Procedures for Running Payroll

Updated August 9, 2011

1. Select Payroll Module

2. Select Reports

3. Select "Process Employee Payroll"

4. Select Pay Period (i.e. bi-weekly)

5. Enter the Check Date Written (i.e. the actual pay date)

6. Enter Payroll Period Dates (dates can be found on the Diocesan Pay Schedule under the column entitled "Dates Covered")

7. Click Next

8. Click Reset All

9. Either choose each individual employee to pay or click Pay All

10. Enter hours for hourly or per time employees

11. Once all bi-weekly employees have been entered, click on Back.

12. Now choose monthly, and the proper payroll period

13. Enter your monthly employees as normal

14. Once all employees have been selected to pay and the gross amounts look correct click on Compute. This will put the bi-weekly and monthly employees together.

15. Click Print Pre-check Report

16. Choose Send to Printer

17. Click Print

18. Verify Net amounts, deductions, and gross amounts are correct

19. Click Cancel

20. Choose Print Checks

21. Click Next

22. Verify that the starting check number is correct

23. Verify check style is correct

24. Click print

25. Click ok when check is in printer

26. Click print

27. Click Commit

28. Click Post

29. Click OK

30. Print Posted Report

31. For locations with 401k participants

32. Click on Payroll

33. Select Benefits Reports

34. Select Pension Plans

35. Click on the down arrow for the drop down box entitled Pension Plan, and choose Diocesan 401k (Regular) or Diocesan 401k (Makeup)

36. Click the button beside "Use Employer Contribution"

37. Change the Starting and Ending Date to the date of the paychecks

38. Click Next

39. Choose Send to Printer

40. Change Copies to 2

41. Click Print (one copy is to accompany the check to Principal one is for your files)

42. Change Module to Accounts Payable

43. Choose Data Entry

44. Choose Transaction Entry (a batch is automatically created for payroll taxes and 401k deferrals)

45. Highlight the Batch for the current payroll

46. Choose Edit Batch

47. Review the dollar amount and the invoice date for the invoice to the Internal Revenue Service

48. If payroll taxes are paid by EFT call in or transmit via computer the

dollar amount and the date of the invoice (NOTE the invoice date in Logos MUST be the same date you are requesting the funds be transmitted to the IRS)

49. Highlight the Batch for payroll taxes and 401k deferrals, and click on post

50. Click Verify

51. Click Post

52. Print Posted Report. NOTE -- if payroll taxes are paid by EFT and you do not have any 401k participants, the payroll process is complete.

53. Choose Reports

54. Choose Select Items For Payment

55. Choose to pay the payroll taxes and 401k deferral invoice that was automatically set up. NOTE -- if payroll taxes are paid by EFT, you must call in the amount to the IRS.

56. "x" out of that screen

57. Choose Reports

58. Choose Print Checks

59. Click Next

60. Verify that the starting check number is correct

61. Change date

62. Verify check style is correct

63. Click print

64. Click ok when check is in printer

65. Click print

66. Click Commit

67. Click Post

68. Click OK

69. Print Posted Report