

PAYROLL DETAIL SPOT CHECK

USING THIS CHECKLIST

Monthly reconciliations are key internal controls, and a best practice is for the leader to perform a spot check of the completed reconciliation. This checklist is designed to detail some of the potential red flags to look for and help guide you through the spot checking process.

You may choose to look at only one page randomly, or the entire report - it is up to you. The goal is to be random, unpredictable, and make it clear that someone is checking.

During your spot check, slight differences due to rounding in percents or amounts (such as 1.0001 or .99999) in FTE, Earnings Percentage or paycheck amounts are okay.

PAYROLL TRANSACTIONS

- Look for employees with more or less paychecks than expected
- Confirm that the FTE is the same for all checks
- Confirm that the "Earn %" is the same for all checks
- Confirm that the "Cost Center Calc" (the funding source of the employee's paycheck) is the same for all checks
- Verify that exempt and full-time employees have the same salary amounts for all checks