Payroll Coordinator Checklist

Friday, Last Day of Pay Period

☐ Remind Supervisors and/or employees to complete timesheets.

☐ Ensure all Add Pays are fully executed in the system. You can search this by using the “View an ePaf” screen and search for any “pending” or “partially approved” Add Pays.

☐ Ensure all Job ePAFs that are effective during this period are fully executed by the end of the day Friday. You can search this by using the “View an ePaf” screen and search for any “pending” or “partially approved” forms.

☐ Verify supervisors have entered any LWOP for salary employee’s timesheets to include removing holidays from timesheets. Remove holiday for any hourly employees on LWOP. Make a list of employees to send holiday balance adjustments to Payroll to prevent banked holiday payments.

☐ Verify new employees are listed in a timesheet group. If not, expedite the process to complete by the end of the day Friday, so timesheet changes can be made on Monday. (Can run the Employee Info report in TAL to see all employee info)

☐ Verify employees for any terminated supervisor have been reassigned. If not, expedite the process to complete by the end of the day Friday, so timesheet changes can be made on Monday.

Monday, After Pay Period, Beginning of the Day

☐ Run Adjustment Approval Report (TAL) and approve or notify supervisor to approve any pending adjustments.

☐ Run Timesheet Validation Report (TAL). Contact supervisors/managers about any errors or irregular warnings.

Monday, After Pay Period, After Noon, Repeat Until Complete

☐ Run Adjustment Approval Report (TAL) and or notify supervisor to approve any pending adjustments.

☐ Run Timesheet Validation Report (TAL). Contact supervisors/managers about any errors or irregular warnings.

☐ Run Timesheet Status Report (TAL). Contact any supervisors/managers that still need have timesheets that need completed/approved.

☐ Run Calculated Timesheet by Dept report (TAL) and verify hourly employees have full work periods complete (80 hours or equal to FTE). Look for entry errors such as ESL, LWOP, etc. After Monday, no adjustments can be made to employees for this pay period. All adjustments from Tuesday forward will be Prior Period Adjustments that pay in the next pay period.
Tuesday, After Pay Period, Afternoon

☐ Run Calculated Timesheet by Dept report (TAL) and Run ETR Summary (PeopleSoft) to compare the worked times. Address any issues.

☐ ETR Summary Verifications:
  - No FMLA LWOP or other full LWOP employees with work hours.
  - Hourly employees have a total of 80 hours
  - Paid Leave Payouts are within the allowed policy amounts. If over the policy allowed amounts, complete and submit the Automatic Leave Payout Override Request Form.
  - Prior Period Adjustments should be reflected on ETR Summary amounts
  - Terminated employees are not on the report

☐ Run Employee Addl Pay Report (PeopleSoft). Verify add pays for this pay period sent through ePaf are fully executed and there is not a reoccurring payment that needs to be removed. Any not executed will load in payroll after executed. Note: run this report even if you don’t think you have add pays to verify you aren’t missing a payment loading in error.

Wednesday, After Pay Period, Afternoon

☐ Rerun ETR Summary (PeopleSoft). Recheck list of verifications. Verify any paper forms submitted are showing. (If report is blank, rerun in a few minutes, this happens when Payroll is in the middle of a calculation)

☐ Run Employee Addl Pay Report (PeopleSoft). Recheck list of verifications.

☐ Run Dept Chartfield Register (PeopleSoft). Spot check for errors. Note, check all salary employees on LWOP and verify not receiving a paycheck. Pay and FTE changes are reflected.

☐ Request Financial Approver approve the payroll in PeopleSoft

After Notification Payroll is Complete

☐ Run final Dept Chartfield Register (PeopleSoft).

☐ Follow up on any missing information during the payroll process to be corrected on the next payroll.

☐ Complete or notify supervisors/managers to complete Prior Period Adjustments found during the review process.

☐ Run query OUDR_PAYCHECK_PAYMENTMETHOD (PeopleSoft) and notify any employees receiving paper checks that their check will be available pay day at 8 am – 5 pm in the Bursar Office. If not picked up before Tuesday, paychecks will return to the Payroll Office to be picked up.

NOTE: This checklist is based on a non-holiday week. Schedule will shift based on holiday. Please check the End User Payroll calendar for specific deadlines.

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