



# importantpayrollverification



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## 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:

<input type="checkbox"/>	Verify that service records were created and/or updated with leave.
<input type="checkbox"/>	Verify that <b>Distribution</b> codes are accurate and reflect the correct fiscal year.
<input type="checkbox"/>	Verify that the applicable <b>Distribution</b> codes have a federal <b>Fund to Grant Code</b> . (240 may not have a grant code)
<input type="checkbox"/>	Verify that the <b>Original Employment Date</b> or <b>Latest Re-Employ Date</b> fields are populated.
<input type="checkbox"/>	Verify if there are any changes to the <b>Employment Type, Retiree Employment Type</b> and/or <b>Sub Type</b> fields.
<input type="checkbox"/>	Verify all retirees for applicable surcharges.
<input type="checkbox"/>	Verify that the contract <b>Begin</b> and <b>End Dates</b> are within the applicable school year.
<input type="checkbox"/>	Verify the <b>Number of Days Employed</b> .
<input type="checkbox"/>	Verify the <b>% of Day Assigned</b> (Did employees change from part-time/full-time?)
<input type="checkbox"/>	Verify the <b>Number of Months</b> in the contract.
<input type="checkbox"/>	Verify the <b>Number of Payments</b> and <b>Number of Remaining Payments</b> .
<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 <a href="#">FICA/Medicare - Quick Reference</a> 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)
<input type="checkbox"/>	Verify salaries, distribution codes, and whether <b>Expense 373</b> is selected for all applicable employees.
<input type="checkbox"/>	Verify the <b>State Min Days</b> field on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a> tab for all employees including support staff. Select the number of days closest to their <b># of Days Employed</b> .
<input type="checkbox"/>	Verify that <b>Payoff Dates</b> for active employees reflect June, July, or August.
<input type="checkbox"/>	Verify new <b>Deductions</b> . 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 <b>Termination Date</b> 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 <a href="#">Payroll &gt; Reports &gt; Payroll Information Reports &gt; HRS6400 - Salary Verification Report</a> with <b>Pay Type 1</b> selected.
<input type="checkbox"/>	Subs - Run a user-created report to verify the following information: <ul style="list-style-type: none"> <li>• TRS Member Positions</li> <li>• Contract Begin and End Dates (First day when sub begins work for the school year through last day of school)</li> <li>• FICA Eligibility</li> <li>• No TRS</li> </ul>

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| <input type="checkbox"/> | Retirees - Run a user-created report to verify the following information: <ul style="list-style-type: none"><li>• Retiree Employment Type Code</li><li>• TRS member positions</li><li>• Contract Begin and End Dates (First day when retiree begins work for the school year through last day of school)</li><li>• FICA Eligibility</li><li>• No TRS</li></ul> |
| <input type="checkbox"/> | Use the <a href="#">August TRS Reporting Process</a> 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 <a href="#">TSDS PEIMS Fall Submission Data for Business</a> .   |



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