# Monthly Payroll Account Funding Review Checklist

Grant Administrators, Principal Investigators, and/or Business Managers are responsible for reviewing report activity monthly to ensure appropriateness toward their research.

This checklist will assist in ensuring expenses are being posted to the award appropriately and timely.

| Date | ✔ | Things to remember: |
|---|---|---|
| 1st Day of the Month | | Run HCM payroll query, **SC_PY_FUND_BYPROJ_DATE**, to determine if an employee salary funding needs to be updated for the **15th payroll**. Complete Account Change Form(s). |
| | | Review HCM Distribution to see actual payroll transactions for the payroll that just posted. Complete retro JE form(s) as needed. |
| | | Review transactions that have posted to the Grant Dashboard for the previous month. Complete any JVs, JEs, APEXs, as necessary. |
| | | Ensure Account Change Form(s) submitted have been fully approved for the **30th payroll**. |
| 3rd Day of the Month | | Ensure submitted Account Change Form(s) have been fully approved for the **15th payroll**. |
| 5th Day of the Month | | Remind PIs to review the Grant Dashboard and HCM Distribution for the previous month to ensure the correct employees are charged to their grant(s). If changes need to be made, work with a Business Manager to submit an Account Change Form and/or a Retro Funding Change Form. |
| 16th Day of the Month | | Run payroll queries to determine if an employee salary funding needs to be updated for the **30th payroll**. Complete Account Change Form(s). |
| | | Review HCM Distribution to see actual payroll transactions for the payroll that just posted. Complete retro JE form(s) as needed. |
| 17th Day of the Month | | Ensure submitted Account Change Form(s) have been fully approved for the **30th payroll for the next month**. |
| 20th Day of the Month | | Ensure PI's have approved subaward invoices received. |
| 25th Day of the Month | | Complete requests for Risk accounts or re-budgets, as necessary. |
| | | Review outstanding encumbrances and request closure, as necessary. |