Student Payroll Bi-Weekly Cycle

On-Week

Monday	Tuesday	Wednesday	Thursday	Friday
♦Student Employee Setup screen (PR0021UG) ♦Employee Pay Items Setup screen (PR0022UG) ♦Direct Deposit Account Setup screen (AP0111UG) ♦Student Employee Work Authorization Entry screen (PR0024UG) and if needed, setup Student Employee Contract Details screen (PR0025UG) ♦Query Taxable benefit browse screen (PR0026UI) If Necessary, setup the Taxable Benefit Entry (PR0026UG) Run the following Payroll Audit Processes from the PR0121UG screen and review the Payroll Audit Results from the PR0120UG screen. ♦NRA – Work Eligibility ♦Minimum Registration Requirements	♦*Pay Period End* ♦Timesheet Request screen (PR0027UG) or ♦Employee Timesheet Request screen (PR0028UG)	Collect Timesheets and begin entry via: ♦Payroll Roster - Data Entry screen (PR0102UG), or ♦Employee Timesheet Maintenance screen (PR0101UG)	♦Balancing Authorized Hours screen (PR0103UG), or ♦Routing ID Balancing screen (PR0104UG)	♦Run Mock Payroll Process from the PR0111UG screen and then, ♦Run Final Payroll Process from the PR0111UG screen Run the following Payroll Audit Processes from the PR0121UG screen and review the Payroll Audit Results from the PR0120UG screen. ♦Expired Work Authorizations ♦Expended Work Authorizations

Off-Week

Monday	Tuesday	Wednesday	Thursday	Friday (Payday)
♦Daily Batch Diagnostic report (AC0400CP) prints. Confirm that there are no errors. ♦Run Student Payroll Assurance Report (PR1001CP) and address any errors. ♦Print Checks/Advices		♦Process the Direct Deposit file. ♦Tax Check Due at Tax Services by 3:00 p.m.	♦Student Employee Setup screen (PR0021UG) ♦Employee Pay Items Setup screen (PR0022UG) ♦Direct Deposit Account Setup screen (AP0111UG) ♦Student Employee Work Authorization Entry screen (PR0024UG) and if needed, ♦Student Employee Contract Details screen (PR0025UG) ♦Query Taxable benefit browse screen (PR0026UI) If Necessary, setup ♦Taxable Benefit Entry (PR0026UG) Run the following Payroll Audit Processes from the PR0121UG screen and review the Payroll Audit Results from the PR0120UG screen. ♦NRA – Work Eligibility ♦Minimum Registration Requirements	♦Student Payroll New Hire report and electronic file is uploaded to the MN New Hire Reporting Center by the System Office – Campus Assistance Unit. ♦Student Employee Setup screen (PR0021UG) ♦Employee Pay Items Setup screen (PR0022UG) ♦Direct Deposit Account Setup screen (AP0111UG) ♦Student Employee Work Authorization Entry screen (PR0024UG) and if needed, setup Student Employee Contract Details screen (PR0025UG) ♦Query Taxable benefit browse screen (PR0026UI) If Necessary, setup the Taxable Benefit Entry (PR0026UG) Run the following Payroll Audit Processes from the PR0121UG screen and review the Payroll Audit Results from the PR0120UG screen. ♦NRA – Work Eligibility ♦Minimum Registration Requirements

Other Manual Audit Processes that can be run from the PR0121UG [Payroll Audit Process] screen:

FICA/Medicare Requirements [run during the Drop/Add time period]
NRA - Tax Residency Verification [run from November thru December until all NRAs have a new W-4 on file]
NRA - 8233 Verification [run from November thru December until all NRAs have an 8233 Form on file for the next CYR]
Wage Control – Work Authorization [run when the min/max pay rates have been modified on the Wage Controller Screen (PR0006UG)]
Financial Aid/Max Earnings Restrictions [run when financial aid work study amounts or max earnings records are added, deleted, or changed.]
MW-R Verification [run from January 1st thru February 28th until all students have valid W-4s on file]
Exempt W-4 Verification [run from January 1st thru February 15th until all students have have valid W-4s on file]
System Data Cleanup [run each term or when warning messages regarding expired or paid special items are noticed on the final PR process message frame]
Clear Prior Audit Results [run only if prior audit results are no longer needed]