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# **PAYROLL BALANCING AND BATCHING (PAY-P001)**

WENATCHEE SCHOOL DISTRICT

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## **1.0 SCOPE:**

- 1.1 To establish and maintain a district procedure for balancing and batching district monthly payroll.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## **2.0 RESPONSIBILITY:**

- 2.1 It is the responsibility of the Director of Payroll to direct and administer the operational steps of this procedure and maintain all associated documentation

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Payroll

## **4.0 DEFINITIONS:**

- 4.1 (WSIPC) Washington State Information Processing Cooperative
- 4.2 (NCESD) North Central Educational Service District
- 4.3 (ACH) Automated Clearing House

## **5.0 PROCEDURE:**

- 5.1 The following information is needed to provide input into the payroll system, reviewed and adjustments are made, as deemed necessary:
  - 5.1.1 Personnel/Payroll Action Forms
  - 5.1.2 Time Sheets
  - 5.1.3 Absence Reports
  - 5.1.4 Vendor Deduction Information
  - 5.1.5 Retirement Information
- 5.2 Director of Payroll will balance the following reports:
  - 5.2.1 Payroll Compute
  - 5.2.2 Monthly Contract Vendor Adjustment Spreadsheet
  - 5.2.3 Final Payroll Register
  - 5.2.4 Contract Analysis Report
  - 5.2.5 Vendor Deduction Report
  - 5.2.6 Leave Report
- 5.3 Director of Payroll shall verify that the balances of the outputs meet the input, using the following reports:
  - 5.3.1 Contract Analysis Report against the Monthly Contract and Vendor Adjustment Spreadsheet;

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- 5.3.2 Vendor Deduction Register against the Monthly Contract and Vendor Adjustment Spreadsheet;
- 5.3.3 Final Payroll Register against the Timesheet Totals
- 5.3.4 Leave Report against Absence Reports.
- 5.4 The Payroll Department will determine if there are any errors and will correct.
- 5.5 The Director of Payroll will verify payroll taxes and employer deductions
- 5.6 If all reports balance, the Director of Payroll batches the final payroll, utilizing the computer-generated program provided by WSIPC.
  - 5.6.1 A courtesy call is made by the Payroll department to NCESD to ensure readiness.
- 5.7 NCESD will print warrants and payroll reports.
- 5.8 NCESD will forward the above information to Wenatchee School District and will electronically transmit to the local ACH bank.
- 5.9 Accounts Receivable Assistant Accountant receives warrants and will perform the warrant signature process.
- 5.10 The Check Register is received at Wenatchee School District from the NCESD and is distributed to the County Auditor, County Treasurer and Accounting Department.
- 5.11 The Director of Payroll will prepare the payroll voucher and forward to the School Board for approval.
- 5.12 The Payroll Department will distribute the warrants and direct deposit slips.
- 5.13 The Payroll Department will file the reports and records in locking payroll files or the vault.
- 5.14 Records are kept for historical purposes indefinitely.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Exhibit A: Process Flow Chart for Payroll Balancing and Batching Monthly Payroll
- 6.2 Payroll Compute report
- 6.3 Monthly Contract and Vendor Adjustment Spreadsheet
- 6.4 Final Payroll Register #1007
- 6.5 Contract Analysis Report #1014
- 6.6 Vendor Deduction Register #1000
- 6.7 Leave Report
- 6.8 Payroll Forms Online

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### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Payroll Information	Vault	Permanently	NA	Fireproof

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
24-Apr-01	A	Original Release
20-Feb-02	B	Added print shop forms in 6.8
21-Oct-05	C	Updated job title
08-Nov-07	D	Revised 6.8 to 'Payroll Forms Online'; removed 6.8.1 through 6.8.15

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**Exhibit "A"**

