Anatomy of a Payroll Verification Report

This report is centrally run on Friday prior to payday. It is a required report used to reconcile biweekly payroll. It is housed in the Reporting Center.

Log in to MyU (myu.umn.edu). Navigate to: Key Links > Reporting Center > Reports Run for Me > PA VERIFY RPT.

Note: To view reports specific to a singular ZDeptID, enter a ZDeptID into the Filter field and click <Filter>.

Payroll Verification Reports will only be available in the Reporting Center for 90 days. The image system retains copies of current and historic Payroll Verification Reports.

1. **Report Header Information**
   The report header section contains the following values:
   a. ZDeptID value and description
   b. HRMS DeptID value and description
   c. Company values (Each company has its own report, e.g., UNS, UMP, UMN, UMR, UMI.)
   d. Off-cycle or on-cycle indicators (“Y” for yes and “N” for no)
   e. Pay end date for the payroll period
   f. Check date
   g. Report run date and timestamp
Anatomy of a Payroll Verification Report (cont.)

2. Payroll Information
   The payroll information section contains information on the employee being paid including:
   a. Name of employee, EmplID, empl record
   b. Earnings code (See Earnings Code list for a complete listing of all earn codes.)
   c. Earnings begin date and end date (Prior period earnings are indicated by an earnings begin date that is earlier than the pay period begin date.)
   d. Position number the employee (incumbent) is being paid from
   e. Job code affiliated with the position employee is being paid from
   f. Compensation rate specific to the earnings code
   g. Number of hours being paid specific to the earnings code
   h. Earnings for the pay period
   i. Distribution Override (“Y” indicates a combo code was entered on the payline and is overriding UM Distribution Entry.)
   j. Total number of hours and earnings

3. Distribution Information
   The distribution section contains information on the actual distribution for the payroll period including:
   a. Earnings end date
   b. Distribution (ChartField string payroll is being paid from) by earnings code
   c. Work study related (“Y” indicates the pay is work study related.)
   d. Earnings amounts by distribution
   e. Total earnings by earn code (Distributions will match earning codes on Payroll side of report.)

4. Distribution Summary
   The distribution summary section reflects the total earnings for the DeptID and ZDeptID and earnings by each distribution (ChartField string).

5. Signatures Required
   Payroll Verification Reports must be signed first by the financial officer within the unit and then by the dean or director in the unit. The signed copy must be kept on file in the department. An electronic version of the unsigned report will be retained in the imaging system.

Tips
   • Combo codes are not included on this report.
   • Report is driven off the HR DeptID related to the position—not the DeptID of the distributions.
   • Report is sorted by: ZDeptID, DeptID, off-cycle, on-cycle, check date, and then employee name.