The pre and post payroll checklist should be used by each school/unit (defined as CCH level 5 (KSOM, CCH level 7)) for each pay period.
The role responsible for ensuring this is completed is the primary or lead HR/Payroll Analyst/Supervisor for that CCH.

EMPLOYEE PAYROLL MAINTENANCE

Timeframe: To ensure accurate pay, required timeframe is to receive approval 3-5 days before the payroll complete and settle

Compensation Plans

○ Run and Review **HCM Data Validation – Active Workers Without Comp Plans** (for all pay groups) report.

○ Identify individuals who need to be paid in next pay period and set up missing compensation plan.

Leaves

○ Run **Workers on Leave*** report to confirm employees are accurately coded as "placed on leave" or "returned from leave".

○ For Exempt Faculty, confirm adjustment payments have been sent to HRIS.

Reference Materials: Faculty Pay Adjustment for Leave of Absence: Parental Leave QRG

Maintain Costing Allocations

○ Run **Costing Allocation by Cost Center** report.

○ Verify accuracy and make changes as necessary.

Termination

○ Process terminations in accordance with the procedures established in the QRG for terminations including the following:

○ Deny electronic timesheet and/or submit paper timesheets.

○ Attach an ODCR if needed.

○ Request and submit adjustment requests if needed.

Reference Materials: Quick Reference Guide for Processing Terminations (Payroll)

Recommended Responsible Role(s): HR/Payroll Analyst and/or HR Partner, *Leave Specialist or Absences Partner (Limited).

ABSENCE MANAGEMENT

Timeframe: 3 days before payroll complete and settle

Bi-Weekly & Monthly Employees

○ Run **Time Off - Pending and/or Approved - Prompt for Plan (s)** report to ensure all department managers have approved time off requests prior to timesheet approval deadlines.

Absences that occur after payroll complete and settle should be entered and approved as needed and balances will be reflected on the following payslip.

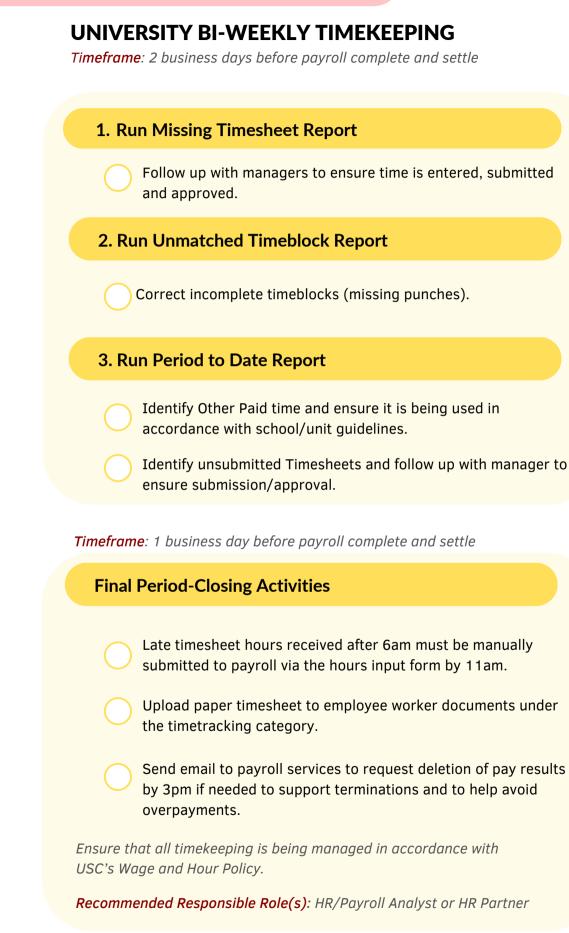*Recommended Responsible Role(s):* HR/Payroll Analyst

PAYROLL PROJECTIONS

Payroll Accounting

○ Run **Labor distribution/payroll register projection** report.

○ Ensure individuals are being paid the correct amount and costing allocation is accurate.

○ Make corrections as needed before payroll complete and settle.

Recommended Responsible Role(s): HR/Payroll Analyst or Budget Analyst

UNIVERSITY BI-WEEKLY TIMEKEEPING

Timeframe: 2 business days before payroll complete and settle

1. Run Missing Timesheet Report

○ Follow up with managers to ensure time is entered, submitted and approved.

2. Run Unmatched Timeblock Report

○ Correct incomplete timeblocks (missing punches).

3. Run Period to Date Report

○ Identify Other Paid time and ensure it is being used in accordance with school/unit guidelines.

○ Identify unsubmitted Timesheets and follow up with manager to ensure submission/approval.

Timeframe: 1 business day before payroll complete and settle

Final Period-Closing Activities

○ Late timesheet hours received after 6am must be manually submitted to payroll via the hours input form by 11am.

○ Upload paper timesheet to employee worker documents under the timetracking category.

○ Send email to payroll services to request deletion of pay results by 3pm if needed to support terminations and to help avoid overpayments.

Ensure that all timekeeping is being managed in accordance with USC's Wage and Hour Policy.

Recommended Responsible Role(s): HR/Payroll Analyst or HR Partner

USC University Payroll Services

TIMEKEEPING MANAGEMENT

Take Action on "Federal Work Study Pull List"

○ Submit signed (student and manager) timesheets to Payroll for all workers on work study pull list.

Ensure timely check release by pay date

Recommended Responsible Role(s): *HR/Payroll Analyst or HR Partner*

VALIDATE GROSS LABOR AMOUNTS AND PAYROLL ACCOUNTING

Run USC Labor Distribution Detail Report

○ Review pay results for accuracy. Ensure gross pay and payroll accounting results are accurate.

○ Identify pay results in need of correction and take action.

Recommended Responsible Role(s): *HR/Payroll Analyst or Budget Analyst or HR Partner*

PROCESS ADJUSTMENTS
Use the following corrective actions

Accounting Adjustments

○ Process Payroll Accounting Adjustment (PAA) to correct any accounting issues.

○ Edit costing allocations to avoid future accounting issues.

Reference Materials: *Assign Costing Allocation QRG, Create Payroll Accounting Adjustments*

Underpayments

○ Submit On Demand Check Request (ODCR) if an employee was underpaid.

○ Request compensation changes where applicable to avoid future underpayments.

Timeframe*: Must be completed prior to pay date*

Overpayments

○ Submit Payroll Overpayment Notification form if an employee was overpaid.

○ Request compensation changes where applicable to avoid future overpayments.

Recommended Responsible Role(s): *HR/Payroll Analyst or Budget Analyst*

WORKSPACE
Use the following to capture your notes/comments/updates

Pay Period:

Checked by Name:

Department (CCH Level 5 or 7):

Notes:

Recommended Responsible Role(s): *Due to the decentralized nature of USC, it is understood that the roles may vary between different cost center hierarchies however these are the recommended roles*