

ACS Payroll - Startup Outline

Before using the [ACS Payroll module](#), use the following startup procedures:

1. If necessary, [Add Local Tax tables](#).
2. If necessary, [Add General Ledger accounts](#).
3. Define [Payroll setup options](#).
4. Define [Cost Centers](#).
5. Define [Worker's Compensation categories](#).
6. Define [Pay Types](#).
7. Enter [Adjustments](#).
8. Enter all [employees and employee information](#) into the system.
9. **Optional:** If beginning Payroll after the beginning of the year, [enter any W-2 information](#) that has accumulated for the year for each employee.
10. Begin [entering Time Sheets](#).