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Introduction

Financial Services policy [FIN 201](#) requires that salary or wage expenses be reconciled. To conform to best practices for reconciling payroll expenses, reconciliations should be complete for every pay period as soon as possible after payroll expenses have interfaced into the Financial Management System and no later than 30 days after the fiscal month-end close. The reconciliations should be started before each payday with the timely review of the on-cycle Payroll Register Dashboard and completed immediately following each pay day or when the FMS interface has occurred.

Reconciling payroll includes verification that:

- Employees were paid from the appropriate account.
- Hours worked and leave time reported are accurate and approved by a supervisor.
- On-cycle payroll expenses are registered two days before payday — for a Friday payday, the on-cycle register is available Wednesday morning.
- Salary or wages paid are correct.
- The compensation rate for each employee is documented against an offer letter or other source document.

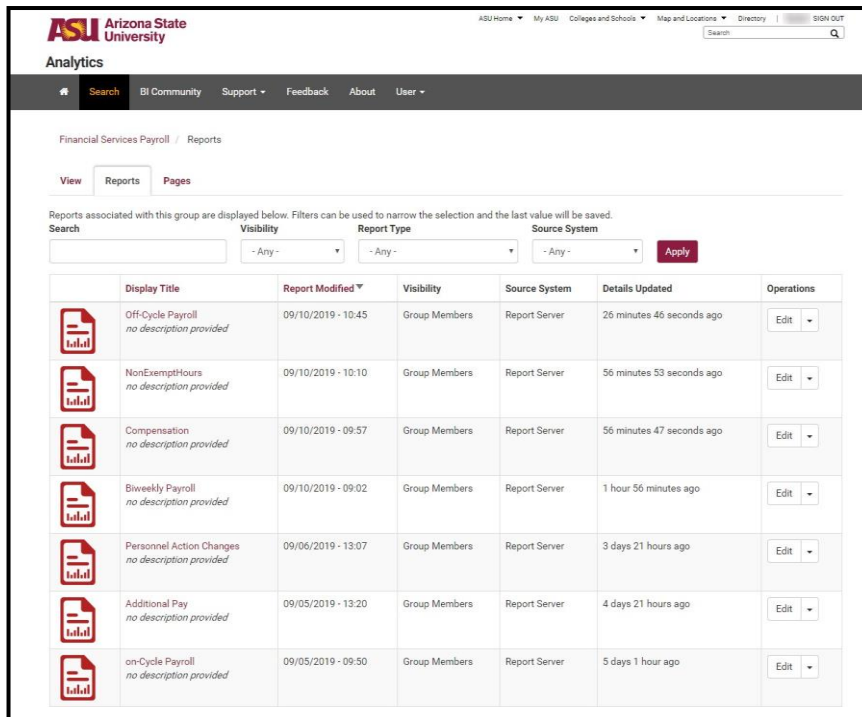
ASU analytics contains Payroll Reconciliation reports that may be used as a tool in the reconciliation process. Below is a list of Payroll Reconciliation Dashboard reports:

- **Compensation Rate report** — identifies the rate of pay changes between the selected pay period and the prior pay period.
- **Biweekly Payroll report** — provides pay period salary or wages by employee compared against calculated pay from job data. The detailed view of this report contains payroll details, including account distribution.
- **Non-exempt Hours report** — provides time reporting information for hourly employees by pay period on approved hours, hours paid, unapproved hours and standard hours.
- **On-Cycle Payroll Register** — the on-cycle payroll register is available two days before payday. This report lists all employees who will be paid, comparing their gross pay amounts between two consecutive pay periods. Departments can view the information by department ID, employee ID, vice president, and college. Gross pay can be shown by the earnings code and paid hours.
- **Off-Cycle Payroll Register** — displays gross pay for off-cycle pay periods.

To access the Payroll Reconciliation reports, navigate to the ASU analytics webpage and [select the Financial Services Payroll group](#).

Most FMS users will automatically be granted access to the payroll reconciliation reports based on their roles. If you do not have access, [navigate to ServiceNow](#) and request access to the Financial Services Payroll group within the Analytics Group Access request.

Payroll reconciliation reports



Display Title	Report Modified	Visibility	Source System	Details Updated	Operations
Off-Cycle Payroll <i>no description provided</i>	09/10/2019 - 10:45	Group Members	Report Server	26 minutes 46 seconds ago	Edit
NonExemptHours <i>no description provided</i>	09/10/2019 - 10:10	Group Members	Report Server	56 minutes 53 seconds ago	Edit
Compensation <i>no description provided</i>	09/10/2019 - 09:57	Group Members	Report Server	56 minutes 47 seconds ago	Edit
Biweekly Payroll <i>no description provided</i>	09/10/2019 - 09:02	Group Members	Report Server	1 hour 56 minutes ago	Edit
Personnel Action Changes <i>no description provided</i>	09/06/2019 - 13:07	Group Members	Report Server	3 days 21 hours ago	Edit
Additional Pay <i>no description provided</i>	09/05/2019 - 13:20	Group Members	Report Server	4 days 21 hours ago	Edit
on-Cycle Payroll <i>no description provided</i>	09/05/2019 - 09:50	Group Members	Report Server	5 days 1 hour ago	Edit

Verification of employee compensation rate

Employees are paid based on the compensation rate in PeopleSoft's job data screens. Departments should confirm that each employee's compensation rate is correct and can be verified against an offer letter, contract or other documentation containing compensation information. For additional information regarding personnel records, [refer to SPP 1101](#).

The Compensation report is used to confirm compensation rates for employees. The report compares the compensation rate and employee status code for the pay period selected against the prior pay period. The first time the report is run, departments should confirm the listed compensation rate against source documentation such as an offer letter.

Once the initial confirmation is made, departments should run the report every pay period. If the "Change" column is flagged "Yes," departments should verify that a pay change request was initiated. Documentation should be provided in the personnel file to support the change. The Compensation report provides payroll information for on-cycle payroll expenses only.

Employee status codes are:

- Active — A.
- Leave of absence — L.
- Leave with pay — P.
- Retired — R.
- Short work break — W.
- Suspended — S.
- Terminated — T.



Best practices for reconciling payroll expenses

After the compensation rate has been confirmed, the amount paid by pay period for each employee should be verified using the Biweekly Payroll report.

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Analytics

Financial Services Payroll / Compensation

View Details

Fiscal Year: 2020 Fiscal Month: 2 Pay Period: 08/12/2019 to 08/25/2019
Search By: Department ID Enter Value Show Exception Only No

A "Yes" indicates a change in an employee's record

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Compensation Rate Report

Previous Pay End 08/12/2019

Current Pay End 08/25/2019

	Dept ID	Paygroup	Position	Empl ID	Empl RCD	Last Name	First Name	Annual Rate	Hourly Rate	Empl Status	Annual Rate	Hourly Rate	Empl Status	Change
1	D0201013	HRV	140030		0			\$42,016.00	\$20.20	A	\$42,016.00	\$20.20	A	No
2	D0201017	SAL	235950		0			\$52,500.00	\$25.24	A	\$52,500.00	\$25.24	A	No
3	D0201015	SAL	161494		0			\$48,000.00	\$23.08	A	\$48,000.00	\$23.08	A	No
4	D0201010	SAL	170656		0			\$49,000.00	\$23.56	A	\$49,000.00	\$23.56	A	No
5	D0201010	SAL	194209		0			\$62,200.00	\$29.90	A	\$62,200.00	\$29.90	A	No
6	D0201004	SAL	115367		0			\$48,000.00	\$23.08	A	\$48,000.00	\$23.08	A	No
7	D0201011	HRV	235942		0			\$36,902.40	\$17.78	A	\$36,902.40	\$17.78	A	No
8	D0201008	SAL	196149		0			\$115,025.00	\$55.30	A	\$115,025.00	\$55.30	A	No
9	D0201003	SAL	203746		0			\$112,200.00	\$53.94	A	\$112,200.00	\$53.94	A	No
10	D0201007	STU	235528		0			\$11,076.00	\$10.65	A	\$11,076.00	\$10.65	T	Yes
11	D0201023	SAL	108815		0			\$125,454.00	\$60.31	A	\$125,454.00	\$60.31	A	No
12	D0201003	SAL	167014		0			\$52,500.00	\$25.24	A	\$52,500.00	\$25.24	A	No
13	D0201008	SAL	159192		0			\$83,400.00	\$40.10	A	\$83,400.00	\$40.10	A	No
14	D0201023	SAL	161153		0			\$48,000.00	\$23.08	A	\$48,000.00	\$23.08	A	No
15	D0201019	SAL	112368		0			\$61,500.00	\$29.57	A	\$61,500.00	\$29.57	A	No
16	D0201023	SAL	110144		0			\$91,065.00	\$43.78	A	\$91,065.00	\$43.78	A	No
17	D0201013	HRV	185014		0			\$34,819.20	\$16.74	A	\$34,819.20	\$16.74	A	No
18	D0201008	SAL	114197		0			\$61,400.00	\$29.52	A	\$61,400.00	\$29.52	A	No
19	D0201003	SAL	226662		0			\$52,500.00	\$25.24	A	\$52,500.00	\$25.24	A	No
20	D0201	SAL	113942		0			\$162,700.00	\$78.22	A	\$162,700.00	\$78.22	A	No
21	D0201003	SAL	133840		2			\$98,600.00	\$47.40	A	\$98,600.00	\$47.40	A	No
22	D0201023	SAL	224640		5			\$69,000.00	\$33.17	A	\$69,000.00	\$33.17	A	No

Verification of salary or wages paid

The Biweekly Payroll report provides a report of gross pay by employees compared to the calculated pay for the pay period.

Report field name definitions:

- Amount paid — gross pay from the employee's paycheck.
- Calculation:
 - Non-exempt — hourly compensation rate multiplied by paid hours.
 - Exempt — hourly compensation rate multiplied by standard hours.
- Paid hours — total hours reported on the paycheck affecting gross pay, including unpaid sick, unpaid vacation, etc.
- Difference — the amount paid less calculation. Differences may occur due to unpaid leave, certain pay adjustments created through Payroll, overtime pay or a calculation error.
- Amount deducted — all unpaid leave such as unpaid sick, unpaid vacation, etc.

Additional pay amounts set up through the "Additional Pay" module in PeopleSoft are also included in the calculation field in the Biweekly Payroll report. Any additional payments to an employee are displayed in the Additional Pay report.

Financial Services Payroll / Biweekly Payroll

View Report Type: **Summary**
 Fiscal Year: **2020** Fiscal Month: **2** Pay Period: **08/12/2019 to 08/25/2019**
 Search By: **Department ID** Enter Value: **D0201** Show Exceptions: **No**

From employee's paycheck

Hourly rate from job data in PS multiplied by paid hours for non-exempt employees and standard hours for exempt employees

Amount paid does not equal amount calculated

Dept ID	Name	Empl ID	Amount Paid	Calculation	Difference
1 D0201013			1,616.00	1,616.00	0.00
2 D0201017			2,019.23	2,019.23	0.00
3 D0201015			1,846.15	1,846.15	0.00
4 D0201010			1,884.62	1,884.62	0.00
5 D0201010			2,392.31	2,392.31	0.00
6 D0201004			1,846.15	1,846.15	0.00
7 D0201011			1,422.40	1,422.40	0.00
8 D0201008			4,424.04	4,439.04	(15.00)
9 D0201003			4,315.38	4,330.38	(15.00)
10 D0201023			4,825.15	4,825.15	0.00
11 D0201003			2,019.23	2,019.23	0.00
12 D0201008			3,207.69	3,222.69	(15.00)
13 D0201023			1,846.15	1,846.15	0.00
14 D0201019			2,365.38	2,365.38	0.00
15 D0201023			3,502.50	3,517.50	(15.00)
16 D0201013			1,339.20	1,339.20	0.00
17 D0201008			2,361.54	2,361.54	0.00
18 D0201003			2,019.23	2,019.23	0.00
19 D0201			6,257.69	6,257.69	0.00
20 D0201003			3,792.31	3,792.31	0.00
21 D0201023			2,653.85	2,668.85	(15.00)
22 D0201010			1,732.17	1,732.17	0.00

Run the Biweekly Exception Detail report by selecting the following from the appropriate dropdown menus:

- View Report Type: Details.
- Show Exception Only: Yes.

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Analytics

Financial Services Payroll / Biweekly Payroll

View Report Type: **Summary**
 Fiscal Year: **Summary** Fiscal Month: **2** Pay Period: **08/12/2019 to 08/25/2019**
 Search By: **Details** Enter Value: **D0201** Show Exception Only: **No**

Select 'Details' to view a detailed report

'No' - All details
'Yes' - Exception details only

View Details

View the exception details and research and reconcile all differences. If an overpayment is found, it must be promptly reported to Payroll. Departments are not authorized to overlook or forgive an overpayment. Please [refer to FIN 602](#) for more information.



Best practices for reconciling payroll expenses

Overpayment activity cannot remain on a sponsored account unless repayment occurs immediately. If the repayment does not occur immediately upon discovering the overpayment, departments must prepare a Payroll Expense Redistribution entry in PeopleSoft to transfer the overpayment amount to a local account. [Contact Payroll](#) for questions or more information.

Repayments of overpayments will be posted to the current account, mapping the position number on which the overpayment occurred. In most cases, this will be the original account the overpayment occurred. If the department redistributes the overpayment, they may be required to process an additional Payroll Expense Redistribution entry to correctly record the repayment and overpayment on the same account.

[Refer to the Commitment Accounting webpage](#) for instructions on preparing a Payroll Expense Redistribution entry.

Financial Services Payroll / Biweekly Payroll

View Details ▾

View Report Type: Details ▾

Fiscal Year: 2020 ▾ Fiscal Month: 2 ▾ Pay Period: 08/12/2019 to 08/25/2019 ▾

Search By: Department ID ▾ Enter Value: D0201 Show Exception Only: Yes ▾

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100%

Find | Next

Biweekly Payroll Details Report										Pay Period 08/12/2019 to 08/25/2019					
Name	Empl ID	Position #	Earnings Code	Dept ID	Pay Group	Standard Hours	Hourly Rate	Salary	Cost Center ID	Workday REF ID	Payed Hours	Amount Paid	Amount Calculated	Reference	Amount Deducted
		112367	REG	D0201004	SAL	0.00	43.03	0.00							
				D0201004	SAL	80.00	43.03	89,499.00	CC0259	PG02914		1,032.68			
				D0201004	SAL	80.00	43.03	89,499.00	CC0259	PG02904		344.21			
				D0201004	SAL	80.00	43.03	89,499.00	CC0259	PG07018		344.24			
										Position 112367 REG Total:	0.00	1721.13	0.00	1,721.10	0.00
			SCK	D0201004		80.00	43.03	89,499.00			20.00		860.57		
				D0201004	SAL	80.00	43.03	89,499.00	CC0259	PG07018		172.12			
				D0201004	SAL	80.00	43.03	89,499.00	CC0259	PG02914		516.34			
				D0201004	SAL	80.00	43.03	89,499.00	CC0259	PG02904		172.11			
										Position 112367 SCK Total:	20.00	860.57	860.57	0.00	0.00
			USS	D0201004		80.00	43.03	89,499.00			20.00		860.57		860.57
										Position 112367 USS Total:	20.00	0	860.57	(860.60)	860.57
										Position 112367 Total:	40.00	2,581.70	1,721.13	860.60	860.57
										Pay Total for	40.00	2,581.70	1721.1346	860.60	860.57

Difference is due to unpaid sick hours

Verification employees were paid from the correct account

Use the Biweekly Payroll report to verify account information:

Financial Services Payroll / Biweekly Payroll

View Details ▾

View Report Type: Details ▾

Fiscal Year: 2020 ▾ Fiscal Month: 2 ▾ Pay Period: 08/12/2019 to 08/25/2019 ▾

Search By: Department ID ▾ Enter Value: D0201 Show Exception Only: No ▾

Select 'Details' to verify account information

1. From the "View" dropdown menu, select "Details" to retrieve a listing of the payroll detail, including account distribution.
2. Verify the account charged is correct.



Best practices for reconciling payroll expenses

Financial Services Payroll / Biweekly Payroll

View Details ▾

View Report Type: Details ▾

Fiscal Year: 2020 ▾ Fiscal Month: 2 ▾ Pay Period: 08/12/2019 to 08/25/2019 ▾

Search By: Department ID ▾ Enter Value: D0201 Show Exception Only: No ▾

1 of 1 100% Find | Next

Biweekly Payroll Details Report										Pay Period 08/12/2019 to 08/25/2019					
Name	Employee ID	Position #	Earnings Code	Dept ID	Pay Group	Standard Hours	Hourly Rate	Salary	Cost Center ID	WorkDay REF ID	Paid Hours	Amount Paid	Amount Calculated	Difference	Amount Deducted
		140030	HRV	D0201013	HRV	80.00	20.20	42,016.00	CC0259	PG07018		191.90			0.00
				D0201013	HRV	80.00	20.20	42,016.00	CC0259	PG02914		575.70			0.00
										Position 140030 HRV Hours Total:	38.00	767.60	767.60	0.0	
			SCP	D0201013	HRV	80.00	20.20	42,016.00	CC0259	PG02914		30.30			0.00
				D0201013	HRV	80.00	20.20	42,016.00	CC0259	PG07018		10.10			0.00
										Position 140030 SCP Hours Total:	2.00	40.40	40.40	0.0	
			VAH	D0201013	HRV	80.00	20.20	42,016.00	CC0259	PG07018		202.00			0.00
				D0201013	HRV	80.00	20.20	42,016.00	CC0259	PG02914		606.00			0.00
										Position 140030 VAH Hours Total:	40.00	808.00	808.00	0	
										Position 140030 Total:	80.00	1,616.00	1,616.00	0.0	
										Pay Total for :	80.00	1,616.00	1,616.00	0.0	
		235950	REG	D0201017	SAL	80.00	25.24	52,500.00	CC0260	PG02883		1,817.31			0.00
										Position 235950 REG Hours Total:	72.00	1,817.31	1,817.31	0.0	
			SCK	D0201017	SAL	80.00	25.24	52,500.00	CC0260	PG02883		201.92			0.00
										Position 235950 SCK Hours Total:	8.00	201.92	201.92	0.0	
										Position 235950 Total:	80.00	2,019.23	2,019.23	0.0	
										Pay Total for :	80.00	2,019.23	2,019.23	0.0	

Verification of time reported

Supervisors are required to verify and approve reported time. A Department Time Administrator performs the approval of time in PeopleSoft. If the DTA is the supervisor, PeopleSoft will be the record system for supervisor approval of timesheets.

If the DTA is not the supervisor, departments must verify that the hours entered and approved in PeopleSoft match the supervisor-approved timesheets. Departments must also maintain documentation of supervisor-approved timesheets.

The Non-exempt Hours report provides timesheet information for hourly employees.

Report field name definitions:

- **Standard hours** — from the employee job record in PeopleSoft.
- **Recorded hours** — the hours entered into the PeopleSoft timesheets.
- **Not Approved/Denied** — hours entered into PeopleSoft timesheets and not approved or denied by the DTA.
- **Approved hours** — hours approved by the DTA.
- **Paid hours** — the total hours reported on the paycheck affecting gross pay, including unpaid sick, unpaid vacation, etc.
- **Difference** — paid hours less than approved hours.
 - Differences may occur due to compensatory time earned for non-exempt employees working more than 40 hours per week, vacation and compensatory time payouts and other payroll adjustments.

The hours in “Not Approved/Denied” and “Approved” reflect the current approval status and may not be the status during the pay period.



Best practices for reconciling payroll expenses

Financial Services Payroll / Non-Exempt Hours

View Details ▾

Fiscal Year: 2020 Fiscal Month: 2 Pay Period: 08/12/2019 to 08/25/2019

Search By: Department ID Enter Value: D0201 Show Exception Only: Yes

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Non-Exempt Hours report													
Pay Period 08/12/2019 to 08/25/2019													
Dept ID	Paygroup	Position	Empl ID	Last Name	First Name	Standard Hours	Recorded Hours	Not Approved/ Denied Hours	Approved Hours	Paid Hours	Difference	Comp Time Earned	Change

To run a report of “Differences,” select “Yes” from the “Show Exceptions Only” dropdown menu.

In the above example, no employees in this department code had a difference between approved hours and paid hours for this pay period.

If a difference is present, click on the employee ID field to display details regarding the amount paid. From the detailed view, it can be determined what a difference resulted from. The “back” navigation button can return you to the previous screen.

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For listings of earning code descriptions, [refer to the Commitment Accounting webpage](#).

Verify on-cycle payroll expenses two days before payday

The On-Cycle Payroll Register is available two days before payday. The On-Cycle Payroll Register is available on Wednesday morning for a Friday payday. Review this report before each payday to verify that all employees are accurately paid for each pay period. If discrepancies are discovered, please [contact your Payroll representative](#) to correct any possible underpayments or overpayments.

The report compares gross pay for an employee between two consecutive pay periods.

Financial Services Payroll / On-Cycle Payroll

View Details ▾

View: Summary

Fiscal Year: 2020 Fiscal Month: 2 Pay Period: 08/12/2019 to 08/25/2019

Search By: Department ID (Ex: B171 or D0201) Enter Value: D0201

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On-Cycle Payroll Register

Any changes in gross pay between the two pay periods

	VP/College	Dept ID	Name	Empl ID	Paygroup	Position Number	Total Gross Net Pay 08/25/2019	Total Gross Net Pay 08/11/2019	Change Gross
1	BF	D0201013			HRY	140030	\$1616.00	\$1616.00	0.00
2	BF	D0201017			SAL	235950	\$2019.23	\$2019.23	0.00
3	BF	D0201015			SAL	161494	\$1846.15	\$1846.15	0.00
4	BF	D0201010			SAL	170656	\$1884.62	\$1884.62	0.00
5	BF	D0201010			SAL	194209	\$2392.31	\$2392.31	0.00
6	BF	D0201004			SAL	115367	\$1846.15	\$1846.15	0.00
7	BF	D0201011			HRY	235942	\$1422.40	\$1422.40	0.00
8	BF	D0201008			SAL	196149	\$4424.04	\$4439.04	-15.00
9	BF	D0201003			SAL	203746	\$4315.38	\$4330.38	-15.00
10	BF	D0201007			STU	235528	\$0.00	\$218.33	-218.33
11	BF	D0201023			SAL	108815	\$4825.15	\$4825.15	0.00
12	BF	D0201003			SAL	167014	\$2019.23	\$2019.23	0.00
13	BF	D0201008			SAL	159192	\$3207.69	\$3222.69	-15.00
14	BF	D0201023			SAL	161153	\$1846.15	\$1846.15	0.00
15	BF	D0201019			SAL	112368	\$2365.38	\$4855.25	-2,489.87
16	BF	D0201023			SAL	110144	\$3502.50	\$3517.50	-15.00



Best practices for reconciling payroll expenses

Financial Services Payroll / On-Cycle Payroll

View Details ▾

View: **Summary** ▾
Fiscal Year: **Summary** ▾
Search By: **Display Earnings** ▾
Fiscal Month: 2
Pay Period: 08/12/2019 to 08/25/2019 ▾
Enter Value: D0201

'Display Earnings' and 'Display Earnings with Summary' will further breakdown accordingly

100% ▾

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On-Cycle Payroll Register

Other important reconciling information

Off-Cycle Payroll Register

The Off-Cycle Payroll Register displays gross pay for off-cycle pay periods. Here, departments can review manual paychecks issued during the off-cycle week based upon Personnel Transaction Requests entered by the department. Please [review FIN 603](#) before submitting a manual check request. Departments that repeatedly request off-cycle checks due to deficient departmental processes may be charged a fee of up to \$50.00 per off-cycle check produced.

Additional Pay report

The Additional Pay report provides details on additional pay by an employee.

Financial Services Payroll / Additional Pay

View Details ▾

Search By:

Department ID ▾

 Enter value:

D0201

Filter:

Current Fiscal Year ▾

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Additional Pay

Name	EMPLID	EMPL Rcd	Position	Dept ID	Earn Code	Oth Hours	Hourly Rate	Amount	Eff Date	Eff Seq	End Date	Goal Amt	Goal Bal	Remaining Bal	OK to Pay	Reason
	0	169305	D0201015	SUP	0	\$0.00	\$177.04	2017/07/03	2	2018/01/14	\$4603.04	\$2478.56	\$2124.48	N	Not Specif	
	2	231015	D0201010	SUP	0	\$0.00	\$17.50	2018/08/27	3	2018/09/09	\$17.50	\$0.00	\$17.50	Y	Not Specif	
	0	159192	D0201008	SUP	0	\$0.00	\$218.55	2014/08/04	1	2015/01/04	\$5682.30	\$2404.05	\$3278.25	N	Not Specif	
	0	159192	D0201008	SUP	0	\$0.00	\$120.20	2015/08/31	4	2015/09/27	\$240.40	\$120.20	\$120.20	N	Not Specif	
	0	159192	D0201008	SUP	0	\$0.00	\$280.77	2018/11/05	6	2018/12/30	\$2246.16	\$1403.85	\$842.31	N	Not Specif	
	0	159192	D0201008	SUP	0	\$0.00	\$280.77	2018/12/17	6	2018/12/30	\$2246.16	\$1403.85	\$842.31	Y	Not Specif	
	0	159192	D0201008	TSN	0	\$0.00	\$15.00	2019/07/01	1	2020/06/28	\$360.00	\$45.00	\$315.00	Y	Not Specif	
	0	108323	D0201	SUP	0	\$0.00	\$188.46	2012/11/12	1	1900/01/01	\$753.84	\$565.38	\$188.46	Y	Not Specif	
	0	108323	D0201	SUP	0	\$0.00	\$188.46	2012/12/10	1	2012/12/23	\$753.84	\$565.38	\$188.46	N	Not Specif	
	0	109888	D0201002	SUP	0	\$0.00	\$242.10	2017/01/16	1	2017/07/16	\$3147.30	\$484.20	\$2663.10	N	Not Specif	
	0	109888	D0201002	SUP	0	\$0.00	\$242.10	2017/07/17	2	2018/01/14	\$6052.40	\$3147.30	\$2905.10	N	Not Specif	
	0	109888	D0201002	TSN	0	\$0.00	\$15.00	2019/07/01	1	2020/06/28	\$360.00	\$45.00	\$315.00	Y	TEC Sub	
	0	113953	D0201	TEC	0	\$0.00	\$25.38	2011/12/12	1	1900/01/01	\$380.77	\$380.70	\$0.07	Y	Not Specif	
	0	164145	D0201	TEC	0	\$0.00	\$25.38	2011/12/12	1	1900/01/01	\$380.77	\$380.70	\$0.07	Y	Not Specif	
	0	110144	D0201023	TSN	0	\$0.00	\$15.00	2019/07/01	1	2020/06/28	\$360.00	\$45.00	\$315.00	Y	TEC Sub	
	0	152559	D0201	SUP	0	\$0.00	\$1000.00	2019/05/06	1	2019/07/28	\$7000.00	\$5000.00	\$2000.00	Y	Not Specif	
	0	152559	D0201	TSN	0	\$0.00	\$25.00	2019/07/01	1	2020/06/28	\$600.00	\$75.00	\$525.00	Y	TEC Sub	

[Contact your Financial Services accountant](#) with questions or for more information regarding the payroll reconciliation best practices.