

PART III

PAYROLL CONTROL UNIT AND EMPLOYEE DATA CONTROL

COMMON PROBLEMS ON VARIOUS PAYROLL FORMS

GENERAL INFORMATION:

1. Promptness and accuracy are critical.
2. Legibility - Print (Do not write or type.) Neatness counts as Data Entry must key punch these forms.
3. Use a RED ballpoint pen.
4. Social security number must be correct, as it is the key item used to initiate all payroll transactions.

All benefit forms should be attached and properly filled out.