


9.2 Pre-Payroll Processing Checklist

Purpose: Use this checklist to verify if all the reports and queries have been run to identify any actions to be taken before payroll is processed.

Audience: HR, Benefits, Time & Labor and Payroll Admins.

-  You must have at least one of these local college managed security roles:
- <please refer to the "Quick Reference Guide" column for navigation role information>
- If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

NOTE: This is a checklist to be used as a guidance tool and the process/reports need not be run in any particular order.

Pre-Payroll Process Checklist

Office	Only on A or B or Both Payrolls	Process	Description	Navigation (Process Name)
HR	A	Step Increment process	Run this process to automatically move employees to the next salary step when they have completed the required time in the current step.	Compensation > B Maintain Plans > A Increment

Benefits	Both	Identify Age 50 Extensions	Run this process to identify and allow those employees eligible for the 457 15 year catch-up and the 403(b) age 50 extensions, to have the additional deduction limit of \$6,000.00 added to their 457 and 403(b) plan. The 402(g) is the limit type for the 403(b) plan.	Benefits > Monitor Extensions > Identify (BN_AGE50_AE)
Benefits/ Payroll	Both	TIAA-CREF Over 6 Pct Report	Identify those TIAA-CREF 7.5 and 10 percent plans to charge the excess above 6 percent to correct fund.	Payroll for North A Custom > CTC Report Over 6 Pct (CTC_R_268_AE)
HR/Payroll	06A / every summer quarter	Attach a Balloon Payment Calendar to an Employee	Attach the Balloon Payment Calendar to the Job Data of the employee who is scheduled to receive an additional amount to their regular salary.	Set Up HCM > CTC Payment ID Table

HR	Both	Run Query QHC_MISSING_STD_HRS_FREQ	Identify employees with missing work period.	Reporting Tools > Viewer (QHC_MISSING_STD_HRS_FREQ)
Benefits	Both	Run New Hire Checklist Query CJ_EES_BY_HIRE_DT	Ensure all the below items are entered for new hires: ACA Benefit Code, LTD, Retirement default for Classified, VEBA, VEBA Site, HCA Avg Cost if appropriate, any elections already made.	Reporting Tools > Viewer (CJ_EES_BY_HIRE_DT)
Benefits	Both	Assign ACA Status	Assign ACA Employment Status to new hires.	Benefits > CTC Custom Status
Benefits	Both	Run Query QHC_BA_ENROLLED_RETIREMENT	Employee enrolled in retirement plan.	Reporting Tools > Viewer (QHC_BA_ENROLLED_RETIREMENT)
Benefits	Both	Run Query CTC_MED_NO_VEBA	Employee enrolled in medical plan	Reporting Tools > Viewer (CTC_MED_NO_VEBA)

			without VEBA.	
Benefits	Both	Run Query QHC_BA_FSA_DCAP_NO_FSA_FEE	Employee enrolled in FSA or DCAP w/no FSA Admin Fee.	Reporting Tools > Viewer (QHC_BA_FSA_DCA
Benefits	Both	Run Query QHC_BA_EE_LTD_ENR	Employees enrolled in LTD.	Reporting Tools > Viewer (QHC_BA_EE_LTD_
SBCTC Jobs	Both	Run the Benefits Auto Enrollment Process (E-188)	Benefits Auto Enrollment process that must be run at each pay end date.	Benefits > CTC Cus > Benefits Auto En (CTC_AUTO_ENR)
Payroll	Both	Run Query	Active	Reporting Tools >

		QHC_PY_NON_UNION_PAYING_UNION	employees where union dues are being deducted that are not in the Union. Deduction codes: 000205, 000206, 000208 and 00210.	Viewer (QHC_PY_NON_UNION_PAYING_UNION)
Payroll/HR	Both	Run Query CTC_HR_SEPARATION	This query displays employee data where separated by prompted Effective Date range and Company. Includes FTE, DEPT, Last Check Dt, Name, Company Seniority Date, JobCode, Position.	Reporting Tools > Viewer (CTC_HR_SEPARATION)
Payroll	Both	Run Query ERE_PERSDATA_ADDRESS_W_CO	Mailing Address	Reporting Tools > Viewer (ERE_PERSDATA_ADDRESS_W_CO)
Payroll	Both	Run Query QHC_HR_MISSING_LI	Employees missing L&I general deduction	Reporting Tools > Viewer (QHC_HR_MISSING_LI)
Time&Labor	Both	Run Query CTC_UNAPPROVED_LEAVE	Unapproved Leaves	Reporting Tools > Viewer (CTC_UNAPPROVED_LEAVE)

Time&Labor	Both	Run Query CTC_UNPAID_LEAVE	Unpaid Leaves	Reporting Tools > Viewer (CTC_UNPAID_LEA
Time&Labor	Both	Run Query CTC_TL_PAY_TIME_BY_PERIOD		Reporting Tools > Viewer (CTC_TL_PAY_TIME
Benefits	Both	Run query QHC_BA_TIAA_BY_AGE		Reporting Tools > Viewer (QHC_BA_TIAA_BY