



importantpayrollverification

Table of Contents

Payroll Verification Items

Review and address the the applicable Payroll verification items. This should be completed before each group of employees start their new pay for the new year.

Run a user-created report to verify the following information:

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| <input type="checkbox"/> | Verify that service records were created and/or updated with leave. |
| <input type="checkbox"/> | Verify that Distribution codes are accurate and reflect the correct fiscal year. |
| <input type="checkbox"/> | Verify that the applicable 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 Number of Remaining Payments . |
| <input type="checkbox"/> | Verify TRS eligibility using the View Employee Information screen 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"/> | Reference the FICA/Medicare - Quick Reference to verify FICA eligibility for all employees coded Y specifically substitutes who were hired as full-time employees (e.g., teacher). (only subs, seasonal, not students) |

|Verify salaries, distribution codes, and whether **Expense 373** is selected for all applicable employees.]

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|--------------------------|--|
| <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 State Minimum salary by either running a user-created report or the Payroll > Reports > Payroll Information Reports > HRS6400 - Salary Verification Report with Pay Type 1 selected. |

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| <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. |
| <input type="checkbox"/> If applicable and not addressed in the August TRS Reporting Process, address August adjustment days. |
| <input type="checkbox"/> Ensure that auxiliary role IDs are set up for applicable employees. Reference the TSDS PEIMS Fall Submission Data for Business . |



Back Cover