Monthly Payroll Checklist for eLeave

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, using the HRB310 (Job Data Activity Report) and the HRB160 (Additional Pay Activity Report)

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 employees have acknowledged leave submitted on their behalf using the HRB755 (Acknowledgments pivot)

4. Verify Payroll certifications have been completed for all employees using the HRB770 Monthly Certification report.

5. 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: ________________