

Payroll Department Reconciliation & Audit Reports Chart

Payroll Reports Chart						
Report Title	Report Description	Navigation	When to Run	How to Use	Signature Required?	Retain as Official Audit Record?
Manager's Monthly Checklist	This is a monthly payroll checklist for Site Administrators/Managers to verify completion of payroll audits.	>District Website >Staff Portal >Payroll Page >Payroll Tools for Managers	Include with Official Audit Records for each calendar month .	Use to ensure that all monthly payroll reconciliation & auditing is being completed.	Yes	Yes
Site Account Code Charges	This report will produce transactions that belong to your site but are being charged against another site's account. This is time that has not yet paid and can be corrected before the deadline.	>Time and Labor >Reports >Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and run weekly for maintenance.	Monitor time reported that is being charged to another site that should be charged to your site. Monitoring these transactions allows you time to make corrections to account codes prior to the timekeeping deadline.	Yes	Yes
Cross-Site Account Code Charges	This report will produce transactions that are being reported by another site but are being charged to the account for your site. This is time that has not yet paid.	>Time and Labor >Reports >Cross-Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported by another site that is erroneously being charged to your site's account code. Producing and auditing this report prior to the payroll deadline allows you time to make corrections to erroneously reported account codes before the payroll confirms.	Yes	Yes
Audit Reported to Paid Time Report (Official Audit Report of finalized payroll transactions)	This report provides hours and leave reported in Time and Labor and the corresponding earnings paid for each employee at your site on an individual payroll. This time has already been paid.	>Payroll for North America >US Quarterly Processing >Audit Paid to Reported Time	Run on or around the 10th and the 20th of each month.	Use this report to closely audit all hours, leave and account codes reported and resulting earnings paid by your site for each pay cycle.	Yes	Yes
Time Summary	This report provides hours and absences being reported in Time and Labor for all employees at your site in summary fashion.	>Time and Labor >Reports >Time Summary	Run weekly to evaluate what is being reported in Time and Labor and prior to each Payroll time reporting deadline for one final review before payroll opens.	Used to audit and validate that what has been reported in Time and Labor is accurate (overtime, extra time, leave, etc.). This tool can be produced in Excel and can be run for one employee or an entire group of employees. Use this to review overtime that is being reported at your site for a current payroll or over a specified period of time (i.e. an entire fiscal year). Use it to evaluate absences and leave reported for employees in the same way you can for overtime usage.	No	Yes

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Filled Positions Report	This report produces employee data to verify FTE's, employee pay status, position number, job title and account strings assigned to the position.	>Workforce Administration >Workforce Reports >Filled Positions	Run on the 10th and the 20th of the month to audit employee characteristics.	Compare to the Audit to Reported to Paid Time Report to assure payment is being made correctly based on the employee data for critical pay elements such as FTE's and account codes.	No	Yes
Leave Balance	This report provides data for employees at your site with vacation balances of over 300 hours.	>Benefits >Manage Leave Accruals >Leave Balance Reports	Run on payday for the monthly payroll each month . This follows the close of a monthly payroll which is when all vacation hours reported are "taken" from leave balances.	Use this report to identify those employees who may exceed 328 hours as of August 31st each year. Any employee who exceeds 328 hours on that date will be paid for the excess on the September monthly payroll and the cost of that payment will be charged against site/department discretionary accounts.	No	No
T&L Blank Account Codes Report	This report provides details on substitute hours that were pulled in from the SmartFind Express (SAMS) system into PeopleSoft Time & Labor via an interface.	>Time and Labor >Reports >T&L Blank Acct Codes	Run at least weekly and any account code corrections must be made immediately.	Required for sites using SAMS to ensure the accuracy of reported Account Codes for substitutes. Account codes pulled in from SAMS are default codes for specified absences. Sites must change the default code for records that should be using something other than the default.	No	No

Payroll Reports- Linear Calendar		
Schedule	Report Name	Purpose
Weekly	Site Account Code Charges	For Review
	Cross-Site Account Code Charges	For Review
	Time Summary	For Review
Prior to hourly payroll deadline:	Site Account Code Charges	Official Audit Record
	Cross-Site Account Code Charges	Official Audit Record
On or near the 10th	Audit Reported to Paid Time Report	Official Audit Record
	Filled Positions Report	Official Audit Record
Prior to monthly payroll deadline:	Site Account Code Charges	Official Audit Record
	Cross-Site Account Code Charges	Official Audit Record
On or near the 20th	Audit Reported to Paid Time Report	Official Audit Record
	Filled Positions Report	Official Audit Record
On the monthly pay date	Manager's Monthly Checklist	Official Audit Record
	Leave Balance Report	For Review