

University of Pennsylvania
Financial Training Department
Things to Consider Each Payroll Cycle

Below are some things to consider on an on-going basis in the course of hiring, maintaining and terminating your faculty and staff members:

- Who are **all of the employees** I am responsible for administering payroll?
- What are my upcoming **cutoff dates** for payroll, for additional pay forms, for time reporting, for database updates?
<http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/>
- Have all of my **positive employees** (Temps, Student Workers, etc.) turned in a timesheet?
- Have all of my **exception employees** turned in a **time sheet** for the sick, vacation, etc. time?
- Do I have need to consider **HOLIDAY** pay for anyone this pay cycle?
- Does my area use a PTO system and do I need to add the new employee?
- Does our area use electronic time sheets?
- Does my **new employee** have **minimum record** yet?
- Do I have any **additional pay** which need to be processed?
- Are any **distributions ending** this pay cycle?
- Does everyone have **Direct Deposit**?
- Do I have any **'A'**ctive employees who have **no active distributions**?
- Is anyone entitled to **'Late Pay'** for this pay period? Have monthly **'Late Pays'** been **approved**?
- Is anyone going on **medical leave** or **sabbatical**?
- Do I need to do a **Home ORG Transfer** and the **correct date** to transfer?
- Am I taking a **vacation day** and need to be sure there is someone to handle **my payroll transactions**?
- Has any **bio info** - address, phone number, education, marital status of one of my employees **changed** recently?
- Do I have all the **paperwork from the Hiring Officer** for our new employee – Signed Offer Letter, Request for Employment Form, Provost Staff Conference Minutes, etc?
- Is a **new employee** joining the department? If so, have they been contacted to let them know what **identification to bring with them** the first day?
http://www.finance.upenn.edu/ftd/Documentation/QRG_Onboarding_Checklist.pdf
- Has someone been **injured on the job**?
- Have I checked to be sure my **temporary workers** have not worked over **1,000 hours**? Over **1,250 hours**?
- If someone is **terminating** has their distribution and status been updated?
http://www.finance.upenn.edu/ftd/Documentation/QRG_Termination_Checklist.pdf
- If someone is **terminating** has their supervisor been informed to **retrieve all of their cards**: PennCard, Purchasing Card, TAC, etc?
- If someone is **terminating**, were they an **Access Administrator, Super User, Building Administrator**, responsible for Petty Cash, etc. or some other critical role to the department?
- Have their **access forms** been **processed** to **remove** their access to BEN Financials, Payroll, etc?
- Do I know someone in **Payroll** and am I **inviting them** to my next party?