Monthly Payroll Checklist for eLeave

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, using the HRB310 *(Job Data Activity Report)* and the HRB160 *(Additional Pay Activity Report)*

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

3. Review Acknowledgements
   - Verify employees have acknowledged leave submitted on their behalf using the HRB755 *(Acknowledgments pivot)*

4. Verify Payroll certifications have been completed for all employees using the HRB770 *(Monthly Certification report)*.

5. 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: ________________