Payroll Reconciliation Process

To ensure that information in the payroll system is consistent with information in the financial system, departments shall reconcile payrolls for each payroll, by payroll, not accounting period.

When processing from timesheets to CLAS to PAM to CORE, there are system assurance checks in place during processing. If the amounts are not in balance, the system processing will stop, until we correct, and the amounts are back in balance.

Departments shall reconcile payrolls from CPPS extract, to CLAS, to PAM, to CORE, at the department level in CPPS/Cabinet level in CORE.

Departments may reconcile at additional levels other than the top level of department/cabinet, depending on Agency needs. Some departments can be reconciled by division, some departments will prefer to reconcile down to the employee level. Departments have flexibility in how they reconcile payrolls.

OSC will define basic requirements as to what will need to be included in reconciliation; Gross wages, Fringe, etc

Departments should validate payroll numbers with CPPS each payroll. This process should already be in place, prior to CORE/Labor Allocation

Below are suggested reports to use to reconcile payroll:

CPPS payroll extract, by department, by payroll

Reports: Document Direct DD43AM/ DD43AB Payroll Balancing Extract

Document Direct DD43BM/ DD43BB GTN Pay Report/Expenses, Gross Pay, Contribution Summary

Document Direct DD41M/DD41B SCH.Exception & Financial Controls/Financial Controls

There are a few other reports available in Document Direct as well. There are also available CPPS extracts (generally provide detail by Employee), for those of you who have access. The Document Direct reports contain all of the information from CPPS.

CLAS reports are loaded into Document Direct each time a payroll is run through the Labor Allocation process

Reports: LA9910 CLAS ALLOCATION DOLLAR REPORTS
                          ALLOCATION DOLLAR AUDIT
                          ALOCATION DOLLAR DETAIL
                 LA9920 CLAS INTERFACE TO HR/PAM AUDIT REPORTS
                          INTERFACE TO HR/PAM DETAIL
                          INTERFACE TO HR/PAM SUMMARY

PAM reports,

Report: CORE/infoAdvantage/LDC/LDC-007

CORE reports

Report: GA-014

                 GA-015

                 GA-999

Departments shall document their reconciliation process and the reconciliation for each payroll. As noted earlier, departments have flexibility in how they reconcile payroll, as long as the payroll system and the financial system have consistent information.