

# UMSL Payroll Checklist

## I. PAYROLL CALENDAR INFORMATION

Payroll calendar provides the following information:

- Time & Labor deadlines

- Personnel Action Form due dates

- Retroactive Adjustment and Monthly Exception dates

- Dates to review paycheck data

## II. VACATION SICK LEAVE MAINTENANCE

Leave balances are identified on the bottom of the employee's timesheet in **Time & Labor**. You can also review leave balances in PeopleSoft (Go to Benefits > Manage Leave Accruals > Review Leave Accruals)

## III. GENERAL INFORMATION

Refer to the records retention site for [payroll records storage guide](#)

For one-time extra compensation payments an additional pay form must be completed and is subject to the same deadlines as PAFs

Payroll processors should not enter their own payroll; instead a back-up should be designated.

Complete the HR Security form to gain security access to the payroll system. Forward to Errol Benson, 211 AAB, to process.