

# RCAB PAYROLL TRANSITION CHECKLIST



Use this checklist to track the tasks for reports and documents to save as well as the data to review in preparation for the transition from PrimePay to Paylocity. How-to guides are posted at [catholicbenefits.org/admins/admins.htm](http://catholicbenefits.org/admins/admins.htm).

## REPORTS/FORMS/DOCUMENTS TO SAVE

- Year-End Tax Forms - **REQUIRED**
  - Confirm that you have all W-2s, including W-2G forms, and any 1099s issued by IOI/PrimePay, since location started processing, in hard copy.
  - Generate W-2s from PrimePay ESS and save securely if you do not have them in hard copy.
  - Any missing 1099s or W-2G forms should be obtained by calling PrimePay (there will be a fee for these duplicate forms).
- Quarterly Tax Reports - **REQUIRED**
  - All Quarterly Tax Reports since location started processing.
  - Generate from PrimePay and save securely, **unless** you have these packets in hard copy already.
- Pre-Production Reports: PPP Loan Reports – **REQUIRED** for those with PPP loans
  - Company SBA-PPP
  - PPP Loan Forgiveness Application Reports
- Report Archive: Check Stub Report - **RECOMMENDED**
  - Check stubs could be requested by employees for 2022 for mortgage and other loan requests.
  - Starting in August 2022, download this report for each payroll run.
- Pre-Production Report: Employee Rate Change Report - **RECOMMENDED**

## DATA TO REVIEW

- Run a Check History Report for Each Employee/Priest
  - Priest Data Review:
    - Auto insurance reimbursement recorded as a taxable amount in PrimePay. Go back 12 months, using x/1/2021-y/1/2022, to confirm.
    - Priest Stipend amount is correct, using the FY2022 Remuneration Policy.

- Room & Board is recorded properly (\$600 per month; be sure you have correctly allocated this to the pay frequency for each priest, i.e., monthly vs. bi-weekly (26 pays/year).
- Hours are being reported for each priest. Set up recurring hours and, for Priest Stipends, set up recurring earnings if not already set.
- No payments were skipped **or** made in duplicate.

Lay Employee Review:

- All wages, deductions, and withholdings per pay and YTD appear to be correct.
- No payments were skipped **or** made in duplicate.
- On the **Employee Demographic** screen, review:
  - Department
  - E-mail address
  - Sick accrual code
  - Salary per pay/hourly rate
  - Hours per Pay
  - # of Pays (per year)

Report Archive: Turnaround Journal (001)

- Name
- Address
- Sex
- 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.

Pre-Production Report: Employee PTO Listing

- Review paid time off accrual balances (vacation, sick, personal, etc.)
- Check balances for accuracy (high, low, negative)

- Pre-Production Report: Employee Address Listing
  - Review employee Social Security Numbers for accuracy
  
- Manual/Voided Checks
  - Confirm that you have reported all manual (A/P) and voided checks for 2022 through PrimePay on or before you process payroll for your final September 2022 pay date. A YTD adjustment will be required to add these amounts to W-2s, which should be completed with PrimePay by August 31. Note that this is especially important for divisions that will not be live in Paylocity.
  
- 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.
  - Focus especially on employees who asked that a fixed amount for the calendar year be deferred.

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## REPORTS TO RUN FOLLOWING LAST PAYROLL IN PRIMEPAY

More to come!