Monthly Payroll Checklist

Revised 9/28/15

DIVISION OF RESEARCH
TEXAS A&M UNIVERSITY
Research Enterprise Business Services

Monthly Payroll for: _____

For the month of: _____ _____ Prepared by: _____

☐ Run a LWOP Report in LeaveTraq.

- In LeaveTraq, change user role to Dept. Admin.
- Click on the "Reports" tab
- To select a report choose "Adloc leave without pay report"
- Choose DOR Unit for report, entering the first day of the previous month and the last day of the current month (*This is in case someone submitted LWOP after the previous month's payroll was submitted; it should then be deducted from the current month's payroll along with any current LWOP hours*).
- If an individual has taken LWOP, you will locate that individual on the monthly payroll report, click on the "Adjust button", and enter the number of LWOP hours submitted.
- In the event an employee should receive no pay for the entire month, click on the "Zero" tab.

☐ Verify all employee leave has been submitted appropriately, meets eligibility criteria, and has required approvals. *(Example: Employee leave submitted on the first working day of this month cannot be deducted from this month's accruals.)*

☐ Contact Renee' to determine if FMLA might be a factor on someone's leave that affects monthly payroll.

☐ Check to see if recently processed EPA's are complete and compare to monthly payroll report.

- If changes do not appear, check to see if EPA has been approved by all in the routing path. If it has not, it may be necessary to contact someone to approve the EPA.
- If an EPA was approved after the monthly payroll report was downloaded, click the "Refresh" button next to the individual whose information needs updating.

Items to Verify and/or Change:

☐ *List all EPA's processed throughout the month that will affect monthly paid employees.*

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

Instructions:	**For Questions, Contact:**	
Complete checklist when monthly payroll is due. When ready to approve, send completed checklist and LWOP report to **Kim Williamson** for review and approval.	**Renee' Weidemann** 845-2060 r-weidemann@tamu.edu	**Kim Williamson** 845-2555 kwilliamson@tamu.edu