

## 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 > 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 > 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 > 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 > 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 > 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**

**Time and Labor Forms** - [www.fa.ufl.edu > Forms and Resources > Forms > Payroll and Tax Services](http://www.fa.ufl.edu/forms-and-publications/forms/#payroll). URL: <http://www.fa.ufl.edu/forms-and-publications/forms/#payroll>

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