Policy Number: 702.2
Policy: Payroll Budget to Actual Review
Effective Date: April 2, 2013
Revision Date:
Responsible Party: University Budget Director
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PROCEDURE:

I.   Update information on the Payroll Audit Spreadsheet

   A.   Add new positions

   B.   Delete cancelled positions

   C.   Update position budgets to match the annual position budget upload to Banner HR

   D.   Verify index and distribution percentages

   E.   Update employee pay rates

   F.   Modify data throughout the year as authorized by approved Employee Transaction Forms (ETFs)

II.   Review payroll budget to actual expense using the Payroll Audit Spreadsheet

   A.   Update the pay period information

   B.   Enter/update actual payroll expenses based on Banner payroll reports

   C.   Compare actual payroll expense to estimated payroll expense

   D.   Reconcile any variances

      1.   Report errors in funding sources or distribution percentages to payroll supervisor and request corrections
      2.   Follow-up on completion of corrections
      3.   Report unauthorized payroll expenses to the Budget Director

REFERENCES: