

# Payroll Rep Check List

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Naming convention for documents sent to Payroll:  
Employee ID#\_Last Name\_Action\_Action Effective Date  
Temps: Employee ID#Last Name\_TEMP Action\_Action Effective Date

- ✓ Do PAF's as soon as you can. Don't wait to send them to Payroll all at once.
- ✓ Review your PAF's for accuracy and appropriate supporting documents. Incomplete, incorrect or unsigned paperwork will be returned.
- ✓ Non-Exempt Employees - Did any employees want to convert Overtime to Comp Time? Remember, employees must sign a Comp Time Agreement before they can get Comp Time.
- ✓ Check all PAF's for the Pay Period. Make sure information has been entered correctly in ADP. Notify Payroll of any errors.
- ✓ We cannot combine two different types of earnings.  
  
**Temp to Regular or Regular to Temp** - Temp earnings are not eligible for Retirement contributions.  
  
**Non-Exempt to Exempt or Exempt to Non-Exempt** - Only Non-Exempts are eligible for overtime.  
  
When making one of these position changes, it usually takes two pay periods to make sure each position type is paid correctly. You may need to do a retro form to finish the process of moving your employee. Please notify Payroll as soon as possible if you have one of these transactions.  
  
Let's work together to get these processed correctly.
- ✓ 28-Day Payrolls - Be sure to check the DEFAULT payroll just like you would a Time-Keeper payroll. If an employee is terminating during default; going out on LWOP; Regular to Temp; Temp to Regular; out on Workers' Comp; or other actions, we may need to process their action during default so they are paid correctly.

## Pay Sheet Review

- ✓ Check all Regular and Temp New Hires to make sure their first paycheck looks good.
- ✓ Check all Regular & Temp Terminating Employees to make sure their work hours are correct. Check all Regular Employee Pay Outs - (Vacation; Possibly Sick; Holiday; Comp. Time)
- ✓ Run *Compare Prior to Current Gross* Report.
- ✓ Run *Pay Sheet Review Summary* Report.
- ✓ Check any special cases such as FMLA Employees; Military Leave; Work Comp; LWOP; etc.
- ✓ Check any one time items such as Bonus, Retro Pay, Out-of-Title Pay, etc.
- ✓ Exempt Employees - Sometimes you MUST record their time.  
  
When an exempt employee is first hired or terminates sometime during the pay period, then you must enter their time for each day they worked. The ADP system automatically processes 80 hours for a full time employee when there are no hours listed on the time sheet.