

ACS Payroll Procedures Outline

Here's an outline of daily, weekly, month-end, quarter-end, and year-end procedures for Payroll. To learn more about a process, we've linked each step to procedures related to that task.

Daily/Weekly procedures

1. Gather Payroll information from Time Cards, the Employee Transmittal report or another method of record keeping.
2. [Enter Time Sheets](#).
3. [Print the Time Sheet Journal](#).
4. [Print the Payroll Journal](#).
5. [Print Payroll Checks](#).
6. [Print the Check Register](#).
7. If necessary, [Reprint Payroll checks](#).
8. If necessary, [Void Payroll checks](#).
9. [Post Payroll to General Ledger](#).

Month-end Procedures

1. Finish all daily/weekly procedures.
2. [Print all desired reports](#).

Quarter-end Procedures

1. Finish all daily/weekly and end of the month procedures.
2. [Print Form 941](#).

Year-end Procedures

1. Finish all daily/weekly, end of the month, and end of the quarter procedures.
2. [Back up all financial data files](#).
3. [Print W-2 forms](#).
4. [Enter Vacation and Sick Time information for the new year](#).