



## 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 (**PF5**) 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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