Payroll Monitoring Checklist - For Department HR Administrators

Note: Step by step guides can be found on the college HR Administrator page

Pay Period

Timeline	Action Item	Payroll Area	Notes	Status
Wednesday morning prior to				
payroll deadline	Email a Time Entry Reminder to all hourly employees	Biweekly		
		·		
Thursday afternoon prior to	Run the unapproved time and leave reports (cats_appr_lite and zhr_displayleave). Send one email (blind copy)			
payroll deadline	to all applicable supervisors (can use /spiner/ Employee with Supervisor Report to access supervisor details)	Biweekly		
Friday prior to biweekly	Run the Timesheet Report (/SPIN/ER), and send email reminder about any issues (note any issues to follow up			
payroll deadline	on again prior to payroll deadline)	Biweekly		
Friday (hiroadala) an Day	Run Locked Employee Report (/SPIN/ER) - Verify the status of the ZPAR by reviewing screens 9022 (college level)	Divocaldo 0		
Friday (biweekly) or Day Before Monthly Final	and 9012 (Compensation level) and follow up with applicable office as need. If unresolved make a note to follow up on again prior to payroll deadline	Biweekly & Monthly		
Before Monthly Final	ap on again prior to payron acadime	ivionitiny		
	Run Locked IT Workflow Report (/SPIN/ER). Review the workflow status, in PA20, via the Services for Objects			
Work day prior to payroll	icon. Follow up with applicable office as need. If unresolved make a note to follow up on again prior to payroll	Biweekly &		
deadline	deadline	Monthly		
	Doubte Day Companies and Day out //CDIN/CD). Dura year unagetion at the toward /DCCC MAIO CCDT) to year out of			
Work day prior to payroll	Pay to Pay Comparison Report (/SPIN/ER). Run remuneration statement (PC00_M10_CEDT) to research any issues. Reach out to applicable parties to resolve issues. Rerun remuneration statement prior to payroll deadline	Biweekly &		
deadline	to ensure that the issue has been resolved.	Monthly		
Work day prior to payroll		Biweekly &		
deadline	Run Remuneration Statements (PC00_M10_CEDT) note any issues to follow up on again prior to payroll deadline	Monthly		
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		B: 11 C		
Morning of Payroll Final	Review issues that were noted, and rerun applicable reports	Biweekly & Monthly		
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		Diversity 9		
Afternoon of Payroll Deadline	Review notes one last time to ensure that all issues have been resolved	Biweekly & Monthly		
Deadille	The state of the last time to charte that an issues have been resolved	itioniting		

