

# Human Resources

This area contains information on different processes in the Human Resources Module.

- [Manual Check Process](#)
- [Payroll Processing Checklist](#)

Below are a few attachments that may be helpful.

[Timecard Mapping and Import Spreadsheet](#) - this shows what needs to be included in the Import Batch Timecard load and the mapping to go along with it. More fields may be included on the spreadsheet if desired. Please see Powerschools Human Resources Manual for more information in regards to the Import Batch Timecard

[Payrun Setup Worksheet](#) - you can use this spreadsheet to setup your pay runs for the year. The spreadsheet contains examples only.

[Payroll Escrow Account](#) - this is a document that was shared with everyone in Ohio in Round 1 from the Northwestern School District