Payroll Reports

Department

UCLA notifies BRC Payroll Team when Monthly Payroll Maintenance Reports are available for review

Work with BRC to determine required actions.

To PAYROLL ACTIONS workflow

UCOP BRC

Assistant

Run & Print Monthly Payroll Maintenance Reports

Analyst

Review and distribute to departments for action or information.

Supervisor

CHECKPOINT: Supervisor receives and retains a copy of the reports and tracks to make sure every preparer submits reports to departments.