Monthly Payroll Account Funding Review Checklist

Grant Administrators, Principal Investigators, and/or Business Managers are responsible for reviewing report activity monthly to ensure it is appropriate for the research being conducted.

This checklist will assist in ensuring expenses are being posted to the award appropriately and timely.

Date	✓	Things to remember:
1st Day of the Month		Run HCM payroll query, **SC_PY_FUND_BYPROJ_DATE**, to determine if an employee's salary funding needs to be updated. If a change is needed complete an Account Change Form. An Account Change Form to update payroll accounting for the 15th pay date must be received **seven business days prior** to the 15th and will impact employees as follows: • **Current Employees:** The update will change the 1st – 15th pay dates • **Lag Employees:** The update will change the 16th – 30th pay dates of the prior month Visit the Payroll website for the most up to date pay calendars.
		Review HCM Distribution to see actual payroll transactions for the payroll that just posted. Remind PIs to review the Grant Dashboard and HCM Distribution for the previous month to ensure the correct employees are charged to their grant(s). Complete **Payroll Retro Funding Change Form(s)** as needed.
5th Day of the Month		Use the query, **SC_PY_ACCT_CHG_BY_STATUS** to ensure submitted Account Change Form(s) have been fully approved for the **15th payroll**.
16th Day of the Month		Run HCM payroll query, **SC_PY_FUND_BYPROJ_DATE**, to determine if an employee's salary funding needs to be updated. If a change is needed complete an Account Change Form. An Account Change Form to update payroll accounting for the 30th pay date* must be received **seven business days prior** to the 30th and will impact employees as follows: • **Current Employees:** The update will change the 16th – 30th pay dates • **Lag Employees:** The update will change the 1st – 15th pay dates of the prior month *The actual pay date will vary depending in the specific month. (e.g. 29th, 30th, 31st) Visit the Payroll website for the most up to date pay calendars.

		Review HCM Distribution to see actual payroll transactions for the payroll that just posted. Complete **Payroll Retro Funding Change Form(s)** as needed.
17th Day of the Month		Use the query, **SC_PY_ACCT_CHG_BY_STATUS** to ensure submitted Account Change Form(s) have been fully approved for the **30th payroll**.

Note: If an employee is paid from a sponsored award that is approaching its end date, departments should proactively review and complete any necessary account funding changes before the award expires. If an advance account is needed, departments should also submit the request in advance to ensure payroll expenses continue to post accurately and to the appropriate funding source.