes	Frequency
HR	Process in-box items requiring data entry <ul style="list-style-type: none"> Employee miscellaneous deduction changes Mass Mutual loans Equipment loans Health insurance changes PERS enrollments Extra Help Employees <ul style="list-style-type: none"> Employment verifications PERS reports (service credits) Personnel actions: <ul style="list-style-type: none"> New hires Employee information updates Direct Deposit Probation to Permanent status changes Dues payments Transfers Demotions Reclassifications Under-fills Miscellaneous pay adjustments Out of class pay Acting supervisor pay 		Daily
HR	Final check planning		Weekly
HR	Enter termination information		Weekly
HR	System updates per BOS agenda item approvals		Weekly
HR	Reconcile AP batch balances of main payroll		Bi-weekly
HR	Calculate Catastrophic Leave donations		Bi-weekly
HR	CalPERS reporting and reconciliation <ul style="list-style-type: none"> Service credit Service purchase Retirement accounts 		Bi-weekly
HR	Clear timesheet issues holding payroll processing		Bi-weekly
HR	Complete pre-payroll run distribution and forced calculations (connects hours to pay rate and generates pay history)		Bi-weekly
HR	Enter court ordered attachments, garnishments and child support directives		Bi-weekly
HR	Prepare and send EDD new hire report		Bi-weekly
HR/AC	Track and integrate third party sick pay (PORAC)		Bi-weekly
HR	Worker's Compensation benefit integration and problem resolution		Bi-weekly
HR	SDI tracking and benefit calculation		Bi-weekly
HR	Track and implement longevity and step increases		Bi-weekly
HR	Track extra help and retiree hours for CalPERS compliance		Bi-weekly
HR	Track Mass Mutual loan deductions		Bi-weekly
HR	Track PERS service credit purchases		Bi-weekly
HR	Reconcile payroll to trust funds		Monthly

Function Type	Function Title	Notes	Frequency
HR	Issue and send payment for PERS Medical Insurance Payment along with reconciliation		Monthly
HR	Respond to special pay requests <ul style="list-style-type: none"> Decedents CalPERS State Controller's report 		Monthly
HR	Transmit voluntary benefit reports to vendors		Monthly
HR	Multiple worksite report		Quarterly
HR	Benefit time conversions <ul style="list-style-type: none"> Sick leave Holiday leave 		As needed

NOTES:

- AC = Auditor Controller Office
- HR = Human Resource Operations – Information Systems