

Payroll Process

Descriptive Narrative to Accompany Process Flowcharts

Payroll Reconciliations

After paycompute at the end of each biweekly and monthly cycles, the time roster is reconciled against the pay audit reports. This reconciliation provides the payroll team a final opportunity to make adjustments to any repayments or process a transaction to request a rush check for any missed payments.

In addition, reports from the Times Benefit Roster are reconciled against accruals in the payroll system and the timesheets.

BRC Assistant double checks for the preparer and reviewer initials, logs the completion of the reconciliation and documents are filed.