Quick Reference Guide – Payroll Processors

**Preliminary Paylist/Final Paylist** - Review upcoming/final pay for faculty and staff.
Main Menu > Enterprise Reporting > Access Reporting > Human Resources Information > Pay Information > Current Pay Cycle > Delivered Payroll Paylist Reports

**Review Paycheck** – Provides a picture of the upcoming paycheck.
Main Menu > Human Resources > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

**Review Self-Service Paycheck** – Provides a picture of the employee’s paycheck stubs as the employee sees them when they are in self service.
Main Menu > Human Resources > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck

**Reported Time Audit** – Shows date/time entered and who entered the time.
Main Menu > Human Resources > Time and Labor > View Time > Reported Time Audit
To view who entered the time and when, select the History link.

**Payable Time Detail** - Used in reviewing employees’ time prior to payroll closing and shows the status of hours for a range of dates. Also identifies who approved time and when it was approved.
Main Menu > Human Resources > manager Self Services > Time Management > View Time > Payable Time Detail. To view who approved the time and when select the Cost and Approval tab.

**Leave Accrual Balances** - Leave balance for an employee.
Main Menu > Human Resources > Benefits > Manage Leave Accruals > Review Accrual Balances

**Leave Reports** – Review for accuracy of faculty and staff usage, accruals and balances.
Main Menu > Enterprise Reporting > Access Reporting > Human Resources Information > Benefits Information > Leave

**Security Roles** – Find out what security roles you have.
Main Menu > My Account > My Roles


**Schedule of Paydays and Critical Dates** - [www.fa.ufl.edu](http://www.fa.ufl.edu) > Departments > Payroll and Tax Services > Payroll Schedules. URL: [http://www.fa.ufl.edu/departments/payroll-tax-services/payroll-schedules/](http://www.fa.ufl.edu/departments/payroll-tax-services/payroll-schedules/)

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