Human Resources/Payroll Processing Checklist

Below are the top items you should routinely consider if you are responsible for managing Personnel records and Payroll for your area:

PennWorks

New Hires
✓ Do I have all of the appropriate paperwork completed? See the New Hire Processing Checklist which includes information regarding:
  • I-9 Form - Be sure to complete both Section 1 (Employee) and Section 2 (Employer)
  • W-4
  • Signed Offer Letter
✓ Confirm all new employees have Minimum Record ‘OK’.
✓ Do all active employees have an active Distribution?
✓ Does your new employee(s) have Direct Deposit?
✓ Remember, the Payroll cutoff is 3:00 p.m. each Monday for weekly payroll processing.

Terminations
✓ Do I have any employees terminating? If so, has the distribution ‘Stop Date’ been entered?
✓ Has their personnel record been terminated in PennWorks?

Additional Pay
✓ Does any ‘Additional Pay’ need to be processed for this pay period and are the required approvals completed?
✓ Do I have any vacation payouts and have I attached a copy of the employees vacation time balance with the correct accrual?

Time Reporting
Positive
✓ All weekly employees must turn in a time sheet for their time worked each week.
✓ All weekly employees must be ‘P’rocessed in Time Reporting. For a new employee, until their name appears on the screen, you need to add their name (PFS) to process their time.

Exception
✓ All weekly employees must turn in a time sheet for any Paid Time Off (PTO) or overtime hours for the appropriate week.
✓ If a new weekly employee’s name does not appear on the Time Reporting screen, DO NOT enter time in Time Reporting. If their Minimum Record is OK, they will automatically be paid and you will risk paying them twice!

DC (Distribution Change)
✓ To stop a weekly pay, enter in these fields: TR: DC; Hours: 00.00; Weekly Rate: 00.00
✓ To change a weekly pay, enter the following: TR: I for Insert.
  • Line 1: TR: DC; Earn Type: REG; Hours: 00.00; Weekly Rate: 00.00
  • Line 2: TR: TX; Earn Type: REG; Enter Hours, Hourly Rate, Job Class and Account #

Late Pay
✓ All Weekly Late Pays have been entered with the correct Week Ending Date.
✓ All Monthly Late Pays have been entered and approved.

Salary Management
✓ Always verify your department information in Salary Management the day after payrolls run to ensure everyone is paid and paid correctly!

Human Resources
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Payroll Office
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