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.

The reports can also be accessed using the following path:


NOTE: Preliminary and Final Paylists are only available for the current period and three prior pay periods. Access to history is limited. Best practice is to save the paylists for future reference.

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.
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

Included at the end of the Preliminary Paylist is a section that lists employees who are active but are not showing a paycheck as of the date the report was generated.

<table>
<thead>
<tr>
<th>Emp ID</th>
<th>Name</th>
<th>Emp Rec #</th>
<th>Employment Eff Dc</th>
<th>Emp Status</th>
<th>Job Dept ID</th>
<th>Latest Job Action Dc</th>
<th>Compensation Frequency</th>
<th>Empl Type</th>
<th>Compensation Rate</th>
<th>Standard Hours</th>
<th>FTE</th>
<th>Sal Admin Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>5555555</td>
<td>Anderson, John</td>
<td>0</td>
<td>08/22/2016</td>
<td>A</td>
<td>61020000</td>
<td>08/30/2016</td>
<td>H</td>
<td>H</td>
<td>10.00</td>
<td>10</td>
<td>0.25</td>
<td>STAS</td>
</tr>
<tr>
<td>6666666</td>
<td>Goodman, Sam</td>
<td>0</td>
<td>05/13/2016</td>
<td>A</td>
<td>61020000</td>
<td>05/24/2016</td>
<td>H</td>
<td>H</td>
<td>10.00</td>
<td>20</td>
<td>0.50</td>
<td>STAS</td>
</tr>
<tr>
<td>7777777</td>
<td>Taylor, Erin</td>
<td>0</td>
<td>05/12/2016</td>
<td>A</td>
<td>61020000</td>
<td>05/17/2016</td>
<td>H</td>
<td>H</td>
<td>10.00</td>
<td>20</td>
<td>0.50</td>
<td>STAS</td>
</tr>
<tr>
<td>8888888</td>
<td>Doe, John</td>
<td>0</td>
<td>02/17/2017</td>
<td>A</td>
<td>61020000</td>
<td>04/05/2017</td>
<td>H</td>
<td>H</td>
<td>13.00</td>
<td>10</td>
<td>0.25</td>
<td>STAS</td>
</tr>
<tr>
<td>99999999</td>
<td>Alligator, Albert</td>
<td>1</td>
<td>05/09/2016</td>
<td>A</td>
<td>61020000</td>
<td>05/11/2016</td>
<td>H</td>
<td>H</td>
<td>10.00</td>
<td>10</td>
<td>0.25</td>
<td>STAS</td>
</tr>
</tbody>
</table>

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 be 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 timelaborhelp@admin.ufl.edu on Wednesday or Thursday of each payroll closing week to ensure adequate time for correction prior to payroll closing.

**Final Paylist**

The Final Paylist will reflect pay that will be paid for each employee on the upcoming payday.
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 should be contacted immediately at timelaborhelp@admin.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 & Tax 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
timelaborhelp@admin.ufl.edu
http://www.fa.ufl.edu/departments/payroll-tax-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.