

Mandatory Audit Procedures for *Payroll Users/Fiscal Admins/Timekeepers

Query/Report Name	Function	Description/Instructions	HIP Security Role	Prompts	Action Required	Minimum Frequency, If Mandatory
HIP_TL_CANCELLED_LEAVE	Displays all cancelled leave for a given date range.		Payroll Users and Fiscal Admins	Date Range	Ensure the accuracy of all listed cancelled absences and follow-up with the user if revisions are necessary.	Before Timesheet Deadline
HIP_TL_EXT_LEAVE_NO_PAY	To identify employees on WC or TDI where their salary will be turned off and to assist with WC/TDI Business Process	When you see an employee on this query they will not be paid their Semi-Monthly Salary due to being on Extended Leave	Payroll Users and Fiscal Admins	Check Date	Review each period before completing any WC or TDI payments	Before Timesheet Deadline
HIP_TL_GROSS_OT_ND_MEAL_REVIEW	Number of hours of OT, Night Shift, Meals and estimate of hourly rate and estimated gross	Use for review of OT, Night Shift, Meals	Payroll Users and Fiscal Admins	Choose 12/31/9999 to show anything needing approval/needs approval or choose a valid pay day after payroll is complete to see final payment to employee	Review Hours on employee Timesheet and advise Timekeeper/Employee of any corrections needed	Before Timesheet Deadline
HIP_TL_HRLY_EE	Reported hours for hourly employees		Payroll Users and Fiscal Admins		Review for any inaccurate time reported. Contact employee or supervisor or make changes on timesheet if required	Before Timesheet Deadline
HIP_TL_HRS_OT_ND_MEAL_REVIEW	Number of hours of OT, Night Shift, Meals	Use for review of OT, Night Shift, Meals	Timekeeper	Choose 12/31/9999 to show anything needing approval/needs approval or choose a valid pay day after payroll is complete to see final payment to employee	Review for any inaccurate time reported. Contact employee or supervisor or make changes on timesheet if required	Before Timesheet Deadline
HIP_TL_OT_NO_MEALS	Overtime Reported on TS and no meals reported	Shows employees that have overtime reported on timesheet but no meals are inputted	Timekeeper		Contact employee/supervisor to input meals, or input meals on employee behalf	Before Timesheet Deadline
HIP_TL_PAYABLE_TIME_BY_TRC	Query for payable time that includes all TRC codes		Payroll Users and Fiscal Admins	Time Reporting Code (TRC) and Date Range	Review for any inaccurate time reported. Contact employee or supervisor or make changes on timesheet if required	Before Timesheet Deadline
HIP_TL_PAYABLE_TIME_BY_TRC	Query for payable time that includes all TRC codes		Timekeeper	Time Reporting Code (TRC) and Date Range	Review for any inaccurate time reported. Contact employee or supervisor or make changes on timesheet if required	Before Timesheet Deadline
HIP_TL_REG_HRS_NOT_SUBMITTED	Displays reported regular hours compared to scheduled hours for Hourly and Exception Hourly employees based on a given check date.		Timekeeper	Check Date	Ensure that all listed employees report their regular hours for payment.	Before Timesheet Deadline
HIP_TL_SAVED_REPORTED_TIME	Identifies time that was saved by the employee but not submitted for approval	Contact employee to submit time saved	Timekeeper		Contact employee to submit timesheet	Before Timesheet Deadline
HIP_TL_SRNA_EM08_EE_OVERTIME	Query to identify EE with Overtime who may not be eligible for OT. Query pulls OT for employees in Salary Plan SRNA and EM08, not limited to BU13 (but identified in BU13 CBA) and HI_GRADES SR31, SC01, SC02, SC03, ES01, ES02 or ES03.	Includes Position FLSA status as reference	Timekeeper		Contact employee/supervisor to remove OT or remove OT on timesheet on employee's behalf, if necessary	Before Timesheet Deadline
HIP_TL_TIME_COMMENTS	Pulls all EE comments associated to Time and Leave		Payroll Users and Fiscal Admins		Ensure time requested is compliant with Collective Bargaining Unit	Before Timesheet Deadline
HIP_TL_TIME_COMMENTS	Pulls all EE comments associated to Time and Leave		Timekeeper		Ensure time requested is compliant with Collective Bargaining Unit	Before Timesheet Deadline
HIP_TL_TIME_IN_PROCESS	To review time that will load for payroll processing	Approved and Estimated Time	Payroll Users and Fiscal Admins		Review for any inaccurate time reported. Contact employee or supervisor or make changes on timesheet if required	Before Timesheet Deadline
HIP_TL_TIME_IN_PROCESS	To review time that will load for payroll processing	Approved and Estimated Time	Timekeeper		Review for any inaccurate time reported. Contact employee or supervisor or make changes on timesheet if required	Before Timesheet Deadline
PY_ADDL_PAY_LISTING_UAC	Listing of Additional Pay Entries scheduled to be processed		Payroll Users and Fiscal Admins		Review for any inaccuracies	Before Timesheet Deadline
HIP_LWOP_UNRESOLVED_PAYMENTS	Identifies employees with outstanding LWOP unresolved balances	Actn Rqrd: Outstand LWOP Trans	Payroll Users and Fiscal Admins		Audit timesheet and pay data to validate unresolved balance and either recover overpayment, reimburse underpayment, or adjust balance	Before Timesheet Deadline and After Payroll Confirmation

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HIP_TL_SUPERVISOR_EXCEPTIONS	Identifies any outstanding exceptions waiting for resolution	Pending Supervisor exceptions	Timekeeper		Notify Supervisors of outstanding exceptions to be reviewed and resolved	No later than timesheet deadline day
HIP_TL_HRS_WORKED	Query to identify an EEs time worked	Results will include employee hours worked, broken out by earnings begin and end date	Timekeeper		Review for any inaccurate time reported. Contact employee or supervisor or make changes on timesheet if required	Before and After Timesheet Deadline
HIP_TL_HRLY_NOT_APPRV	Query to identify reported hours for hourly employees NOT approved		Payroll Users and Fiscal Admins		Contact Supervisor to review and approve hours worked	Before Approval Deadline
HIP_TL_HRLY_NOT_APPRV	Query to identify reported hours for hourly employees NOT approved		Timekeeper		Contact Supervisor to review and approve hours worked	Before Approval Deadline
HIP_TL_PAY_UAC_NO_MATCH_JED	Pay Other Earns from TL, Account does not match Job Earns Dist	Query when Combo Code on Pay Other Earnings Source from T&L does not match Combo Code entered in custom Job Earnings Distribution	Payroll Users and Fiscal Admins		Review for accuracy. Combo Code from Timesheets is different from Combo Code on Job Data on Job Earnings Distribution	Before Approval Deadline
HIP_TL_PAYABLE_TM_NOT_APPROVED	Identify any employees with payable time that needs approval to be paid		Timekeeper		Contact supervisor to approve time	Before Approval Deadline
HIP_TL_OK_TO_PAY_TURNED_OFF	OK_TO_PAY Turned Off	To be run after pay sheets created to verify WC/TDI. Run for Pay Run ID.	Payroll Users and Fiscal Admins		Review and identify employees that have their Base pay turned off	Day after approval deadline
HIP_TL_PAY_COMPARE_DEPT	Turn around total for department, gross amounts, current pay period versus last pay period		Payroll Users and Fiscal Admins		Review department totals	Day after approval deadline
HIP_TL_PAY_COMPARE_EE	Turn around total for payroll - employee gross amounts, current pay period versus last pay period		Payroll Users and Fiscal Admins		Review check totals	Day after approval deadline
HIP_TL_GRS_OT_ND_MEAL_REV_UAC	Number of hours of OT, Night Shift, Meals and estimate of hourly rate and estimated gross with associated UAC		Payroll Users and Fiscal Admins	Paycheck Date	Review Hours on employee Timesheet and advise Timekeeper/Employee of any corrections needed	Before Payroll Confirmation
HIP_TL_HRS_WORKED_CHECK_DT	Query to identify and EEs time worked by check date	Results will include employee hours worked, broken out by earnings begin and end date	Payroll Users and Fiscal Admins		Review for accuracy. Combo Code from Timesheets is different from Combo Code on Job Data on Job Earnings Distribution	Preliminary results - after Supervisor Approval Day and during HR Lock Out days; Final Results - Timesheet Open Day
HIP_TL_HRS_WORKED_CHECK_DT	Query to identify an EEs time worked by check date	Results will include all employees hours worked, broken out by earnings begin and end date	Timekeeper		Review for any inaccurate time reported. Contact employee or supervisor or make changes on timesheet if required	Preliminary results - after Supervisor Approval Day and during HR Lock Out days; Final Results - Timesheet Open Day
M_PY_EARNS_BY_EE_UAC_BY_EFFDT	Listing of pay processed through payroll. Shows full listing of employees on Payroll number user has access to.	Earnings by EE, UAC and Name	Payroll Users and Fiscal Admins	Paycheck Date and Company	Review for what was processed through payroll	After pay statements available
M_PY_PAY_EARN_DIST_BY_APPROP	Listing of pay processed through payroll by specific appropriation	PR Earn Dist w/UAC by Appropriation	Payroll Users and Fiscal Admins	Check Date, Fund, Fiscal Year, Appropriation, Department	Review for what was processed through payroll in certain Fund, Fiscal Year, Appropriation and Department	After pay statements available
HIP_TL_CMP_TM_CHG_PLAN	Employees who transferred from one bargaining unit to a bargaining unit of a different union.		Timekeeper		Ensure that Comp Time balances prior to the employee's transferred are entered into the employee's new Comp Time buckets.	Monthly
HIP_TL_CRNT_DELEGATIONS	Current delegations (Delegate and Receiver)		Timekeeper		Delegation request needs to be granted to someone up the chain of command. If not, work with Supervisor to re-work request.	Monthly