



# Agency Payroll Processing Check List:

Pay Period: \_\_\_\\_\_\_\\_\_\_ to \_\_\_\\_\_\_\\_\_\_ For Payment Date: \_\_\_\_\_  
 Name of Individual confirming completion of this page: \_\_\_\_\_

## TIME/LEAVE

Step	Transaction Code	Purpose of the Review	Confirm Complete Initial/Date
<b>TIME/LEAVE ENTRY in CATS or MySCEmployee</b> a. Enter time/leave for employee(s) on a daily basis b. If applicable, enter charge objects on the CATS timesheet for appropriate time entries c. If applicable, enter premium wage types for shift differentials, etc. d. Ensure time entered by an employee in ESS has been approved, if appropriate in the absence of a supervisor and your agency policy e. Ensure that a schedule substitution is processed for temporary work schedule changes, if applicable	a. CAT2 b. CATS_APPR_LITE c. PA61	Enter/Edit/Correct time and cost distribution information on the CATS timesheet. View employee work schedules and update daily work schedule substitutions when necessary. Ensure that time related wage types are entered appropriately (on-call, call back, shift differential codes), Review time entered, warnings and errors.	
<b>TRANSFER TIME from CATS and Time Evaluation</b> a. Transfer Time (central process scheduled nightly) b. Time Evaluation central process scheduled nightly) c. Time/Leave Administrators resolve errors (daily as needed)	a. CATS_DA b. CAT2 c. ZHRMTR or CATC d. PT_QTA10 e. PT50 f. PT_BAL00	Evaluate missing time for non-exempt employees, time not approved by a supervisor, or unrecorded time. Evaluate time evaluation results for time wage types) compared against approved time in CATS_DA for variances. Review quota information or other absence related information to determine if/when employees may be approaching a LWOP payroll scenario. Ensure premium wage types have been keyed for employees eligible for on-call, call-back, and/or shift differentials, etc. Make time entry corrections as needed.	
<b>TIME INTERFACES (inbound) IH026 Kronos/Time Clocks</b> <i>*Applies to agencies using inbound interface only.</i> a. Time Interface (central process scheduled nightly) b. Time Administrators resolve errors from error file received from SCEIS (daily as needed)	a. CATS_DA b. ZHRMTR or CATC c. PT_BAL00	Evaluate missing time for non-exempt employees, time not approved by a supervisor, or unrecorded time for employees whose time is updated via the inbound time interface. Evaluate time evaluation results for time wage types) compared against approved time in CATS_DA for variances. Review the error report generated by the system (sent via email) to resolve SSNs not found in the system, missing punches not accepted via the interface, or inactive personnel numbers.	



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BENEFITS			
Step	Transaction Code	Purpose of the Review	Confirm Complete Initial/Date
<b>BENEFITS INTERFACES (inbound)</b> a. EIP Health Plans (central process scheduled nightly) b. SCRS Retirement Plans (central process scheduled nightly) c. IPP SCRS Retirement (central process scheduled semi-monthly) d. FBMC (central process scheduled semi-monthly) e. Great West 401K/457 Deferrals (central process scheduled semi-monthly) f. Great West 401K/457 Loan Payments (central process scheduled semi-monthly)	a. View IT0167- Health Plans via transaction code PA20 b. View IT0168- Insurance Plans via transaction code PA20 c. View IT0169- Savings Plans via transaction code PA20 d. View IT0170 Flexible Spending Accounts via transaction code PA20 e. View IT0377 Miscellaneous Plans via transaction code PA20 f. ZHRDEDARR- Deductions not Taken and Arrears Report g. S_PH9_46000360 (Exemption Expiration Report)	The Exemption Expiration Report should be run each pay period on or after the "blue" days on the payroll calendar. This report assists an agency in the determination of the expiration of exemptions for a particular period. The Deductions not Taken and Arrears report should be run to view any deductions not taken in the current or past pay periods, as well as any instances where an arrears situation may have occurred for an employee.	



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PAYROLL			
Step	Transaction Code	Purpose of the Review	Confirm Complete Initial/Date
<b>PAYROLL SIMULATION</b> (as desired) a. Payroll Simulation Report (Payroll to communicate errors to appropriate users for correction of master data.)	PC00_M10_CALC_SIMU	Run the Payroll Simulation Report after making a master data change on an employee's record to determine the impact to earnings as a result of that change for a particular period.	
<b>PAYROLL PROCESS AUDIT REPORTS</b> (as desired) Wage Type Reporter a) Variant Gross Payroll /101 b) Variant Net Payroll /560 c) Variant Claims /561 d) Variant Retro Difference /552 e) Variant Gross Comparison f) Variant Net Comparison g) OTHER VARIANTS as desired Payroll Reports a. Exemption Expiration Report b. EIC Indicators c. Arrears Deductions d. W-4 Withholding Allowance Report e. Temporary Grant Report f. IT1018 Position Cost Distribution	PC00_M99_CWTR  a. S_PH9_46000360 b. ZHR_EIC_IND c. ZHRDEDARR d. S_PH9_46000361 e. ZHR_GRANT_REP ORT f. ZHR_IT1018_REP ORT	Run the Wage Type Reporter each pay period on or after the "blue" days on the payroll calendar. Allows agencies to generate reports to view specific wage types to include employees in claims status, view total gross wages and/or net wages, see missing time the state has paid for but has not been accounted for by the employee, view variances among pay periods, etc. Run the Grant and IT1018 Reports to be sure that valid cost objects have been selected on positions to prevent payroll posting errors. Continue to run the other reports listed frequently to be sure information is complete and accurate before the payroll is processed.	



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<p><b>PAYROLL PROCESS AUDIT REPORTS</b>            (cont)            a. Missing Infotype Report</p>	<p>ZHR_MISSING_INFOTYPE</p>	<p>Run the Missing Infotype Report at any time to determine if any payroll related infotypes have not been completed that might prevent time and/or payroll from processing. It is important to note that missing infotypes can cause payroll errors or cause the payroll not to run at all for an employee. All employees must have a the following Infotypes completed for payroll to process correctly:            IT0001 Organizational Assignment            IT 0002 – Personal Data            IT0006 Addresses            IT0007 Planned Working Time            IT0008 Basic Pay            IT0009 Bank Details            IT 0169 Savings/Retirement Plans            IT0207 FED/State Residence Tax area            IT0208 State Work Tax Area            IT0209 Unemployment State            IT0210 Withholding Information W4/W5 US and State            IT1018 Cost Distribution of Position</p>	
<p><b>LABOR DISTRIBUTION and FI POSTING TOTALS</b> (period basis)            a. Labor Distribution Report</p>	<p>ZHRLDISTR</p>	<p>Run each pay period on or after the "blue" days on the payroll calendar. This report assists agencies in determining the distribution of employee costs by wage type (i.e., employee/employer contributions, benefits, retirement, etc.), amount, period, and cost objects (i.e., Cost Center, Fund, Functional Area, Grant, etc.)</p>	



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<b>Payroll Journal</b> (period basis) Set Variant a. Payroll Journal b. Direct Deposit register c. Payroll Check register d. Earnings Summary e. Deduction Summary	PC00_M10_CLJN	Run each pay period on or after the “blue” days on the payroll calendar. Allows Payroll Administrator to view the financial results of the payroll run. The user can see the gross amount, all the deductions made from the gross amount, and the net amount of the paycheck. The report can be done by payroll period for one or several employees. This report is useful when trying to determine why an amount either was or was not deducted from and employee’s gross pay and/or to view an employee’s gross pay to determine if the amount is correct.	
<b>Payroll Results</b> (period basis) a. Payroll Results Report	PC_PAYRESULT	Allows the user to view the results of the payroll. The report is also useful to determine if the payroll run was processed as an off-cycle or normal cycle, to determine if the payroll was voided and why, to determine if the payroll was reversed and why, and to determine if the payroll was issued with an out-of-sequence check number.	
<b>Employee Remuneration</b> (period basis) a. Pay Statements	PC00_M10_CEDT	Generate a pay statement for employees in ECC similar to the version generated for the portal each pay day. This report reflects an employee’s withholdings, deductions, gross and net earnings for the period and year-to-date, imputed income, etc. This report can be generated to view an employees pay for the current period or another period.	

**Payroll Infotypes – Effective by Pay Period/Check Date:** Remember that most payroll infotypes are effective by **pay period** and not check date.

The ones that are effective by **check date** are the following:

- 210 – Fed and State withholding
- 167 – Health Plans
- 168 – Insurance Plans
- 170 – Flex accounts
- 009 – Bank Details (For **Main Bank** only)