

## Payroll Audit Checklist

Dept/School: \_\_\_\_\_

Preparer: \_\_\_\_\_

Payroll Run # \_\_\_\_\_ Pay Date \_\_\_\_\_

**Timekeeper/Secretary:**

**Completed by:      Date**

1	Verify all timesheets have been turned in		
2	Verify all timesheets have been signed & dated by employee		
3	Verify all timesheets have been signed & dated by approver (Employee's supervisor)		
4	Verify all timesheet that have ADT/OVT have a pre-approval form attached		
5	Verify all timesheet that have absence hours have a pre-approval form attached		
6	Enter additional hours worked into AS400, where applicable		
7	Print AS400 query panels H605/H617/H619 showing add'l time worked entries for verification		
8	Enter absences into AS400, where applicable		
9	Print AS400 query panel H608 showing absence entries for verification		

**Third Party Reviewer:**

10	Compare timesheets with AS400 screen prints from #7 and #9 above (sign and date each screen print)		
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**Timekeeper/Secretary:**

11	Reviews complete payroll package to ensure all steps have been completed		
<b><i>After the Payroll Run has processed:</i></b>			
12	Print the Payroll Run reports received via email		
13	Principal/Director reviews, signs & dates the gross/net pay Check Detail report		
14	File all of the above documentation in your Payroll Run folder/file		

***Top Audit Concerns:***

<i>Timesheet Approver must sign and date the timesheets</i>
<i>Third party must sign and date the printed input screens</i>
<i>All ADT/OVT and absences must be pre-approved by the Approver</i>