



Table of Contents

<i>Welcome</i>	3
<i>Finance</i>	3
<i>Closing the Finance Fiscal Year</i>	3
<i>Basic Processing Instructions Format</i>	3
<i>Detail Processing Instructions Format</i>	4
JULY – FIRST STEPS FOR FY 22.....	10
<i>Payroll</i>	14
<i>Creating New Contracts for the New Fiscal Year</i>	14
<i>Modifying Newly Created Contracts</i>	15
<i>Mass Changing Deductions and/or Benefits</i>	15
<i>Changing the Description of a Deduction and/or Benefit</i>	16
<i>Re-activating Deduction and/or Benefits</i>	17
<i>Attendance</i>	17
<i>Run Year End Attendance Reports</i>	17
<i>Awarding of Days for the New Fiscal Year</i>	18
<i>Payroll Accrual</i>	26
<i>Understanding the Payroll Accrual</i>	26
<i>Accrual Instructions</i>	26
Basic Processing Instructions Format	27
Processing Checks, Vouchers, Creating a Direct Deposit file, and Paying Liabilities for	28
Accrued Payrolls	28
Detail Processing Instructions Format	29
Processing Checks, Vouchers, Creating a Direct Deposit file, and Paying Liabilities for Accrued Payrolls ..	39
<i>Illinois Clients - Processing flat rate TRS contributions in June (not accrual)</i>	43
<i>June TRS/THIS Flat Rate Processing Instructions</i>	43
Basic Processing Instructions Format	43
Detail Processing Instructions Format	44
Processing Checks, Vouchers, Creating a Direct Deposit File, and Paying Liabilities for July and August Payrolls.....	49
<i>SDS Client Support</i>	54