

## PAYROLL PROCESSING CHECKLIST [Production]

**Pay ID:** \_\_\_\_\_  
**Pay No:** \_\_\_\_\_  
**Year:** \_\_\_\_\_

### Life Insurance Calculation

Date (MM/DD)	Operator Initials	Start Time	End Time
/		:	:

[1] PDPLIFE Life Insurance Calculation Process

### Time Entry & Payroll Proofing

	***** Initial Processes *****				***** Additional Processing Runs *****					
	Date (MM/DD)	Operator Initials	Start Time	End Time	Date (MM/DD)	Initials	Date (MM/DD)	Initials	Date (MM/DD)	Initials
[2] PHPTIME (10/20)	/		:	:	/		/		/	
[3] PHRDCON	/		:	:	/		/		/	
[4] PHRDERR	/		:	:	/		/		/	
[5] Time Entry *	/		:	:	/		/		/	
[6] PHPMTIM	/		:	:	/		/		/	
[7] PWPPDEL	/		:	:	/		/		/	
[8] PHPPROF (25)	/		:	:	/		/		/	
[9] PHPLEAV (29)	/		:	:	/		/		/	
[10] PWPCBNC (30)	/		:	:	/		/		/	
[11] PHPCALC (40)	/		:	:	/		/		/	
[12] PWRERRL	/		:	:	/		/		/	
[13] PWRVALD	/		:	:	/		/		/	
[14] PHRDCON	/		:	:	/		/		/	
[15] PHRDERR	/		:	:	/		/		/	
[16] PHRPREG	/		:	:	/		/		/	
[17] Garnishments Applied	/		:	:	/		/		/	
[18] PWPBAKP +	/		:	:						

\* Track Time  
 + Only run first Time through

**PAYROLL PROCESSING CHECKLIST**  
**Definitions, processes 1 - 18**

[1] PDPLIFE	Life Insurance Calculation Process
[2] PHPTIME	Time Extraction Process
[3] PHRDCON	Disposition Control Report
[4] PHRDERR	Payroll Errors Display Report
[5] Time Entry	Manual time entry in PHAHOUR for hourly employees
[6] PHPMTIM	Mass Time Entry
[7] PWPPDEL	Deletes disposition 10 records from payroll history tables
[8] PHPPROF	Pay Period Proof Batch Module
[9] PHPLEAV	Leave Accruals and Taken Process
[10] PWPCBNC	Calculates HMO and rural subsidies, prorates part-time employee contributions, calculates a minimum guaranteed amount for part-time employees, and calculates cash back
[11] PHPCALC	Payroll Calculation Process
[12] PWRERRL	Report that highlights five situations to help find input problems and correct payroll errors: Gross & Net Pay, Hours, Arrears, and Contributions
[13] PWRVALD	FOAPAL Validation Report/Process
[14] PHRDCON	Disposition Control Report
[15] PHRDERR	Payroll Errors Display Report
[16] PHRPREG	Payroll Register Report
[17] Garnishments Applied	Applied by CD for 5th site institutions; OSU, PSU and UO enter according to established payroll timeline
[18] PWPBAKP	Payroll Backup Procedure

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### Payments & System Update

		<u>Date (MM/DD)</u>	<u>Operator Initials</u>	<u>Start Time</u>	<u>End Time</u>
[19] PHPDOCM (42/43)	Calculate Check/Direct Deposit Amounts	/	_____	:	:
[20] PWPCHKL (50)	Check Generation	/	_____	:	:
[21] PWPCHKL (50)	Earnings Statement Generation	/	_____	:	:
[22] PWMCHCK	(PWRCHCK) Print Checks	/	_____	:	:
[23] PWMCHCK	(PWRCHCK) Print Earnings Statements	/	_____	:	:
[24] PHRCISS	Check Issue Report	/	_____	:	:
[25] PHRC DST	Check Distribution List	/	_____	:	:
[26] PHRDIRD	Direct Deposit Distribution Report	/	_____	:	:
[27] PHPDIRD	Direct Deposit File Creation	/	_____	:	:
[28] PHRTREG	Direct Deposit Tape Register	/	_____	:	:
[29] ACH Transfer	ACH File Transferred to Controller	/	_____	:	:
[30] PHPUPDT (60)	Updates all Year-to-Date Amounts	/	_____	:	:
[31] PWPXPAY	Payroll Warehouse Data File Creation	/	_____	:	:
[32] PHRDREG	Deduction Register	/	_____	:	:
[33] PHRPREG	Payroll Register	/	_____	:	:

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**[Production]**

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**Finance System Interface - Encumbrances & Expenditures**

<b><u>Encumbrance Feed</u></b>		<b><u>Date</u></b>	<b><u>Operator</u></b>	<b><u>Start</u></b>	<b><u>End</u></b>
		<b><u>(MM/DD)</u></b>	<b><u>Initials</u></b>	<b><u>Time</u></b>	<b><u>Time</u></b>
[34]	PWSENC Salary Encumbrance Recast Process	/	_____	:	:
[35]	NBPBUDM Encumbrance Maintenance Process	/	_____	:	:
[36]	NHPFIN1 Encumbrances - Finance Extract	/	_____	:	:
[37]	PWRENC HR Encumbrance Reconciliation Report	/	_____	:	:
[38]	NHPFIN2 Finance Interface - Extract & Report	/	_____	:	:
[39]	FURFEED Builds Finance Interface Table/Feed Sweep	/	_____	:	:
[40]	FGRTRNI Edits Documents (Journal Vouchers)	/	_____	:	:
[41]	FGRTRNR Error Report of Suspended Documents	/	_____	:	:
[42]	FGRACTG Posts Approved Documents to Finance Ledgers	/	_____	:	:
<b><u>Expenditure Feed</u></b>					
[43]	PHPFEXP (61) Expenditures - Finance Extract	/	_____	:	:
[44]	PWPCDST (62) Labor Distribution Override	/	_____	:	:
[45]	PZRDISP Disposition Control Report	/	_____	:	:
[46]	NHPFIN2 (70) Finance Interface - Extract & Report	/	_____	:	:
[47]	FURFEED Builds Finance Interface Table/Feed Sweep	/	_____	:	:
[48]	FGRTRNI Edits Documents (Journal Vouchers)	/	_____	:	:
[49]	FGRTRNR Error Report of Suspended Documents	/	_____	:	:
[50]	FGRACTG Posts Approved Documents to Finance Ledgers	/	_____	:	: