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Human Resources
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Reviewing Preliminary and Final Paylists

Preliminary and Final Paylists are the primary internal control to ensure that payroll is calculated, recorded, and disbursed accurately for services performed at the University of Florida.

This guide will cover the processes of reviewing Preliminary and Final Paylists, making corrections and overall best practices.

Security Roles

You will need one of the following roles to manage exceptions in Time and Labor:
- ✓ UF_TL_DEPT_APPROVER
- ✓ UF_TL_DEPT_PROCESSOR

Receipt of Preliminary and Final Paylists

Preliminary and Final Paylists reports are generated by UFIT and distributed by email to department payroll processors who currently have the security role of UF_TL_DEPT_PROCESSOR. The lists are sent in a PDF report version and in an Excel version.

NOTE: 10 versions of each report are retained in the system at any time allowing for the 3 most recent pay periods of Preliminary Paylist reports and the 10 most recent pay periods of Final Paylist reports to be accessed at any time. Best practice is to save the paylists for future reference.

The reports can also be accessed using the following path:
NavBar > Main Menu > Enterprise Analytics > Access Enterprise Analytics

1. A new window will open, and Team Content will be displayed.
2. Navigate to Human Resources Information > Pay Information > Current Pay Cycle > Delivered Payroll Paylist Reports > Preliminary Payroll Listings

3. Find your VP area.
   - There is an Excel folder to retrieve Excel versions of this report.

4. Navigate to the report of your choice. Click on the 3 dots to the Right of the Report's name and click View Versions.
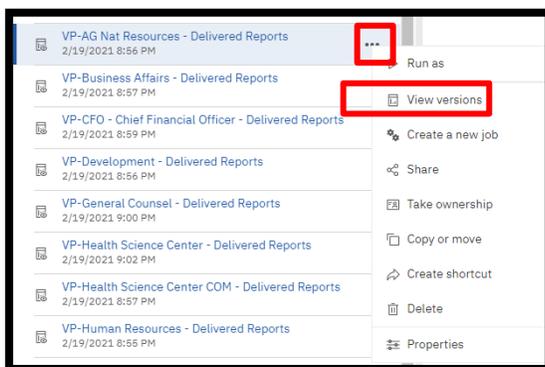
5. The most current date will be the first Version visible.
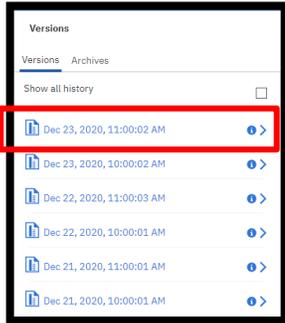
- If you want to change the version of the PDF to a different date, you must Click the Date you want.

6. Then at the appropriate date select the PDF icon.
    - The format icon and text (PDF) opens the PDF

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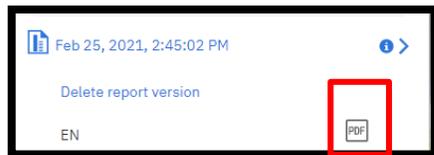
Preliminary Paylist

Timely review of the Preliminary Paylist will verify that any errors have been resolved and reduce the need for issuance of emergency checks. If something appears on this report that should not, you have until Time and Labor closes to fix it.

Preliminary Payroll Listing
by Pay Period End Date: 7/27/2017
for Pay Check Date: 8/4/2017

Run Date: 07/27/2017

Empl ID	Name	Paylist Dept	Paylist Dept Descrip	Earnings Dept	Emp Rec #	FTE	Earnings Beg Date	Earnings End Date	Earns Code	Std Hours	Actual Hours	Hrly Rate/ Bi-Wkly Rate	Actual Gross	Non Pay TRC	Net Pay
00000000	Jacobs, John	61020000	VPBA-OFFICE OF SUSTAINABILITY	61020000	0	1.00	Jul 14, 2017	Jul 20, 2017	TNE	80.00	40.00	22.07	882.78		
				61020000	0	1.00	Jul 21, 2017	Jul 27, 2017	TNE		40.00	22.07	882.78		
Pay Check Number: 0										**80.00**	**80.00**		**$1,765.56**		**$1,322.84**
11111111	Brown, Henry	61020000	VPBA-OFFICE OF SUSTAINABILITY	61020000	0	1.00	Jul 14, 2017	Jul 20, 2017	TMP	80.00	29.00	22.00	638.00		
				61020000	0	1.00	Jul 21, 2017	Jul 27, 2017	TMP		6.00	22.00	132.00		
Pay Check Number: 0										**80.00**	**35.00**		**$770.00**		**$624.45**
22222222	Morgan, Fred	61020000	VPBA-OFFICE OF SUSTAINABILITY	61020000	0	0.50	Jul 07, 2017	Jul 13, 2017	TMP	40.00	2.00	15.00	30.00		
				61020000	0	0.50	Jul 14, 2017	Jul 20, 2017	TMP		7.00	15.00	105.00		
Pay Check Number: 0										**40.00**	**9.00**		**$135.00**		**$122.91**
33333333	Smith, John	61020000	VPBA-OFFICE OF SUSTAINABILITY	61020000	2	1.00	Jul 14, 2017	Jul 20, 2017	TMP	80.00	30.00	14.37	431.10		
				61020000	2	1.00	Jul 21, 2017	Jul 27, 2017	TMP		40.00	14.37	574.80		
Pay Check Number: 0										**80.00**	**70.00**		**$1,005.90**		**$759.87**

Preliminary Paylists are sent to payroll processors on the Wednesday, Thursday and Friday mornings prior to each payroll closing to allow time for payroll processors to verify that the data is accurate BEFORE closing.

It is very important that you review your PRELIMINARY and FINAL Paylists for any errors. Pay records without distributions will result in "no pay" even though these records will be reported on your Preliminary Paylists.

Preliminary Paylists will display the following:
- Approved Time entered via Punch Timesheet or Web Clock
- Approved Time entered via Elapsed Timesheet (for exempt and non-exempt employees)
- Exempt time that does not require approval

Employees Missing a Paycheck

At the beginning of the Preliminary Paylist is a section to help identify those individuals who will not be receiving a paycheck as of the date the report was generated.

Employees Missing Paychecks

Empl ID	Name	Emp Rec #	Employment Eff Dt	Empl Status	Job DeptID	Latest Job Action Dt	Compensation Frequency	Empl Type	Compensation Rate	Standard Hours	FTE	Sal Admin Plan
55555555	Anderson, John	0	08/22/2016	A	61020000	08/30/2016	H	H	10.00	10	0.25	STAS
66666666	Goodman, Sam	0	05/13/2016	A	61020000	05/24/2016	H	H	10.00	20	0.50	STAS
77777777	Taylor, Erin	0	05/12/2016	A	61020000	05/17/2016	H	H	10.00	20	0.50	STAS
88888888	Doe, John	0	02/17/2017	A	61020000	04/05/2017	H	H	13.00	10	0.25	STAS
99999999	Alligator, Albert	1	05/09/2016	A	61020000	05/11/2016	H	H	10.00	10	0.25	STAS

If there are no individuals who are missing a paycheck, it will read "No Missing Paychecks Detected."

If active employees, who worked during the pay period, are showing up on the above list, it could be due to the following:
- Hours not entered on timesheet
- Hours entered on the timesheet but not approved (Hours that are entered will be available the following day for approval. Hours then approved will be processed and a paycheck created the following day)
- Paycheck not generated by the system for some reason. (This section reflects every employee who does not currently have a paycheck generated in the system at the time the paylist report was run)
- Best practice is to have hourly employee enter time through the end of the pay period, in advance, during closing week so that it can be processed, approved, and can be reviewed on the paylist prior to payroll closing.

Errors

Most errors, and the resulting required emergency checks, could be avoided by careful review of the Preliminary Paylists.

Typical errors/problems that a Preliminary Paylist review could avoid are:
- Overpayments or underpayments to active employees
- Continued payments to terminated employees
- Benefit cancellation issues due to emergency check issuance

Correction in time entry can be made during the review period and any issues that cannot be resolved by the processor should be addressed by contacting payroll-services@ufl.edu on Wednesday or Thursday of each payroll closing week to ensure adequate time for correction prior to payroll closing.

Final Paylist

1. Log in to myUFL and navigate to NavBar > Main Menu > Enterprise Analytics > Access Enterprise Analytics.
2. A new window will open, and the Enterprise Analytics Homepage will be displayed.
3. Navigate to Team Content > Human Resources Information > Pay Information > Current Pay Cycle > Delivered Payroll Paylist Reports > Final Payroll Listings

4. Find your VP area.
   • There is an Excel folder to retrieve Excel versions of this report
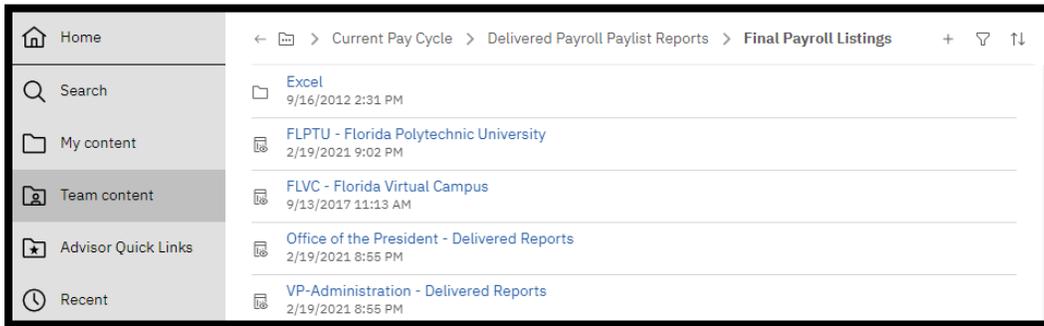
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7. Then at the appropriate date select the PDF icon.
   - The format icon and text (PDF) opens the PDF

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Delete report version
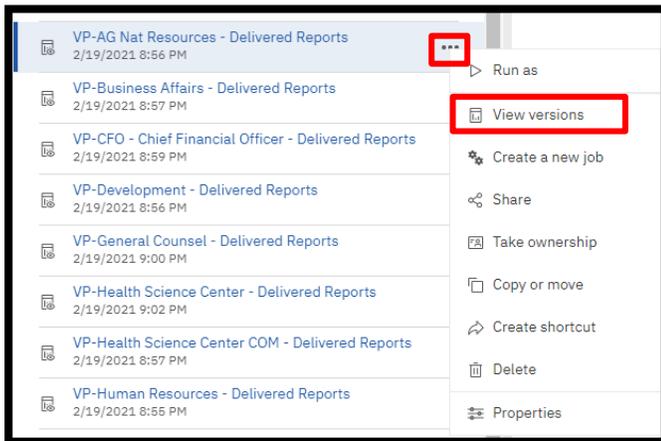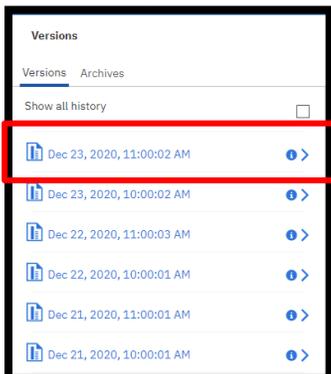
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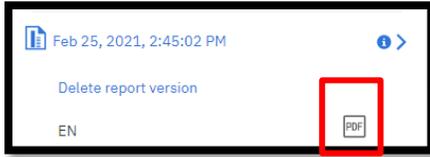
The Final Paylist will reflect pay that will be paid for each employee on the upcoming payday.

my ufl

Final Payroll Listing
by Pay Period End Date: 6/15/2017
for Pay Check Date: 6/23/2017

Run Date: 06/19/2017

Empl ID	Name	Paylist Dept	Paylist Dept Descrip	Earnings Dept	Emp Rec #	FTE	Earnings Beg Date	Earnings End Date	Earns Code	Std Hours	Actual Hours	Hrly Rate/ Bi-Wkly Rate	Actual Gross	Non Pay TRC	Net Pay
11111111	Thomas Green	03010000	EM-ENROLLMENT MANAGEMENT ADMIN	03010000	2	0.35	Jun 02, 2017	Jun 08, 2017	STU	28.00	13.75	17.00	233.75		
				03010000	2	0.35	Jun 09, 2017	Jun 15, 2017	STU		12.50	17.00	212.50		
				15060200	4	0.42	Jun 02, 2017	Jun 08, 2017	STU	33.60	19.50	19.00	370.50		
				15060200	4	0.42	Jun 09, 2017	Jun 15, 2017	STU		19.25	19.00	365.75		
Pay Check Number: 8399402										92.00	65.00		$1,182.50		$992.59
22222222	John Smith	15040000	DCP-LANDSCAPE ARCHITECTURE	15040000	0	1.00	Jun 02, 2017	Jun 15, 2017	FAC	80.00	80.00	5169.64	5169.64		
Pay Check Number: 8377660										80.00	80.00		$5,169.64		$3,544.42
33333333	Scott Thoomas	15040000	DCP-LANDSCAPE ARCHITECTURE	15040000	5	1.00	Jun 02, 2017	Jun 15, 2017	FAC	80.00	80.00	4268.21	4268.21		
Pay Check Number: 8399774										160.00	80.00		$4,268.21		$2,638.20
44444444	Jane Jones	15040000	DCP-LANDSCAPE ARCHITECTURE	15040000	1	0.33	Jun 02, 2017	Jun 15, 2017	FAO	26.40	26.40	936.61	936.61		
				15040100	2	0.27	Jun 02, 2017	Jun 08, 2017	TMP	21.60	4.50	42.00	189.00		
				15040100	2	0.27	Jun 09, 2017	Jun 15, 2017	TMP		3.50	42.00	147.00		
Pay Check Number: 8401065										80.00	34.40		$1,272.61		$1,144.18

Due to the amount of activity that can take place during the three days of closing, it is a best practice that payroll processors review the Final Paylist on the Monday after payroll closes to ensure the paycheck will be correct.

If an error is found on a payment(s) to employees, Payroll Services should be contacted immediately at payroll-services@ufl.edu. There are deadlines that are required for the request of an emergency check and other correction deadlines.

Best Practices
- Review your Preliminary Paylist as soon as it is available to you for each day prior to payroll closing
- Verify the correct number of hours are being paid per the employee's current FTE for each employee on the paylist and for each appointment
- Verify the hourly or bi-weekly rate for each employee for each appointment
- Verify the earnings code is correct for the hours being paid and the record number
- Make corrections to hours entered as needed
- Get approvals, if needed
- Contact Payroll Services for payroll corrections and/or questions, if needed
- Review your Final Paylist the Monday after payroll closing
- Keep a copy of the Final Paylist with evidence of review and approval for auditing purposes
- Retain Preliminary and Final Paylists for at least three full fiscal years for auditing purposes

Additional Help

Payroll and Tax Services   352-392-1231
Payroll-services@ufl.edu
https://www.fa.ufl.edu/departments/payroll-services/

Leave Administration: 352-392-2477
central-leave@ufl.edu
http://hr.ufl.edu/leave/default.asp

Further resources are available at http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp.