|  |  |  |  |
| --- | --- | --- | --- |
| **BIWEEKLY PAYROLL CHECKLIST** | | | |
| Instructions: This checklist is to be signed off by someone with approval authority each pay period. The approver may not have entry access to the HR system. Reports should be retained and may be saved electronically. | | | |
| College: | | Pay Period: | |
|  | Control | Suggested Tool | Notes / Compensating Control |
| □ | Investigate active employees who have not been paid in over 30 days | **HRB350 Employees Not Paid Aging Report**-**BUCKIQ** | **Monday**  Compensation Freq: “Hourly” & Days since last pay: “30” |
| □ | Ensure HR job data transactions have an approved HR Action request and supporting documentation as needed | **HRA002 Job Data Comparison Report-BUCKIQ** | **Monday**  Report Type: Discrepancies  Pay Frequency: Biweekly & Eff Dt Between: Pay Pd Dates |
| □ | Ensure final approved additional pays are marked Send to Paycheck (before 10 am on Tues) and any discrepancies between the approved amount and service center amount are documented (Also stop recurring pay for terminated or transferred employees) | **HRA003 Additional Pay Status Report–BUCKIQ** | **Monday**  Pay Frequency: Biweekly  Eff Dt Requested Between: pay pd dates  Leave request & service center status and to be processed by PS blank  Need to look at Status, One-Time and Recurring Comparison Tabs |
| □ | Verify that all employees have active funding distributions  (You are able to resolve any outstanding funding distributions issues until last day of Payroll processing) | **HRB180 Pre-Distribution**  **E-Reports** | **Monday**  As of date: last day of pay pd  Display & print Payroll Pre-Distribution, Fund End Date and Project End Date |
| □ | Ensure all time in the HR System has a matching approved timesheet and investigate unconfirmed acknowledgments **(Will need to check e-time & leave throughout Tues 10:55am deadline)** | **HRB760 BW eTimesheet Reports** **-E-Reports**  Status & Acknowledgements | **Monday**  Report Type: Summary Analysis (what was worked) for current pay pd and Status: All  View Status & Acknowledgement Reports  Go back and select Report Type: To be Processed & Not Created for Pay Pd-view Status |
| □ | Ensure all leave requests have a matching approved leave form and investigate unconfirmed acknowledgments **(Will need to check e-time & leave throughout Tues 10:55am deadline)** | **HRB755 Biweekly and Monthly eLeave Reports**  **E-Reports**  Status & Acknowledgements | **Monday**  Report Type: Summary Analysis & Pay Freq: Biweekly  Analysis Report: Leave Date for current pay pd & Status: All  View Status & Acknowledgements |
| □ | Ensure high exceptions (timekeeping errors) were resolved in the HR system; exceptions that are not resolved will not pay and will directly impact the employee’s paycheck | **HRB750 Payable Time Status**  **E-Reports** | **Tuesday PM or Wednesday AM**  Run after file load but resolve issues before payroll process.  Pay Freq: Biweekly  Status: All & Select Current Pay Period |
| □ | File is sent to HR system at 10:55am on Tuesday. Will receive email that OSU Batch File loaded successfully. After email is received ensure time in system matches approved eLeave or eTime. | **HRB755-Leave**  **HRB760-Timesheet**  **E-Reports**  Discrepancies only | **Tuesday PM or Wednesday AM**  Run after file load but resolve issues before payroll process.  Run Summary Analysis for current pay pd and Status: Approved. Print out Discrepancies Report |
| □ | Confirm correct amounts paid and distributed correctly by investigating discrepancies in pay rate, non-regular pay, and clearing account distributions | **HRB185 Post-distribution Report-BUCKIQ** | **Friday PM or Monday AM**  Run after payroll has been processed.  Pay end date: Last day of pay pd & Compensation Freq: Hourly  Look at all 3 tabs and print |

HRB 350 Inactive Employee Report HRA 002 Job Data Comparison Report HRA 003 Additional Pay Status Report

HRB180 Pre-Distribution Report HRB 755 & 760 (Discrepancies & Acknowledgements) HRB 750 (Exceptions)

HRB185 Post-distribution Report

Signoff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONTHLY PAYROLL CHECKLIST** | | | | |
| Instructions: This checklist is to be signed off by someone with approval authority each pay period. The approver may not have entry access to the HR system. Reports should be retained and may be saved electronically. | | | | |
| College: | | | Pay Period: | |
|  | Control | Suggested Tool | | Notes / Compensating Control |
| □ | Investigate active employees who have not been paid in over 30 days | **HRB350 Employees Not Paid Aging Report**-**BUCKIQ** | | **2 Days Before MO Job Data Deadline**  Compensation Freq: “Monthly” & Days since last pay: “30” |
| □ | Ensure final approved additional pays are marked Send to Paycheck and any discrepancies between the approved amount and service center amount are documented (Also stop recurring pay for terminated or transferred employees) | **HRA003 Additional Pay Status Report–BUCKIQ** | | **2 Days Before MO Job Data Deadline**  **(before 10 am on Add’tl Pay File Load Day)**  Pay Frequency: Monthly  Eff Dt Requested Between: pay pd dates  Leave request & service center status and to be processed by PS blank  Need to look at Status, One-Time and Recurring Comparison Tabs |
| □ | Ensure HR job data transactions have an approved HR Action request and supporting documentation as needed | **HRA002 Job Data Comparison Report-BUCKIQ** | | **2 Days Before MO Job Data Deadline**  Report Type: Discrepancies  Pay Frequency: Monthly & Eff Dt Between: Beginning of prior pay pd through last day of current pay pd (i.e. 02/01/2016-03/31/2016) |
| □ | Verify that all employees have active funding distributions  You are able to resolve any outstanding funding distributions issues until last day of Payroll processing | **HRB180 Pre-Distribution**  **E-Reports** | | **2 Days Before MO Job Data Deadline**  As of date: last day of pay pd  Display & print Payroll Pre-Distribution, Fund End Date and Project End Date |
| □ | Verify payroll certifications have been completed | **HRB770 MO Cert Report**  **E-Reports** | | **2 Days Before MO Job Data Deadline**  Current pay pd & All Certification Statuses |
| □ | Ensure all leave requests have a matching approved leave form and investigate unconfirmed acknowledgments | **HRB755 Biweekly and Monthly eLeave Reports**  **E-Reports**  Status & Acknowledgements | | **2 Days Before MO Job Data Deadline**  Report Type: Summary Analysis & Pay Freq: Monthly  Analysis Report: Leave Date for current pay pd & Status: All  View Status & Acknowledgements |
| □ | Ensure high exceptions (timekeeping errors) were resolved in the HR system; exceptions that are not resolved will not pay and will directly impact the employee’s paycheck | **HRB750 Payable Time Status**  **E-Reports** | | **1 Day Before MO Job Data Deadline**  **(Exceptions must be resolved by MO Job Data Deadline)**  Run after file load but resolve issues before payroll process.  Pay Freq: Monthly  Status: All & Select Current pay period |
| □ | File is sent to HR system at 10:55am MO E-Leave File Load Day (day before MO Job Data Deadline). Will receive email that OSU Batch File loaded successfully. After email is received ensure time in system matches approved eLeave or eTime. | **HRB755-Leave**  **E-Reports**  Discrepancies only | | **1 Day Before MO Job Data Deadline**  Run after file load but resolve issues before payroll process.  Run Summary Analysis for current pay pd and Status: Approved.  Print out Discrepancies Report |
| □ | Confirm correct amounts paid and distributed correctly by investigating discrepancies in pay rate, non-regular pay, and clearing account distributions. | **HRB185 Post-distribution Report-BUCKIQ** | | **1 Day After MO Processing**  Run after payroll has been processed.  Pay end date: Last day of pay pd & Compensation Freq: Monthly  Look at all 3 tabs and print |

HRB 350 Inactive Employee Report HRA 002 Job Data Comparison Report HRA 003 Additional Pay Status Report

HRB180 Pre-Distribution Report HRB 755 (Discrepancies & Acknowledgements) HRB 750 (Exceptions)

HRB185 Post-distribution Report HRB 770 Payroll Certifications

Signoff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_