

Bi-Weekly Payroll Checklist for Time and Leave

College/Dept/Org: _____

Pay Period: _____

A. Pre-Payroll Processing and Validation

B. Post Payroll Verification (signoff required)

1. Verify all payments are accurate and appropriate

Verify correct amounts were paid using *PAY364* and other supporting reports/documentation; attention should be placed on actions that changed pay including job data changes, new hires, terminations, and additional pay, use the *HRB310 (Job Data Activity Report)* and the *HRB160 (Additional Pay Activity Report)*

Verify Payroll Certifications using *PAY364* for any time entered directly into PeopleSoft; use *HRB760 (Compare Approved to Payable Time – Discrepancies Only)* to identify time that needs certified

2. Verify leave for accuracy and compliance

Verify details for leave entered directly into PeopleSoft, i.e. leave adjustments (i.e. prior state service) or payouts using *HRB755 (Compare Approved to Payable Leave Discrepancies Only)*

Verify FML eligibility

3. Review Acknowledgements

Verify Acknowledgments were confirmed by employees using *HRB760 (Acknowledgments pivot)* and *HRB755 (Acknowledgments pivot)*

4. Reconcile Payroll to General Ledger

Verify correct amounts were posted to the General Ledger using the HR/GL Reconciliation Reports *HRB110 – HRB140*

Signoff: _____ Date Completed: _____