



Priority Building Services – Payroll Workflow
1) Employee prepares and submits timesheet to his/her Supervisor.
2) Supervisor reviews timesheet for correctness. If corrections need to be made, the timesheets are reviewed with the employee. If correct, the Supervisor will enter all timesheets onto a group timesheet to be sent to Payroll.
3) Payroll reviews all groups timesheets for correctness. If corrections need to be made, the timesheets are reviewed with the Supervisor. If correct, Payroll will enter all group timesheets into WinTeam to generate a payroll report, which is sent to the Regional Manager for review.
4 & 5) Regional Manager meets with the Branch Manager to review and correct any scheduling issues for next Pay period. If corrections need to be made, the reports are reviewed with Payroll. If correct, the report is approved and sent back to Payroll to be converted into a digital work file.
6) Payroll converts all finalized payroll reports into a digital work file and electronically send to Atlas, our payroll company.
7) Atlas receives digital work file, generates live checks and sends them back to Payroll for distribution and submits all direct deposit accounts.
8) Payroll delivers/mails live checks and direct deposit check stubs to employees. If errors are found, the employee reviews the errors with Payroll. If correct, employee is paid.