

UNIVERSITY OF HOUSTON – DOWNTOWN

**LEAVE AND PAYROLL VERIFICATION PROCEDURES**

<b>PURPOSE</b>	To ensure leave and payroll information is accurate.
<b>RESPONSIBLE PARTY</b>	Designated departmental administrative staff
<b>FREQUENCY</b>	Bi-weekly and Monthly

**PROCESS**

Each pay period HR will contact the department authorized representative to pickup the Trial Payroll Verification Report to be verified for accuracy.

Step 1      Verify that each person listed on the sheet is in the correct department, and the corrected leave time has been recorded according to the timesheet that was submitted for that pay period.

If there are discrepancies, make a notation and discuss with the HR representative immediately.

Step 2      Sign and date the trial payroll verification sheet, and return the original sheet to HR. Make a copy for departmental records.