

# RTi Processing Checklist

- I've added any new starters since the EAS or last FPS submission
- I've put any employees not paid this period on hold to indicate they are irregular paid
- I've entered the hours normally worked for all my employees
- I've completed my payroll run in full
- I've printed my payslips and pre-update reports
- I've completed the Update Records step of the payroll process
- I've processed any leavers

**You're now ready to make  
your Full payment submission  
when or before your employees are paid.**

For more about RTi and Sage Payroll visit our support page  
<https://payroll.sage.co.uk/>

