

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:
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Ensure compliance

	Control	Suggested Tool	Notes / Compensating Control
<input type="checkbox"/>	Investigate active employees who have not been paid in over 30 days	HRB350 Employees Not Paid Aging Report	
<input type="checkbox"/>	Ensure HR job data transactions have an approved HR Action request and supporting documentation as needed	HRA002 Job Data Comparison Report	

Verify all payments are accurate and appropriate

	Control	Suggested Tool	Notes / Compensating Control
<input type="checkbox"/>	Ensure all time in the HR System has a matching approved timesheet and investigate unconfirmed acknowledgments	HRB760 BW eTimesheet Reports	
<input type="checkbox"/>	Verify that all employees have active funding distributions	HRB180 Pre-Distribution	
<input type="checkbox"/>	Ensure final approved additional pays are marked Send to Paycheck and any discrepancies between the approved amount and service center amount are documented	HRA003 Additional Pay Status Report	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Confirm correct amounts paid and distributed correctly by investigating discrepancies in pay rate, non-regular pay, and clearing account distributions	HRB185 Post-distribution Report	

Verify leave for accuracy and compliance

	Control	Suggested Tool	Notes / Compensating Control
<input type="checkbox"/>	Ensure all leave requests have a matching approved leave form and investigate unconfirmed acknowledgments	HRB755 Biweekly and Monthly eLeave reports	

Signoff: _____

Date: _____