# Payroll Quarter End

This article details the steps needed to process quarter end in HR/Payroll. There are links within this document to other documents which provide additional detail on performing the quarter end process.

**Calendar Year End - Do NOT Clear Quarterly Totals**

When performing the quarter end processes in December for CYE, do NOT clear quarterly totals at this time. The quarterly totals will be cleared when running the Calendar process later in the CYE procedures.

1. Run all normal quarterly reports. The suggested reports to run are listed below.

Save Reports as PDF Files

The following reports should all be saved as PDF files on a network share which is accessible by treasurer office payroll staff and which is backed up on a regular basis.

* 1. **Check History** (HR > Reports > Payroll) Like ERNREG
     1. Run this report twice.
     2. Run 1
        1. Use the Summary option.
        2. Use a range of dates for the quarter (MM/DD/YYYY:MM/DD/YYYY) in the Check Date field.
     3. Run 2
        1. Use the Concise option.
        2. Use a range of dates for the quarter ((MM/DD/YYYY:MM/DD/YYYY) in the Check Date field.
        3. Select the sort option of Employee Name.
        4. Check the box to include the Summary report.
  2. **Concise Check Register** (HR > Reports > Payroll) Check list
     1. Run using a range of dates for the quarter (MM/DD/YYYY:MM/DD/YYYY) in the Check Date field.
     2. Select Regular, Manual and Void checks.
  3. **Employee Leave Balances** (HR > Reports > Payroll)
     1. only QTD
  4. **Employee Payroll Activity** (HR > Reports > Payroll) (AUDRPT)
  5. **Federal/State/Local Tax Report** (HR > Reports > Payroll) - Optional
     1. **Federal Tax Report**
        1. Report By Employee
        2. Issued Checks and Voided Checks
        3. Dates by quarter
     2. **State Tax Report**
        1. Report By Employee
        2. Issued Checks and Voided Checks
        3. Dates by quarter
     3. **Local Tax Report**
        1. Report By Employee/Address
        2. Issued Checks and Voided Checks
        3. Dates by quarter
  6. **Payroll Files Total** (HR > Reports > Payroll)
  7. **Salary and Deduction Data** (HR > Reports > Payroll)
     1. Use to balance deduction totals at the end of the quarter.
  8. **Unused Leave** (HR > Reports > Payroll) - Optional
  9. **941 Quarterly Federal Tax Return** (HR > Reports > Periodic)
     1. Run normal.
        1. Enter year, quarter, date ranges, Pay Run that includes the 12th of the last month of the quarter
     2. For additional information, run using the Detail option on action bar. (FICA, Medicare and Federal)
  10. **Calendar YTD** (HR > Reports > Periodic)
      1. Sort by Name.
  11. **Current, Monthly or Quarterly Salary Data** (HR > Reports > Periodic)
      1. QTD
  12. **OH Quarterly Wage** (ODJFS)(HR > State > State > OH Quarterly Wage)
      1. Report by Name

1. Perform the following comparisons to make sure the payroll data is balanced.
   1. Compare **Check History Summary** report and **Payroll Files Totals**. This is comparing the checks to what is in the system.
   2. Compare the quarterly wages total on the last page of the **Current, Monthly or Quarterly Salary Data** report to the total quarterly wages on the **OH Quarterly Wage** report – they should be equal.
      1. If numbers are not balancing, check to make sure all employees are listed on the wages report. If someone is missing, check their State Required screen to make sure they are marked YES to Quarterly Wages.
   3. Compare the federal tax wages on the **Current, Monthly or Quarterly Salary Data** report to the total UI wages on the **OH Quarterly Wage** report.
   4. Compare the federal, state, local and Medicare taxes on the **Current, Monthly or Quarterly Salary Data** report against the **Payroll File Totals** report and the **Calendar YTD** report.
2. Run the OH Quarterly Wage process to create the ODJFS electronic file and upload the file to the ERIC site.
   1. **Link to a new ODJFS page.**
   2. Instructions to upload the file to the ERIC site are located on the [ODJFS - Upload Quarterly Wage Report](https://community.mcoecn.org/display/ERP/ODJFS+-+Upload+Quarterly+Wage+Report) page.
3. Run the Clear Quarterly Totals (HR > Periodic Routines > Periodic Processing) process to clear the QTD totals on the Earnings and Withholdings tabs in Employee Information.

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