

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: _____