



Oregon  
University  
System

### OUS Payroll Certification

As a part of each payroll, at the time the direct deposit file is transmitted to the Controller's Division, authorized institutional personnel will certify to the Controller that the following payroll processes have been successfully completed.

Pay ID: \_\_\_\_\_

Pay No: \_\_\_\_\_

Year: \_\_\_\_\_

| <u>REF NO.</u> | <u>PROCESS</u> | <u>DESCRIPTION</u> |
|----------------|----------------|--------------------|
|----------------|----------------|--------------------|

**Life Insurance Calculation**

|     |         |                                    |
|-----|---------|------------------------------------|
| [1] | PDPLIFE | Life Insurance Calculation Process |
|-----|---------|------------------------------------|

**Time Entry and Payroll Processing**

|      |            |  |
|------|------------|--|
| [2]  | PHPTIME    | Creates Time Entry Records on PHAHOUR Form |
| [3]  | Time Entry | PHPMTIM or PHAHOUR Data Entry              |
| [4]  | PHPPROF    | Proofs and Validates                       |
| [5]  | PHPLEAV    | Takes and Accrues Leave Hours              |
| [6]  | PWPCBNC    | BUBB Flex & Proration Earnings             |
| [7]  | PHPCALC    | Calculates Earnings, Deductions & Taxes    |
| [8]  | PWRERRL    | Payroll Audit Report                       |
| [9]  | PWPVALD    | Finance Element (FOAPAL) Validation        |
| [10] | PHRDCON    | Disposition Control Report                 |
| [11] | PHRDERR    | Payroll Errors Display Report              |
| [12] | PWPBAKP    | History Tables Backup                      |

**Check and Direct Deposit Creation**

|      |              |  |
|------|--------------|--|
| [13] | PHPDOCM      | Calculates Check/Direct Deposit Amounts  |
| [14] | PWPCHKL      | Generates Checks & Earnings Statements   |
| [15] | PWMCHCK      | Prints Checks & Earnings Statements  |
| [16] | PHPDIRD      | Creates Direct Deposit (ACH) File  |
| [17] | PHRTREG      | Direct Deposit (ACH)Tape Register  |
| [18] | ACH Transfer | ACH File Transferred to Controller (and notification of transfer to Controller's Division via e-mail or phone) |
| [19] | PHPUPDT      | Updates YTD Amounts  |

I attest that the payroll processes listed above have been successfully completed.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Revised 9/16/98 rb

Note: The institutional checklist will include additional processes and reports. A copy of the institutional checklist and related payroll reconciliation will be sent to the Controller's Division on payday.