ARTS AND SCIENCES BUSINESS SERVICES
BSC Biweekly Payroll Checklist

College/Dept/ORG: _____   Pay Period: _____

1. The Additional Pay Activity Report (HRB160) has been reviewed for accuracy against data in the HR Action Request Tool for any Additional Pay Actions that were entered into the HR System.

2. eTimesheet Report (HRB760) and eLeave Report (HRB755) are used to verify data from the tools accurately migrated to the HR System.

3. The Payable Time Status Report (HRB750) along with the eTimesheet Report (HRB760) and eLeave Report (HRB755) is used to identify and handle discrepancies, manual entries, high exceptions and acknowledgements.

Signature: _____   Date Completed: _____