



importantpayrollverification

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Payroll Verification Items

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| <input type="checkbox"/> | Verify that service records were created and/or updated with leave. |
| <input type="checkbox"/> | Verify that the distribution codes reflect the correct fiscal year. |
| <input type="checkbox"/> | Verify that the appropriate distribution codes have a federal fund to grant code. (240 may not have a grant code) |
| <input type="checkbox"/> | Verify that the Original Employment Date or Latest Re-Employ Date fields are populated. |
| <input type="checkbox"/> | Verify if there are any changes to the Employment Type , Retiree Employment Type and/or Sub Type fields. |
| <input type="checkbox"/> | Verify all retirees for applicable surcharges. |
| <input type="checkbox"/> | Verify that the contract begin and end dates are within the applicable school year. |
| <input type="checkbox"/> | Verify the number of days employed. |
| <input type="checkbox"/> | Verify the % of day assigned (Did employees change from part-time/full-time?) |
| <input type="checkbox"/> | Verify the number of months in the contract. |
| <input type="checkbox"/> | Verify the number of payments and the number of remaining payments. |
| <input type="checkbox"/> | Verify the TRS eligibility from the View Employee Information in the TRS RE Portal. |
| <input type="checkbox"/> | Verify the employees who are coded Non-TRS eligible (should only be seasonal, subs, retirees, etc.) |
| <input type="checkbox"/> | Verify unemployment. Per the TASB May 2017 newsletter, superintendent wages are now subject to unemployment. Student workers are the only exempt exceptions. |
| <input type="checkbox"/> | Verify the employees who are coded with Y for FICA (only subs, seasonal, not students). |
| <input type="checkbox"/> | Verify salaries, distribution codes, and whether Expense 373 is selected for all applicable employees. |
| <input type="checkbox"/> | Verify the State Min Days field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab for all employees including support staff. Select the number of days closest to their # of Days Employed . |
| <input type="checkbox"/> | Verify that payoff dates for active employees reflect June, July, or August. |
| <input type="checkbox"/> | Verify new deductions. Deductions can either be manually entered or imported. |
| <input type="checkbox"/> | Verify next year payroll to budget. |
| <input type="checkbox"/> | Verify employee status; active or inactive. If the employee is inactive, the Termination Date must be populated. Verify that an ED90 has been submitted for non-returning employees. |
| <input type="checkbox"/> | Verify salaries and stat min by either running a user-created report or the Payroll > Reports > Payroll Information Reports > HRS6400 - Salary Verification Report with Pay Type 1 selected. |
| <input type="checkbox"/> | Subs - Run a user-created report to verify the following information: <ul style="list-style-type: none"> • TRS Member Positions • Contract Begin and End Dates (First day when sub begins work for the school year through last day of school) • FICA Eligibility • No TRS |
| <input type="checkbox"/> | Retirees - Run a user-created report to verify the following information: <ul style="list-style-type: none"> • Retiree Employment Type Code • TRS member positions • Contract Begin and End Dates (First day when retiree begins work for the school year through last day of school) • FICA Eligibility • No TRS |
| <input type="checkbox"/> | Use the August TRS Reporting Process guide to address TRS reporting. |

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| <input type="checkbox"/> | If applicable and not addressed in the August TRS Reporting Process, address August adjustment days. |
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