**Critical Control Points Checklist for Payroll**

Place a check mark in the first column or NA if not applicable.

|  | **#** | **Timekeeping, Leave, and Payroll Tasks** |
| --- | --- | --- |
|  | 1 | Processing of time entry is a separate function from time entry approval; therefore, each role must be performed by two separate individuals. A payroll preparer cannot approve time entry and vice versa (Separation of Duties).**Resource:** [**Guide for Time Entry Guide for Payroll Preparers & Approvers**](https://umbc.app.box.com/v/Time-Entry-Leave-Mgmt-Guide) |
|  | 2 | Electronic Timesheets (ETS) and time keeping records\* should be submitted and approved according to the pay cycle schedule. The input, submission and approval of timesheets should be completed in a timely manner. Late timesheets may impact pay and/or leave processing.**Resource:** [**Electronic Timesheet Guides and Tutorials**](https://hr.umbc.edu/hris/electronic-timesheets/)Note:  \*Graduate Assistants and Contractual Faculty have time keeping requirements outside of the PeopleSoft ETS system.  Please consult the Graduate School or department/division/college for time keeping management for these employee populations. |
|  | 3 | The payroll approver should review each tab of the department’s Time Entry page (specifically dates, biweekly/hourly rates, hours, and payments) before approving in HR/PeopleSoft. If Time Entry approval is missed, the Department Time Entry Report\* should be run, each page approved (signed), and sent to Payroll for compliance records.A sample of time entry manual adjustments to hours and/or pay should be reviewed against the supporting documentation for accuracy and completeness.**Navigation to report:****UMBC Time and Leave Processing > UMBC Dept Time Entry Rpt (New)****Resource:** [**Guide for Time Entry Guide for Payroll Preparers & Approvers**](https://umbc.app.box.com/v/Time-Entry-Leave-Mgmt-Guide)Note: The Department Time Entry Report is a detailed document of what a Payroll Preparer has entered into Time Entry for each employee.\*This report can be run and saved as a PDF after saving time entry data or after the Payroll Approver has approved the data entered. The report must be downloaded and signed if the approver misses the PeopleSoft Time Entry Approval deadline. |
|  | 4 | Payroll checks should only be distributed by an employee independent of the department’s payroll preparation and approval process.**LINK:** [**Signature Authorization form**](https://umbc.app.box.com/file/948748922006?s=bookdsqe8gqp4xmy1rh1oq30dtrdotc0)Note: This form is used to designate Payroll Preparers, Approvers and representatives authorized to distribute payroll checks. |
|  | 5 | In order to validate and ensure accurate and complete payroll each pay cycle, the Final Gross Pay Acknowledgement must be reviewed and acknowledged in HR/PeopleSoft by the Department Payroll Preparer. Errors should be addressed through the payroll overpayment, advance, or retroactive pay processes.**Navigation: UMBC Time & Leave Processing > Gross Pay Review & Acknowledge****Resource:** [**Final Gross Pay Acknowledgement Process**](https://my3.my.umbc.edu/system/shared/attachments/0b45c90e9409b52eb3229526cfa9fdf7/63fe13d5/news/000/111/516/dcc8a9fd507393fbe719661712d9ad64/Payroll%20Gross%20Pay%20Acknowledgement%20Training.pdf?1628796708) |
|  | 6 | Payroll Preparers must review employees’ leave to identify negative leave balances. Preparers must research and initiate communication with the employee and/or supervisor for resolution. The Preparer must then contact the HRIS team to coordinate the necessary manual adjustment(s). The Detailed Leave Report\* should be used as the source report to review leave data.**Navigation: UMBC Time and Leave Processing > UMBC Detailed Leave Report****Resource:** [**Time Entry & Leave Processing Manual**](https://umbc.box.com/v/Time-Entry-Leave-Mgmt-Guide)Note: The Detailed Leave Report is run by pay run id and dept id, extracting all leave eligible employees in one PDF report. |
|  | 7 | The Manual Leave Acknowledgement must be reviewed and acknowledged in PeopleSoft by the Department Payroll Preparer or Approver as needed to validate manual leave adjustments. The validation process consists of comparing processed manual adjustments against source documents to ensure the proper adjustment(s) have been entered, processed and posted. The acknowledgement box is checked and the record is saved. An audit stamp is recorded within the record.**Navigation:  UMBC Time and Leave Processing > Leave Audit-Manual Adjustments****Resource:** [**Leave Acknowledgement Guide**](https://umbc.box.com/v/Leave-Audit-Man-Adj-Guide) |
|  | 8 | Dual Employment must be reviewed and verified quarterly by the Department Payroll Preparer. The verification process is to ensure that an employee who is working for multiple state agencies does not have overlapping work hours between those agencies.**Resource:** [**Dual Employment Reference Page**](https://hr.umbc.edu/payroll/payroll-preparerapprover/dual-employment/)Note: Specific exclusions are considered by HR Payroll before the verifications are sent to preparers. Quarterly cycles are as follows:* 1st Quarter: January-March
* 2nd Quarter: April-June
* 3rd Quarter: July-September
* 4th Quarter: October-December
 |