



# Monthly Payroll Account Funding Review Checklist

Grant Administrators, Principal Investigators, and/or Business Managers are responsible for reviewing report activity monthly to ensure appropriateness toward their research.

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

Date	✓	Things to remember:
1 <sup>st</sup> Day of the Month		Run HCM payroll query, <b>SC_PY_FUND_BYPROJ_DATE</b> , to determine if an employee salary funding needs to be updated for the <b><u>15<sup>th</sup> payroll</u></b> . Complete Account Change Form(s).
		Review HCM Distribution to see actual payroll transactions for the payroll that just posted. Complete Payroll Retro Funding Change form(s) as needed.
		Review transactions that have posted to the Grant Dashboard for the previous month. Complete any JVs, JEs, APEXs, as necessary.
		Ensure Account Change Form(s) submitted have been fully approved for the <b><u>30<sup>th</sup> payroll</u></b> .
3 <sup>rd</sup> Day of the Month		Ensure submitted Account Change Form(s) have been fully approved for the <b><u>15<sup>th</sup> payroll</u></b> .
5 <sup>th</sup> Day of the Month		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). If changes need to be made, work with a Business Manager to submit an Account Change Form and/or a Payroll Retro Funding Change Form.
16 <sup>th</sup> Day of the Month		Run payroll queries to determine if an employee salary funding needs to be updated for the <b><u>30<sup>th</sup> payroll</u></b> . Complete Account Change Form(s).
		Review HCM Distribution to see actual payroll transactions for the payroll that just posted. Complete Payroll Retro Funding Change form(s) as needed.
17 <sup>th</sup> Day of the Month		Ensure submitted Account Change Form(s) have been fully approved for the <b><u>30<sup>th</sup> payroll of the month</u></b> .
20 <sup>th</sup> Day of the Month		Ensure PIs have approved subaward invoices received.
25 <sup>th</sup> Day of the Month		Complete requests for Risk accounts or re-budgets, as necessary.
		Review outstanding encumbrances and request closure, as necessary.