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| --- | --- |
| Event | Start |
| HR Department  HR Coordinator  HR Partner | Employment Agreement Drafted  Employee notification of pay increase  Termination Letter  Input into ADP by HR Coordinator  Original supporting documentation  Data approved?  ADP personnel data |
| Finance Department | Approved  Not approved |
| Payroll | ADP employee direct deposit data  Batch Report  ADP Automatically sends to bank  Receives response from Bank  Runs Batch Report from ADP for the pay period biweekly    Direct deposit approved?  Settlement Run  Adjusts error communicated by Bank  Not approved  Approved  Batch payment information  Calculation payment  Draft |
| Bank | Cash disbursements process  Payment made by bank |
|  | End |

|  |  |
| --- | --- |
| Event | Start |
| Accounting Manager | Reconciliation Stored in SAP  ADP Batch Reports  Approved payroll reconciliation  Reconciliation Returned to Accounting Manager  Payroll  Reconciliation  Banking System Data |
| Controller | Follow Up Required?  Journal Entry Approved in SAP and posts to GL  Reconciliation Physically Signed Off as Reviewed |
| Controller |  |
|  | End |