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: ________________

Form Revised December 22, 2010