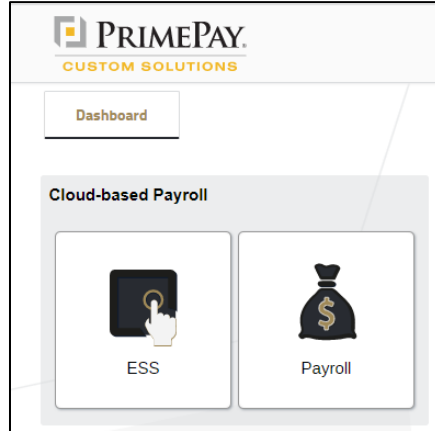
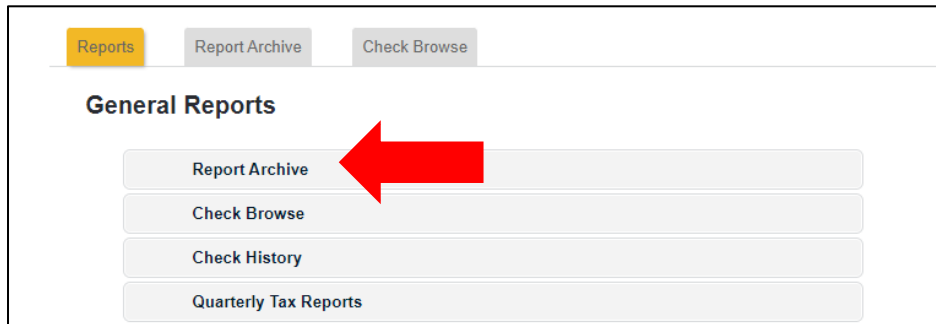


How To - Run Turnaround Journal (001 - Report Archives)

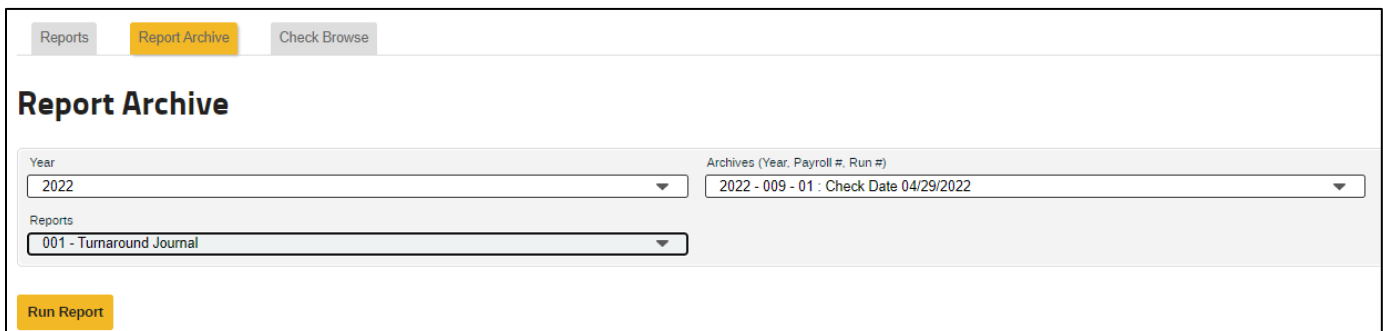
1. Click **Payroll** on the PrimePay Dashboard.



2. Select PrimePay division.
3. Select **Reports** on the left menu.
4. Select **Report Archive**.



5. Select 2022 under **Year** and the **most recent Check Date** from the Archives drop-down menu.
6. Select the report titled **001- Turnaround Journal** from the drop-down menu.
7. Click **Run Report**.

The image shows the 'Report Archive' form. At the top, there are three tabs: 'Reports', 'Report Archive' (highlighted in orange), and 'Check Browse'. Below the tabs, the title 'Report Archive' is displayed. The form contains three main sections: 'Year' with a dropdown menu set to '2022'; 'Archives (Year, Payroll #, Run #)' with a dropdown menu set to '2022 - 009 - 01 : Check Date 04/29/2022'; and 'Reports' with a dropdown menu set to '001 - Turnaround Journal'. At the bottom left of the form, there is a yellow 'Run Report' button.

Review the following for each Employee/Priest:

- o Name
- o Address
- o Sex
- o Taxes/Pay Code Information

- filing marital status (MARST)
- # of exemptions
- additional withholdings - note: especially common for priests for FED withholding
- Employee Dates:
 - hire date
 - birthdate
- Pay Rates
 - Hourly
 - Salary
 - Both
- Deductions (types and amounts/%s)
- Direct deposit banking info accounts.
- This report only shows the last 4 digits of the SSN. Use the Pre-production Report Employee Address Listing to verify social security number.
- Payroll Status
 - There are many employees and priests listed as INACTIVE. If not paid since 2020, change to Terminated. See earlier explanation on pricing. When changing to Terminated, may need to supply missing data (ex: DOB, email address).
- 401K Compliance
 - Compare any 401(k) Plan deductions to the **Salary Deferral Form** provided to you by the employee/priest.
 - Confirm that the % or \$ amount matches the Form(s) provided to you.
 - Confirm that the correct deductions for **pre-tax vs. Roth** contributions were used.
 - Notify the Lay Benefits Office if you identify a discrepancy.