San Diego Unified
SCHOOL DISTRICT

Monthly Payroll Checklist for Managers

This checklist is provided to managers to assure tasks required to monitor and audit payroll transactions will be completed each month. This checklist must be completed and signed by each site administrator/department head monthly.

To Do – Reconciling Your Payroll

Prior to the timekeeping/payroll deadline (2 payrolls and 2 deadlines each month):

☐ Run the Time Summary Report to review positive hours and absences that have been reported. Look for: excessive overtime, absence reporting, etc. This report should be run regularly (weekly) to assure what is being entered into Time and Labor is accurate.

This can also be used as a tool to review employee hours and absences over periods of time where excessive absences, for example, are being monitored. It can be used to evaluate overtime expense year over year as well. Download to Excel to sort and filter what you need.

☐ Validate back up documentation (time cards and leave requests) has been provided for all absences and hours reported.

☐ Make sure your timekeeper runs the SAMS Job Report daily. Make sure substitutes are signing in.

☐ Validate absences have been reported in Time and Labor by your timekeeper for employees reporting to SAMS. SAMS populates hours to Time and Labor for substitutes but not absences for absent employees.

☐ Make sure your timekeeper is reporting hours and absences for each reporting period in Time and Labor. Meaning, earnings and absences must be reported in the earnings period they are earned/worked or the absences occur.

☐ Make sure your timekeeper is checking your roster/Filled Position Report each month for employees you do not recognize or for employees working but not on your roster. Have the timekeeper notify Payroll immediately of any discrepancies.

☐ Run the Cross Site Account Code Charges Report regularly during the month **and one last time prior to the payroll deadline.** If there are charges being made against your department that shouldn't be, have your timekeeper contact the site charging and **correct the entries prior to the payroll deadline**. Sign the final document for the payroll deadline and file with payroll records.

☐ Run the Site Account Code Charges Report (follow the same directions above for Cross Site Account Code Charges Report). Make sure your site is not charging against another site in error. Any errors should be corrected by your timekeeper. Sign the document and file with payroll records.

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To Do – Auditing Your Payroll

Following the close of the payroll (2 payrolls per month) have your timekeeper prepare these reports for your review. They will be notified by listserv when these steps can be taken:

- ☐ Run the Audit Reported to Paid Time Report (official payroll audit report). Review reported hours and absences (right side of the document) to what was paid (left side of the document). Sign the document and file with payroll records. For assistance with using this document or to review your payroll, contact the payroll director for an overview.

- ☐ Run the Filled Positions Report (also referred to as a roster). Review filled positions along with the Audit Paid to Reported Time Report. This will help you reconcile who is active, working and being paid at your site along with critical elements of pay like FTE. File this report with your Audit Paid to Reported Time Report.

- ☐ Make sure all employees appearing on the Audit Reported to Paid Time Report are your employees or did work for you during the pay period. Contact Payroll regarding any discrepancies.

- ☐ Run the Vacation Balance Report to review employee balances approaching or exceeding maximum accrual (328 hours).

Please sign and date this checklist each month and file with your payroll records.

Signature ____

Date ____