

Payroll Monitoring Checklist - For Department HR Administrators

Note: Step by step guides can be found on the college [HR Administrator page](#)

| | |
|-------------------|--|
| Pay Period | |
|-------------------|--|

| Timeline | Action Item | Payroll Area | Notes | Status |
|---|--|--------------------|-------|--------|
| Wednesday morning prior to payroll deadline | Email a Time Entry Reminder to all hourly employees | Biweekly | | |
| Thursday afternoon prior to payroll deadline | Run the unapproved time and leave reports (cats_appr_lite and zhr_displayleave) . Send one email (blind copy) to all applicable supervisors (can use /spiner/ Employee with Supervisor Report to access supervisor details) | Biweekly | | |
| Friday prior to biweekly payroll deadline | Run the Timesheet Report (/SPIN/ER) , and send email reminder about any issues (note any issues to follow up on again prior to payroll deadline) | Biweekly | | |
| Friday (biweekly) or Day Before Monthly Final | Run Locked Employee Report (/SPIN/ER) - Verify the status of the ZPAR by reviewing screens 9022 (college level) and 9012 (Compensation level) and follow up with applicable office as need. If unresolved make a note to follow up on again prior to payroll deadline | Biweekly & Monthly | | |
| Work day prior to payroll deadline | Run Locked IT Workflow Report (/SPIN/ER) . Review the workflow status, in PA20, via the Services for Objects icon. Follow up with applicable office as need. If unresolved make a note to follow up on again prior to payroll deadline | Biweekly & Monthly | | |
| Work day prior to payroll deadline | Pay to Pay Comparison Report (/SPIN/ER) . Run remuneration statement (PC00_M10_CEDT) to research any issues. Reach out to applicable parties to resolve issues. Rerun remuneration statement prior to payroll deadline to ensure that the issue has been resolved. | Biweekly & Monthly | | |
| Work day prior to payroll deadline | Run Remuneration Statements (PC00_M10_CEDT) note any issues to follow up on again prior to payroll deadline | Biweekly & Monthly | | |
| Morning of Payroll Final | Review issues that were noted, and rerun applicable reports | Biweekly & Monthly | | |
| Afternoon of Payroll Deadline | Review notes one last time to ensure that all issues have been resolved | Biweekly & Monthly | | |