PAYROLL
SEGREGATED DUTIES LOG

DEPARTMENT AND # OF PAYROLL _____   **DATE OF CHECKS** _____

PROCESS	Initials	DATE & TIME
PAYROLLS PROCESSING:		
HWY WEEKLY BY WEDNESDAY	_____	_____
COUNTY BI-WEEKLY ON FRIDAYS	_____	_____
LONGEVITY/COCTP by 10TH	_____	_____
COUNTY BI-MONTHLY ON 15TH & 31ST	_____	_____
SCHOOL BI-WEEKLY	_____	_____
SCHOOL MONTHLY ON THE 15TH		
PAYROLL NOTES PRINTED AND PROCESSED		
TIME SHEETS CHECKED & PROCESSED		
LEAVE PROCESSED		_____
INDIVIDUAL TOTALS DOUBLE CHECKED		_____
PAYROLL PROCESSED		
STEP 1 - 3 RAN AND TOTALS VERIFIED		_____
STEP 4 - 8 RAN, CHECK STUBS AND ACH FILES CREATED		
CHECK STUBS UPLOADED AND PROCESSED		_____
ACH LOADED AND PROCESSED		
TAXES FILED ON-LINE		_____
LIABILITY INVOICES CREATED TO COVER PAYROLLS		
Auto Invoice: SunTrust Taxes & Various Deductions		
ACH Invoice Entered		
Printed Invoices for Payroll		_____
LIABILITY CHECKS PRINTED		_____
DEPOSIT SENT TO TRUSTEE FOR CHECKS PRINTED		_____
DEPOSIT MADE FOR NET PAY/TAXES TO SUNTRUST	_____	_____
DEPOSIT MADE FOR ACH TO REGIONS		_____
BANK ACCT VERIFIED SunTrust EFTPS & Regions ACH HAVE PULLED		_____
PAYROLL BANK ACCOUNT RECONCILED BY:		_____