# Biweekly Payroll Coordinator Checklist

## During the Pay Period

☐ Check "End User Payroll Calendar (HSC)" to make sure you are aware of all the deadlines and important dates for this payroll, adjust the days on this checklist if necessary.

☐ Keep a folder of the following special situations for each pay period:
- Prior period adjustments that were approved during the pay period
- New hires
- Terminations
- FTE changes
- Any other job changes, supervisor changes, etc.
- Terminated employees that should be receiving PTO payouts
- Copies of forms sent to Payroll Services
- Copies of emails from Payroll Services that correspond with the pay period regarding special deadlines, etc.
- Anything additional that would be considered a special situation that needs to be watched closely

☐ Run the OUDR_UNFUNDED_POSITIONS query (PeopleSoft navigation: Main Menu > OU MAIN MENU > Payroll > Departmental Payroll>Departmental Payroll Reports > Departmental Payroll Queries). The "As Of Date" for this query will be the pay period begin date for the current payroll and the "Fiscal Year" will be the current fiscal year (20XX). Results will show any unfunded positions. Epafs must be submitted to fund the positions listed.

## Second Friday of Pay Period

☐ Remind employees to complete and supervisors to approve timesheets.

☐ Ensure all ePAFs are fully executed by the end of the day Friday. Search this by using the "View an ePaf" screen and search for any "on hold", "pending", "recycled" or "saved" forms. Contact the person listed as the next approver. Continue this until all ePafs are fully executed.

☐ Ensure all Add Pays are fully executed in the system. If you do not track them as you enter them, go to the "View an ePaf" screen and search for any "on hold", "pending", "recycled" or "saved" Add Pays. Contact the person listed as the next approver. Continue this until all add pays are fully executed.

☐ Run Timesheet Input Report in TAL to verify supervisors have entered leave for salary employees who are on extended leave. Verify supervisors have entered leave for hourly employees whose hours do not add up to their FTE (i.e., full time hourly employees should always have a minimum of 80 hours accounted for).
Job Aid- How to Run Timesheet Input Report

☐ Run Timesheet Validation Report in TAL. Contact supervisors/managers about any errors or irregular warnings, make sure they are corrected before the end of the day.
Job Aid- Validation Timesheet Report

☐ Send Leave Adjustment forms as early as possible to Payroll Services, if necessary, for the following situations:
- To remove holidays that should not have been accrued due to an employee having a full day LWOP the day before AND after the holiday. Just removing holidays from the timesheet will not remove the holiday accrual, causing the holiday to be banked and used on another day.
- To add holiday if an employee should have earned it, but it is not showing up in the holiday balance.

☐ Run the Employee Info Report in TAL and verify employees for any terminated supervisor and any other supervisor changes have been reassigned. Run the report for all active employees. If not updated, expedite the process to complete by the end of the day today so timesheets can be updated next week before the period is locked. (TAL Navigation: Reports > Payroll Processing > Employee Info)

## Monday, After Pay Period, Beginning of the Day

☐ **Timesheets are locked promptly at 5pm today**. Make sure all the daily tasks are completed before the deadline to ensure pay will be correct.

☐ If your department uses MedHub, this information is loaded by 9am. Work with the Residency Coordinator to make sure the data 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.

☐ Run Adjustment Status Report in TAL with "not approved" and "pending" selected. Delete any adjustments started in error. If this report is blank, no action is necessary. (See pg. 31-33 of TAL Supervisor Manual)

☐ Make sure new employees' and terminated employees' timesheets are correct.

☐ Rerun any reports from Friday that need a final verification.

☐ Check on any special situations to make sure the timesheets are filled out correctly.

## Monday, After Pay Period, After Noon, Repeat Until Complete

☐ Run Adjustment Status Report in TAL with "not approved" and "pending" selected. Delete any adjustments started in error. If this report is blank, no action is necessary. (See pg. 31-33 of TAL Supervisor Manual)

☐ Run Timesheet Validation Report in TAL. Contact supervisors/managers about any errors or irregular warnings, make sure they are corrected before timesheets are locked at 5pm.

☐ Run Timesheet Status-Not Approved report in TAL. Contact all supervisors that still has timesheets that need to be approved.

☐ Run Timesheet Status-Not Completed report in TAL. Contact all employees that still needs to complete their timesheet.

☐ Run Calculated Timesheet by Dept Report in TAL and verify hourly employees have full work periods complete (80 hours for full time employees or part time equal to FTE). Look for entry errors such as ESL, LWOP, Admin Leave, etc. Job Aid – Calculated Timesheet Report

☐ **After timesheets are locked at 5pm, 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. Contact Payroll Services if any pending add pays or job ePafs will be approved after the deadline of 5pm today.**

## Tuesday, After Pay Period, Afternoon

☐ Run Calculated Timesheet by Dept Report in TAL and Run Employee Time Summary (PeopleSoft navigation: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports > Employee Time Summary) to compare the worked times between both reports. Address any discrepancies. The TAL report shows what was entered on the timesheet, the Employee Time Summary shows what was transferred to PeopleSoft to be paid. Contact Payroll Services with any discrepancies.

☐ Employee Time Summary Verifications:
- No FMLA LWOP or other full LWOP employees with work hours.
- Paid Leave Payouts are within the allowed policy amounts and are included for all that are due.
- Prior Period Adjustments that were approved during the pay period should be verified.
- Terminated employees should not be on the report except for PTO payouts.

- Submit a Turn Off OK to Pay form to turn off any payments that should not be paid.

☐ Run Additional Pay Report (PeopleSoft navigation: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports > Additional Pay). Verify the following:
  - Add pays for this pay period sent through ePaf are fully executed and there is not a reoccurring payment that needs to be removed.
  - Any not executed will load in payroll after executed. Note: run this report even if you don't think you have add pays to verify you aren't missing a payment loaded in error.

☐ Run Adjustment Output Report in TAL by Pay period end date. This report will show you all prior period adjustments that were processed on this payroll. Use this report to verify any discrepancies in pay on the employees listed. (NOTE: a Prior Period Adjustment will possibly add or remove pay depending on the adjustment. You should be able to take the employees pay for the current period and deduct/add the changes on the prior period report and balance to the current payroll reports).
Job Aid – Adjustment Output Report

## Wednesday, After Pay Period, Afternoon

☐ Rerun Employee Time Summary (PeopleSoft navigation: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports > Employee Time Summary). Recheck list of verifications. Verify any paper forms submitted are showing. (If report is blank, rerun in a few minutes, this happens when Payroll is in the middle of a calculation)

☐ Run Additional Pay report (PeopleSoft navigation: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports > Additional Pay). Recheck list of verifications.

☐ Run Department Chartfield Register (PeopleSoft navigation: Main Menu > OU Main Menu >Payroll> Departmental Payroll > Departmental Payroll Reports > Department Chartfield Register). This report is the total gross per chartfield for all salary and hourly employees. If it is not on this report, they are not going to be paid. Spot check for errors. Note: check all salary employees on LWOP and verify payment amount is correct. Pay and FTE changes should be reflected. Chartfields should be checked, etc. We recommend doing a pivot table and comparing to last pay period to spot check any differences between this period and last, to make sure you can justify any change between the two payrolls. If any of the totals are off it may be because of split period funding or position changes which are causing the pay to duplicate on the report. Please verify the gross on the next query if you find earnings are duplicating.
Job Aid – Department Chartfield Register Report

☐ Run the OUDR_PAYCHECK_GROSS query (PeopleSoft navigation: Main Menu > OU MAIN MENU > Payroll > Departmental Payroll>Departmental Payroll Reports > Departmental Payroll Queries). This query is run by Pay Run ID and will show all gross earnings for all employees you have access to for the relative payroll.

☐ Once all reports look correct and the payroll looks clean of errors, all manual entries have been completed, any outstanding issues have been resolved, request the Financial Approver approve the payroll in PeopleSoft (PeopleSoft navigation: Main Menu > OU Main Menu > Payroll > Departmental Payroll > OUHSC Payroll Approval). **This should not be done if there are problems with the payroll that still need to be addressed. Approval** in PeopleSoft means that the payroll is ready to be paid.

## After Notification Payroll is Confirmed

☐ Run final Department Chartfield Register (PeopleSoft navigation: Main Menu > OU Main Menu > Payroll>Departmental Payroll > Departmental Payroll Reports > Department Chartfield Register). Note: This should not be the first time you are running this report, this is just the "final" report to keep for your records.

☐ Follow up on any missing information during the payroll process to be corrected on the next payroll.

# Biweekly Payroll Coordinator Checklist

☐ Complete or notify supervisors to complete Prior Period Adjustments found during the review process.

☐ Run query OUDR_PAYCHECK_PAYMENTMETHOD (PeopleSoft) and notify any OKC employees receiving paper checks that they will be receiving a paper check and are encouraged to set up direct deposit.  If the query is blank, there are no paper checks. OKC employees should pick up their checks in person at the Accounts Payable check window, 865 Research Parkway, Room 580 on Mondays and Fridays between the hours of 8 am and 5 pm.  Tulsa checks should be picked up in the Tulsa HR Office.


**NOTE: This checklist is based on a non-holiday week. Schedule will shift on weeks containing a holiday. Please check the "End User Payroll Calendar (HSC)" and emails from Payroll Services for specific deadlines and make notes on this checklist accordingly.**