



Department Responsibilities

PAYROLL PROCESSING Biweekly Checklist

College/Unit _____ Org _____

Pay Period # _____ Pay Period Ending Date _____

Timekeeping data entry deadline _____

Checklist (Processing deadline calendars: www.ctrl.ohio-state.edu/pay/pay-calendars.shtm)	Date Completed	Initials
Section I: Job Data Actions and Additional Pay		
1. All required Job Data actions have been entered into the HR System:		
<input type="checkbox"/> Hires <input type="checkbox"/> Rehires <input type="checkbox"/> Terminations <input type="checkbox"/> Transfers <input type="checkbox"/> Position Changes <input type="checkbox"/> JED Changes <input type="checkbox"/> Pay Rate Changes <input type="checkbox"/> Leave Payouts		
2. All required Additional Pay Actions have been entered into the HR System.		
Section II: Timekeeping Entry		
1. All biweekly "Application for Leave" forms for the pay period have been received and approved and all timesheets for active employees have been reviewed and approved by supervisors.		
2. Hours worked and exception time for all active employees has been entered and verified prior to the pay period deadline based on approved timesheets.		
3. Required leave balance corrections have been entered into the HR System.		
4. "High Exception" timekeeping errors have been reviewed and resolved using the Managing Exceptions pages.		
Section III: Approval/Validation		
1. The Job Data Activity Report (HRB310) has been reviewed and verified to the approved documentation. Any identified errors have been resolved.		
2. The Additional Pay Activity Report (HRB160) has been reviewed for accuracy and appropriate approval and entries have been approved in the HR System.		
3. Time entered for the period has been matched to timesheets and approved in the HR System.		
4. The "Check/Advice Distribution Report" – PAY364OS has been reviewed for accuracy and any discrepancies reported to Payroll.		
5. 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		
1. Payroll Certifications have been completed for all employees		
2. All payroll expenditures (HRB110, HRB120 and HRB130, HRB140, Schedule 4) have been reconciled to the GL.		
3. Timesheets and other payroll documentation have been retained per policy.		



BSC Responsibilities

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