# Bi-Weekly Payroll Checklist for Time and Leave

**College/Dept/Org:** ____________________________  **Pay Period:** ____________________________

## A. Pre-Payroll Processing and Validation

## B. Post Payroll Verification (signoff required)

1. Verify all payments are accurate and appropriate
   - Verify correct amounts were paid using PAY364 and other supporting reports/documentation; attention should be placed on actions that changed pay including job data changes, new hires, terminations, and additional pay, use the **HRB310 (Job Data Activity Report)** and the **HRB160 (Additional Pay Activity Report)**
   - Verify Payroll Certifications using PAY364 for any time entered directly into PeopleSoft; use **HRB760 (Compare Approved to Payable Time – Discrepancies Only)** to identify time that needs certified

2. Verify leave for accuracy and compliance
   - Verify details for leave entered directly into PeopleSoft, i.e. leave adjustments (i.e. prior state service) or payouts using **HRB755 (Compare Approved to Payable Leave Discrepancies Only)**
   - Verify FML eligibility

3. Review Acknowledgements
   - Verify Acknowledgments were confirmed by employees using **HRB760 (Acknowledgments pivot)** and **HRB755 (Acknowledgments pivot)**

4. Reconcile Payroll to General Ledger
   - Verify correct amounts were posted to the General Ledger using the HR/GL Reconciliation Reports **HRB110 – HRB140**

**Signoff:** ____________________________________________  **Date Completed:** ____________________