



Monthly Payroll Checklist for Managers

This checklist is provided to managers to assure tasks required to monitor and audit payroll transactions are being completed each month. This checklist should be completed and signed by each site administrator/department head monthly.



To Do – Reconciling Your Payroll

Prior to the timekeeping deadline:

- Run the Time Summary Report to review positive hours and absences that have been reported. Look for excessive overtime. Make sure absences are being reported for employees.
- Validate back up documentation has been provided for all absences and hours reported.
- Make sure your timekeeper runs the SAMS Job Report daily. Make sure substitutes have signed in.
- Validate absences have been reported in Time and Labor by your timekeeper for employees reporting to SAMS.
- Make sure all hours and absences for each reporting period have been reported in Time and Labor by your timekeeper.
- Make sure your timekeeper is checking your roster/filled position report for employees you do not recognize or for employees working but not on your roster. Have the timekeeper notify Payroll immediately of any discrepancies.
- Run the Cross Site Account Code Charges Report. If there are charges being made against your department that shouldn't be, have your timekeeper contact the site charging and correct the entries. Sign the document and file with payroll records.
- Run the Site Account Code Charges Report. Make sure your site is not charging against another site in error. Any errors should be corrected by your timekeeper. Sign the document and file with payroll records.



To Do – Auditing Your Payroll

Following the close of the payroll (your timekeeper will be notified when these steps can be taken):

- Run the Audit Paid to Reported Time Report (official payroll audit report). Review reported hours and absences (right side of the document) to what was paid (left side of the document). Sign the document and file with payroll records. For assistance with using this document to review your payroll, contact the payroll director for an overview.
- Make sure all employees appearing on the Audit Paid to Reported Time Report are your employees or did work for you during the pay period. Contact Payroll regarding any discrepancies.
- Run the Vacation Balance Report to review employee balances approaching or exceeding maximum accrual.

Signature _____

Date _____