RECONCILING GROSS PAYROLL REGISTERS (GPR's)

GPR's MUST be reconciled every month!

DSA Finance & HR/Payroll Office Responsibilities

- Review of all Departmental Timesheets
- Print GPR's from Business Objects
- Send each Department a copy of their Monthly, Bi-Weekly and Off-Cycle GPR's
- Review GPR's for Payroll accuracy

Departmental Responsibilities

- Maintain a printout of each employee's timesheet or Exception Time: Monthly, Bi-Weekly, Temporary
  - Screen print of each individual timesheet
  - Or, screen print of Departmental Payable Time Payroll Query: **MTL_PAYABLE_TIME_QTY_GROUP**
- Maintain a copy of Additional Pay requests:
  - PeoplePay
  - Moving/Relocation
  - Added Duties Differential
- Reconcile Timesheets & Additional Pay documents to GPR's for detailed Payroll accuracy
- Review GPR accuracy with Department Director

Reconciliation Errors to Watch For

- Total Hours paid to bi-weekly employees is different than recorded on timesheet
- Exception time submitted for Regular Employees is different than online timesheet or payable time query
  - Late REGULAR timesheets will pay as standard appointment hours (no exception time) if time is not keyed or approved online prior to the Payroll running.
  - Monthly GPR's reflect exception time reported on the prior month's timesheet
- Employee paid on GPR that does NOT work for the Department
- Overtime paid/not paid in error to bi-weekly employee
- Employee paid wrong hourly rate or wrong salary
- Employee received Additional Pay in error
- Employee paid on wrong short code
- Missing Work Study Credit

What to do if a problem is detected

- Review New Hire paperwork
- Review online timesheet and additional pay documents
- Review Department Budget
- Contact DSA Finance & HR immediately

Who to contact

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