



6.5.4 Payroll Reporting

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.5 Payroll Services	Date Last Reviewed: May 2016
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: May 2016

I. Purpose

To assign responsibilities to the payroll services office for reporting deductions to proper agencies.

II. Scope

This policy applies to the Payroll Services Office.

III. Policy

After all payrolls are processed, payroll reconciles all deduction balances. The deductions and matching funds are then forwarded to the proper agencies. Payroll reviews/reconciles all Payroll liability and expense accounts to ensure that transactions are posted accurately to the General Ledger in the Peoplesoft Financial System.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination		
05/2016	Policy Revision		