

[These steps are essential to making sure your payroll is accurate.](#)

Prior to payweek:

1. Make sure Static group/s are updated. (*static groups are required to do the proper checks on your payroll*)
2. [MTL SCHEDHRS BY STATIC GROUP](#)
 - *Review schedules for accuracy
 - *Make sure everyone has a Zero schedule who will interface from OneStaff.
 - *If necessary go to the Assign Work Schedule page and update the schedule.
3. [MTL LVE BAL STATIC GRP](#)
 - *This query gives you Leave Balances for everyone in your static group. Use this information to prevent over reporting Leave Balances.

Day before Cut-off: at the latest

1. After you have reported all of your time or the One Staff file has loaded in and you have made all your updates for the day review Reported Time for your group.
 - *Run the following query that gives all reported time for your static group by giving you totals for each TRC. *It is important you run this at least a day before cut-off so you can compare to Payable Time the next morning.*
 - *Take the Reported time and compare to Timesheets. It should all match up.

[MTL RPTD TIME QTY GROUP](#)
*If you need to look at the detail of the summed up hours run the following for the employee in question.

[MTL RPTD TIME EMPL](#)
2. [MTL RPTD TIME VS STDHRS BW](#)
 - *To check whether the reported time is equal to standard hours for each employee.
 - Must have standard hours in JOB; Excludes temps; Uses standard hours effective on the last day of the pay period.

Cut-off Day Morning: at the latest

1. [MTL PAYABLE TIME QTY GROUP](#)
 - *Shows Payable Time that was created from reported time. Compare to the Reported time query you ran yesterday. All prior period adjustments will be showing on this query in addition to the reported time from yesterday's query. Make sure it's what you are expecting.
 - *if you need to look at the detail of the summed hours run the following query for the employee in question

[MTL PAYABLE TIME EMPL](#)
2. Make any additional last minute changes you need to make

Day after cut-off:

1. Check the Gross Pay Register and make sure it matches your Payable time query from the day before.
[MTL GROSS PAY BY GROUP](#)