Office of HUMAN RESOURCES — THE OHIO STATE UNIVERSITY

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Payroll Processing Monthly Checklist

College/Unit: _____ **Org:** _____

Pay Period #: _____ **Pay Period Ending Date:** _____

Timekeeping data entry deadline _____

	Checklist (Processing deadline calendars: hr.osu.edu/payroll/calendar.htm)	Date Completed	Initials
	Section I: Job Data Actions and Additional Pay		
HRI	1. All required Job Data actions have been entered into the HR System: ☐ Hires ☐ Position Changes ☐ Rehires ☐ JED Changes ☐ Terminations ☐ Pay Rate Changes ☐ Transfers ☐ Leave Payouts		
HRI	2. All required Additional Pay Actions have been entered into the HR System.		
	Section II: Timekeeping Entry		
TK	1. All "Application for Leave" forms for the pay period have been received and approved by the supervisors.		
TK	2. Exception time for all active employees has been entered and verified prior to the pay period deadline.		
HRI	3. Required corrections to leave balances have been entered into the HR System.		
TK	4. "High Exceptions" timekeeping exceptions have been reviewed and resolved using the Managing Exceptions pages.		
	Section III: Approval/Validation		
HRI	1. The Job Data Activity Report (HRB310) has been reviewed and verified for accuracy and appropriate approval. Any identified errors have been resolved.		
SFO	2. The Additional Pay Activity Report (HRB160) has been reviewed for accuracy and appropriate approval and entries have been approved in the HR System.		
TK	3. Leave forms have been matched with exception time entered for the period.		
TKA	4. Period timekeeping has been approved in the HR System.		
HRI	5. The "Check/Advice Distribution Report" – PAY364OS has been reviewed for accuracy and any discrepancies reported to Payroll.		
TK	6. Status of Leave Reports (HRB730) has been run and verified as correct and/or corrections identified for entry during next pay period.		
	Section IV: Reconciliation		
TK	1. Payroll Certifications have been completed for all employees		
AFO	2. All payroll expenditures (HRB110, HRB120 and HRB130, HRB140, Schedule 4) have been reconciled to the GL.		
TK	3. Leave forms and other payroll documentation have been retained per policy.		