Payroll Process

Telestaff/ Onshift/Punch

Payroll Cycle Starts → Telestaff (Scheduling and Punching for Sheriff Department) → Onshift (Scheduling, PTO, A&S for WBB and BCC)

RT Vision(Highways)

CDP(Time Tracking for public health dept)

UKG-Kronos

Time and Attendance

Employee Transaction & Totals Report ❶

Interface File/ Upload File ❷

Dayforce (Ceridian)

Employee Work Assignment Primary & Secondary

❸ File Upload Dayforce (Quick Entry)

Payroll Election (hard calculation), Secondary Assignment(needs refresh) ❹

Process Payments (Checks) and captures Tax Information

Direct Deposits File sent to Fed which sents to various Banks and Live Check sent via Fedex to KC Payroll Department

Post Payroll Tasks

Payroll Cycle Completes

Employee

❶

Enter or Correct Timecard Hours for Payroll Period

Kronos Approver

❷

Review Timecard → Approved? — No

Correct Timecard/ PTO/Comments

Approve Overtime/ Other Correction/ Comments

Yes

Payroll

Report/Notify Employee & their Manager who didn't report Hours

All Employees Reported — No

No — PTO OK? — Yes → Overtime OK? — No

Yes

Review Wage Increase/Life Event/Disability/ Transfer/Multiple Task/Manual Split hours or Rates

Yes

❸ Review Completeness & Compares Employee Transaction & Totals Report against Interface File*

❶ ❷

❹ Run Proofing/ Audit Reports from Dayforce verify against Kronos or manual check/ override - Initial review before Review Signoff

Time Card or Data Accepted? — No → Error Correction

Yes

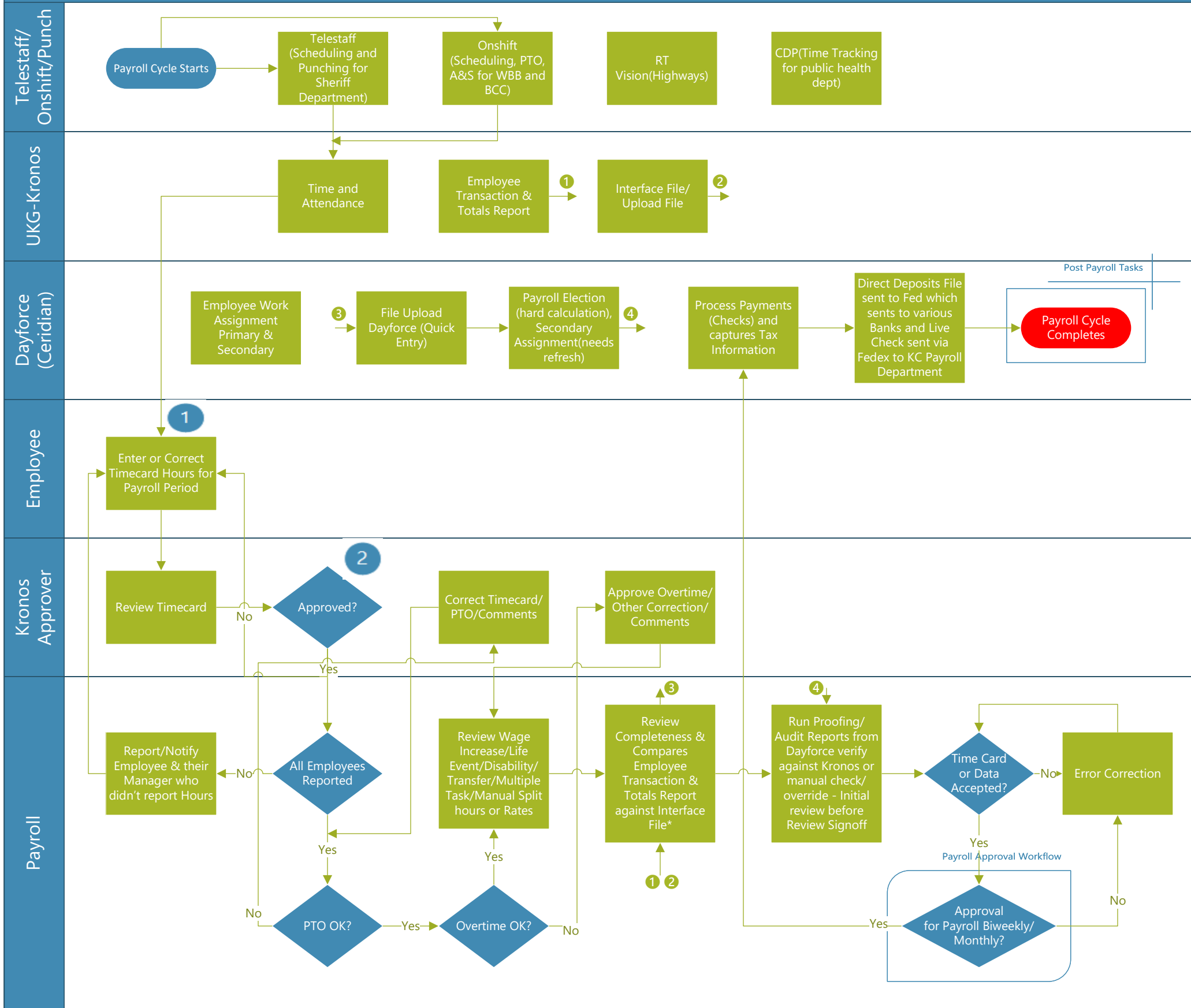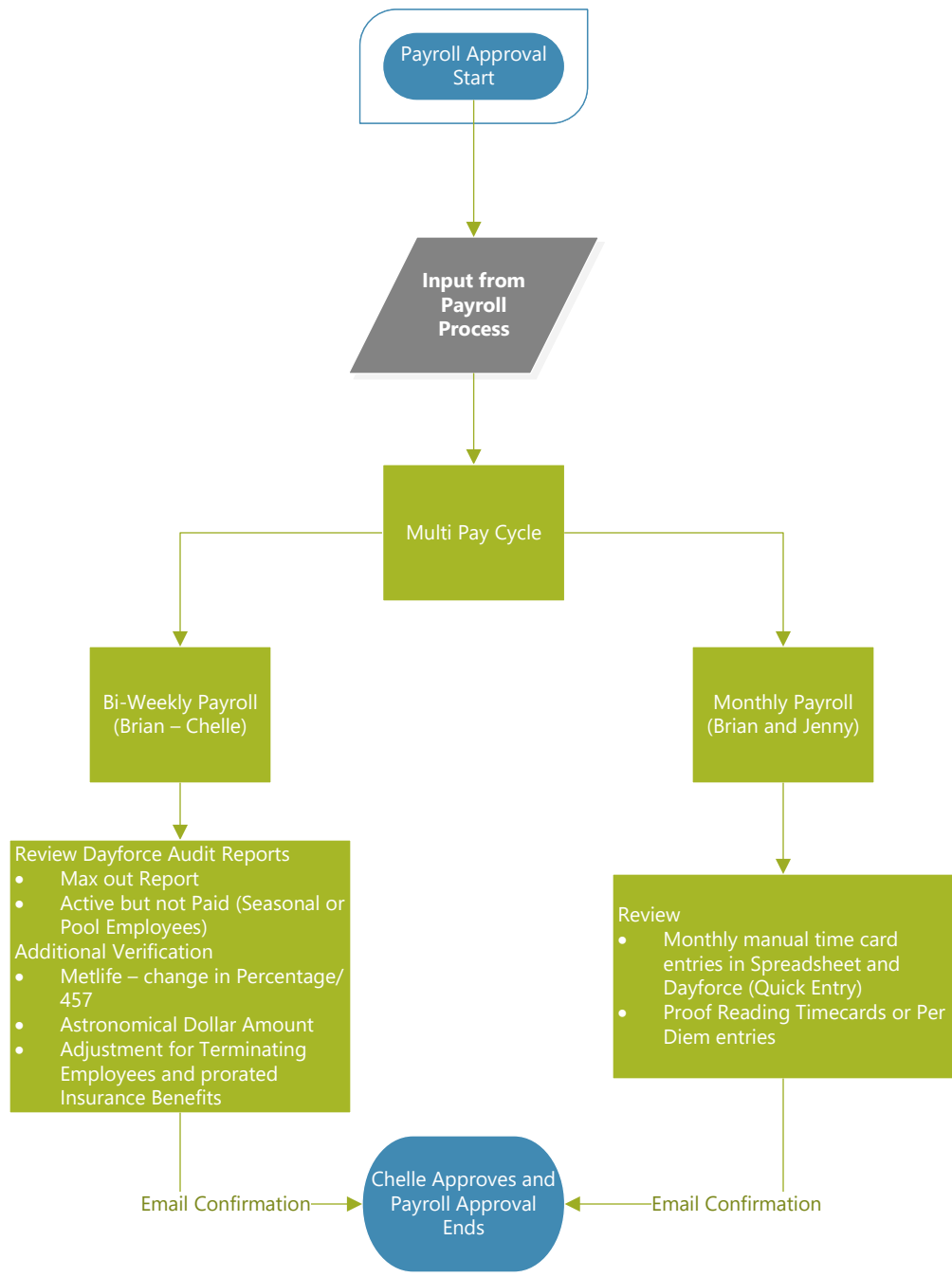Payroll Approval Workflow
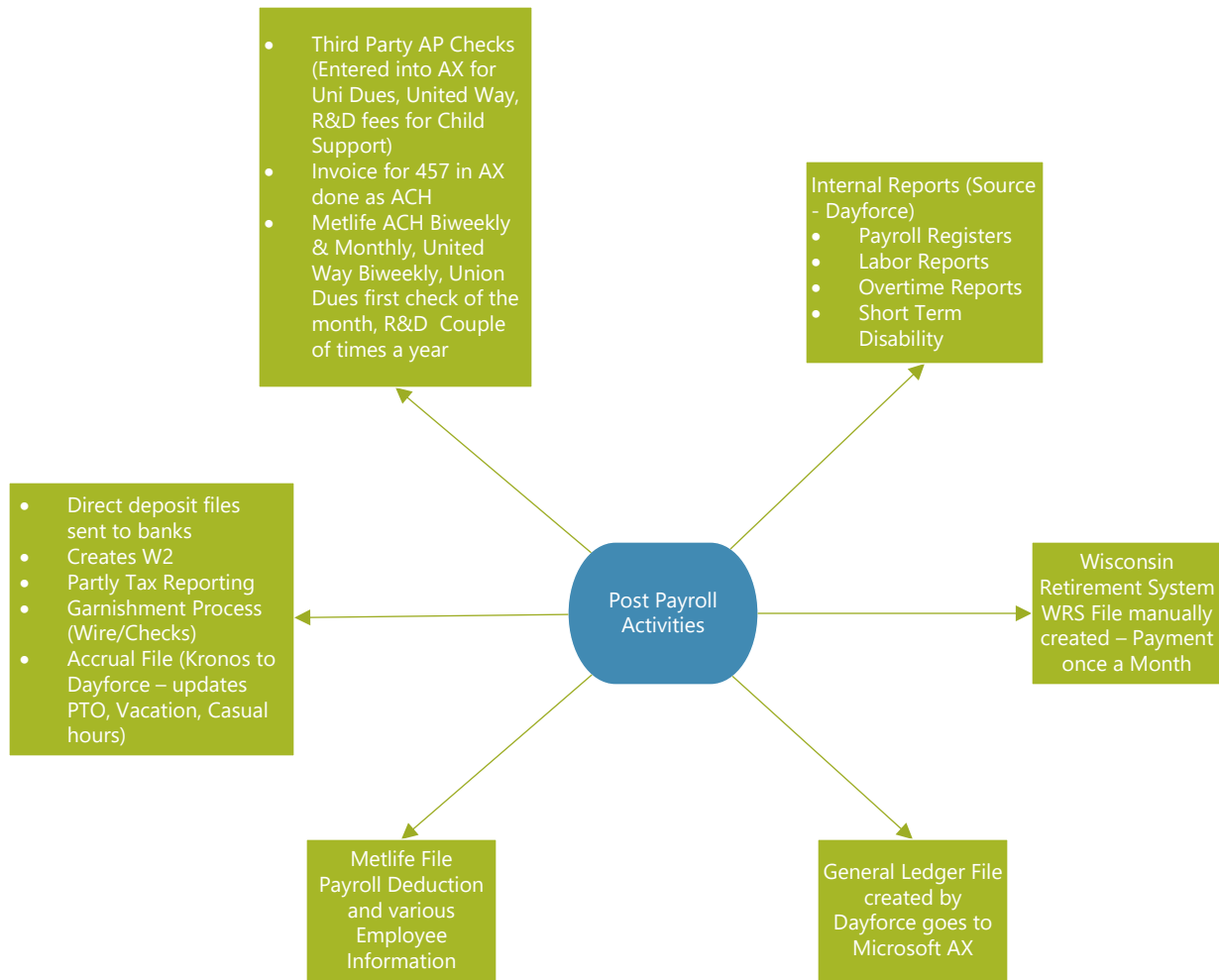
Yes ← Approval for Payroll Biweekly/ Monthly? — No

Payroll Process Diagram

Comments

- ✓ Payroll Period ends on Saturday 11:59 PM
- ✓ Timecard Reviewed and Approved by following Tuesday Noon
- ✓ Kronos Approver – Manager/Supervisor/Director/CIO
- ✓ *From Kronos against Dayforce (Quick Entry)
- ✓ Monthly Payroll – Manual entry in Dayforce quick entry (Timesheet or Spreadsheet)
- ✓ Refer Payroll Approval Workflow for Biweekly/Monthly Approval process
- ✓ Post Payroll Tasks performed after Payroll Cycle completes

```
┌─────────────────┐
│  Payroll Approval │
│      Start        │
└─────────────────┘
          │
          ▼
    ╱─────────────╲
   │  Input from   │
   │    Payroll    │
   │   Process     │
    ╲─────────────╱
          │
          ▼
   ┌─────────────┐
   │ Multi Pay   │
   │    Cycle    │
   └─────────────┘
```

Bi-Weekly Payroll (Brian – Chelle)

Monthly Payroll (Brian and Jenny)

Review Dayforce Audit Reports
- Max out Report
- Active but not Paid (Seasonal or Pool Employees)

Additional Verification
- Metlife – change in Percentage/457
- Astronomical Dollar Amount
- Adjustment for Terminating Employees and prorated Insurance Benefits

Review
- Monthly manual time card entries in Spreadsheet and Dayforce (Quick Entry)
- Proof Reading Timecards or Per Diem entries

Email Confirmation → **Chelle Approves and Payroll Approval Ends** ← Email Confirmation

Payroll Approval Workflow

- Third Party AP Checks (Entered into AX for Uni Dues, United Way, R&D fees for Child Support)
- Invoice for 457 in AX done as ACH
- Metlife ACH Biweekly & Monthly, United Way Biweekly, Union Dues first check of the month, R&D Couple of times a year

Internal Reports (Source - Dayforce)
- Payroll Registers
- Labor Reports
- Overtime Reports
- Short Term Disability

- Direct deposit files sent to banks
- Creates W2
- Partly Tax Reporting
- Garnishment Process (Wire/Checks)
- Accrual File (Kronos to Dayforce – updates PTO, Vacation, Casual hours)

Post Payroll Activities

Wisconsin Retirement System WRS File manually created – Payment once a Month

Metlife File Payroll Deduction and various Employee Information

General Ledger File created by Dayforce goes to Microsoft AX

Post Payroll Activities

1 Payroll Period ends on Saturday 11:59 PM

2 Timecard Revieved and Approved by following Tuesday Noon