



Accounting
**Field Payroll – Printing
and Reconciling Payroll
Reports**

AC (7.308)
Rev. # 0.1

Date 10/19/2023
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Purpose:

To outline the process of reviewing, reconciling, and printing weekly payroll reports for field payroll.

Procedure:

- 1) After field payroll has been processed, then it's just a matter of printing reports and reconciling them to what has just been entered.
 - A) There may be changes that need to be made. It's best to review each report and make note of all the changes and then make them at the same time.
- 2) The first report is the Job Labor JEC Report.
 - A) Open the PR module in Sage.
 - i) Click Report Tab.
 - ii) Pay Period Processing.
 - iii) Job Labor (JEC).
 - iv) PR Transactions (new).
 - v) OK.
 - vi) Click the Master.prm file.
 - vii) Open.
 - viii) In the box that says "all employees paid since" enter the **pay period end date** of the **previous** pay period.
 - ix) Printer Setup
 - x) Print to file.
 - xi) OK
 - xii) Start
 - xiii) Printout Folder
 - (1) Save as 1JobLaborRpt that was just saved.
 - (a) The file will be named 1JobLaborRpt1, 1JobLaborRpt2, etc. all the way up to 10.
 - (i) That just allows 10 weeks of payroll available for review.
 - (b) Once you get to 1JobLaborRpt10, then just start over with 1JobLaborRpt1 the next week.
 - (2) Save and it is OK to overwrite the file.
 - B) Open the job labor report:
 - i) File.
 - ii) Printouts.
 - (1) Open the 1JobLaborRpt that was just saved.
 - C) To reconcile this report, refer to the payroll spreadsheet in excel.
 - i) Simply reconcile the regular and overtime hours to the report
 - ii) If any changes need to be made:
 - (1) PR Module
 - (2) Tasks
 - (a) Enter Checks.
 - (b) Standard View.
 - (c) Period End Date (it will be pre-filled)



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- (d) OK
 - (e) F4 to open an employee check.
 - (i) Make Necessary Changes.
 - (ii) Repeat for any employees that need to be fixed.
 - D) After every change is made, click the finish tab.
 - 1. Printer Setup.
 - 2. Print to file.
 - 3. OK
 - 4. Start.
 - 5. PR Folder.
 - a. Save as 1EnteredChecks3.
 - b. OK to overwrite.
- 3) Next, reprocess payroll:
 - A) PR Module.
 - B) Tasks Tab.
 - C) Process Payroll.
 - D) Master Prm.
 - E) Open.
 - F) Click the reprocess checks box.
 - G) Printer Setup.
 - H) Print to file.
 - I) OK
 - J) Start.
 - K) PR Folder.
 - L) Save as 1ProcessPayroll.
 - i) It's OK to overwrite.
 - M) Reprint and reconcile this report from Sept 2.
 - i) Note that each time changes are made payroll must be reprocessed.
- 4) The second report is the Check Journal:
 - A) PR Module
 - B) File
 - C) Printouts
 - D) 1ProcessPayroll file.
 - E) Open
- 5) To reconcile the Check Journal:
 - A) Scroll to the last page to find the Report Totals section and reconcile that to the right side (deductions) of the payroll spreadsheet in Excel.
 - i) Any differences will need to be updated and noted on the coversheet of the payroll spreadsheet.



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- (1) Most of the time any differences will be due to an employee being out and not having a check, an employee making changes to benefit elections, or a 401k loan amount changing.
 - B) Next, compare the Labor Burden amount in the Report Totals section to the Labor Burden amount on the Job Labor Report.
 - i) They should always be within \$0.10 of each other.
 - C) Next, double check the total hours worked.
 - D) If needed, update the number of employees and expense vouchers on the coversheet of the payroll spreadsheet.
 - i) The employee count will change when someone misses a week or when a new employee is added.
 - ii) The expense voucher total will be the number of expense vouchers processed during the current pay period.
 - (1) This also includes any extra checks such as truck and phone allowances, sign on or referral bonuses, etc.
 - (a) If an employee has a truck allowance check and a phone allowance check, those will be counted as 2 separate checks.
 - E) If any changes need to be made, then refer to the steps above under the Job Labor JEC report.
- 6) The last report is the Time Sheet Report.
 - A) PR Module
 - B) Reports Tab
 - C) Payroll Period Processing.
 - D) Time Sheet
 - E) PR Transaction.
 - F) OK
 - G) Master Prm.
 - H) Open
 - I) Click Print Preview to review report before saving.
 - i) To review the report, simply make sure that all Supt/Asst Supt/PE/APMs have a WC code of 5604 and all other employees have a WC code of 5403.
 - ii) If any changes need to be made, then refer to the steps above under the Job Labor JEC report.
 - J) Save the report after all changes are made.
 - i) Printer Setup.
 - ii) Print to File.
 - iii) OK.
 - iv) Start.
 - v) Printout Folder.
 - (1) PR
 - vi) Save as 1TimeSheet
 - vii) Save (it is OK to overwrite)
- 7) After everything has been reconciled, then print the Job Labor Report, Check Journal, and Time Sheet Report.



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- A) Be sure to change the printer settings to print the reports as 2-sided documents.
- 8) After printing the reports, then print the 6 pages of the payroll spreadsheet in Excel.
- 9) The next step is to note all changes on the coversheet of the payroll spreadsheet.
 - A) For example, if an employee changed their HSA contribution from \$20 per pay period to \$10 per pay period.
 - i) Simply circle the updated HSA amount on the right side of the spreadsheet
 - (1) This should have been entered while reconciling the Check Journal to the spreadsheet.
 - ii) Draw an arrow off the left and show last week's HSA amount, subtract the \$10 to show why the amount has decreased and to show the new total.
 - iii) Note the employee's initials next to any changes made.
 - B) Please refer to previous payroll periods for more examples.
- 10) The last step is compiling all payroll documentation and turning it in to Jim for review.
 - A) Staple the payroll spreadsheet together.
 - i) Put a post-it on the coversheet labeling it with the payroll dates for that pay period.
 - (1) Example: Payroll Aug 27 – Sept 2
 - B) After the spreadsheet, put any documentation for rate changes, expense vouchers, benefit changes, etc.
 - C) Next the Job Labor Report, Check Journal, and Time Sheet Report.
 - D) Clip them all together and then take to the CFO along with the payroll for the previous pay period.