



# PAYROLL SERVICES

*The UNIVERSITY of OKLAHOMA*

## Payroll Coordinator Checklist

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This checklist provides Payroll Coordinators with a clear, chronological framework to ensure all payroll tasks are completed accurately, timely, and in compliance with institutional deadlines and requirements, minimizing errors and ensuring employees are paid correctly.

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### **During the Pay Period**

- ☐ Check Payroll Calendars to stay aware of all the deadlines and important dates for this payroll and adjust the days on this checklist if necessary.
  - 🕒 [Norman Payroll Services Calendar & Deadlines](#)
  - 🕒 [Health Campus Payroll Services Calendar & Deadlines](#)
  - 🕒 **NOTE: All dates within this checklist could shift due to university holidays. Please adhere to the payroll calendar by campus, unless otherwise notified by Payroll Services if holidays alter the schedule.**
- ☐ Ensure that all ePAFs (or other Payroll forms) are submitted for approval before the ePAF entry deadline at 5 p.m. on the second Monday of the pay period.
- ☐ Maintain department [Payroll Worksheet](#), the working record for all payroll related actions.
- ☐ [Run the OUDR\\_FUNDING\\_ERRORS PeopleSoft query](#) to ensure all positions and payments have valid funding. ePAFs must be submitted to correct funding errors. Funding change ePAFs must be executed by the Wednesday following the pay period in which the change is effective.

### **Second Friday of Pay Period**

- ☐ Payroll Coordinators may remind employees to complete and supervisors to approve timesheets. Employees are responsible for accurate time and leave entry, and Supervisors are responsible for accurate and timely approval.

To monitor the status of time entry and approval:

  - 🕒 Norman Campus Payroll Coordinators monitor time entry and approval, either by monitoring department or employee group “Approve Timesheets” screen or running the [Unapproved Timesheets Report in Workforce](#).
  - 🕒 Health Campus Payroll Coordinators monitor time entry using the [TAL Timesheet Management Guide](#).
- ☐ Continue to monitor ePAF approval progress, following the approval deadlines outlined in the Department Payroll Processing Guide.
- ☐ Health Campus Payroll Coordinators send Leave Adjustment forms as early as possible to Payroll Services, as needed.

### **Monday, After Pay Period**

**Timesheets are locked promptly at 5 p.m. the Monday after the pay period ends.** All time system tasks must be completed before the deadline to ensure pay will be correct.

- ☐ Health Campus Payroll Coordinators, if your department uses MedHub, this information is loaded by 9am. Work with the Residency Coordinator to make sure the data is loaded to the timesheets correctly, and any necessary corrections are made (removing duplicate entries, indicating FMLA leave, etc.). If your department does not use MedHub, skip this step.
- ☐ Payroll Coordinators continue to monitor time entry and approval, sending reminders as needed to department employees.
- ☐ After all time has been entered by employees and approved by supervisors, Payroll Coordinators may validate the calculation that will be loaded from the time system to PeopleSoft for payment.
  - ⌚ Norman Campus Payroll Coordinators review the [Timesheet Output Report](#) or the [Employee Detail with Timesheet Report](#)
  - ⌚ Health Campus Payroll Coordinators review the [TAL Calculated Timesheet Report](#)
- ☐ **After timesheets are locked at 5 p.m., no changes can be made to timesheets for this pay period. Any adjustments approved after the timesheets are locked will have to be paid on a future payroll.**

#### **Tuesday After Pay Period Through Wednesday Afternoon**

- ☐ [Run the Payroll Variance Report](#) and confirm data against the department Payroll Worksheet. If there are any discrepancies other than manually submitted corrections (form corrections submitted to HR/Payroll), that cannot be resolved by reviewing additional reports, report errors to Payroll Services no later than 5 p.m. on Wednesday, but ideally as soon as possible to allow time for a response and troubleshooting. Payroll Services will continue to make manual corrections as appropriate through end of business Wednesday.
- ☐ If unexpected variance occurs, troubleshoot data by running:
  - ⌚ Norman Campus Payroll Coordinators Workforce [Pay Calculation Report](#)
  - ⌚ Health Campus Payroll Coordinators [TAL Calculated Timesheet Report](#)
  - ⌚ Other [Supplement Payroll Reports](#) for both campuses
- ☐ Rerun the Payroll Variance Report until all manually submitted corrections appear accurately on the report.

#### **After Notification Payroll is Confirmed**

- ☐ [Run query OUDR\\_PAYCHECK\\_PAYMENTMETHOD](#) (PeopleSoft) and notify any employees receiving paper how they may obtain their checks.
- ☐ [Run the Department Chartfield Register](#) report to review the final posted payroll.
- ☐ Complete (or notify supervisors to complete) Prior Period Adjustments found during the review process. These will be processed on the following payroll. Notify Payroll Services of any discrepancies that may require cancellation or overpayment processing.