

## Payroll Process

### Payroll Actions Review

Once the payroll action has been entered into EDB, PANs are automatically generated and sent to the BRC mandatory reviewer, the non-mandatory reviewer, and any other individuals in the requesting department who have been designated by the preparer to receive them, serving as notification that the payroll action has been processed.

The BRC preparer prints relevant IDOCs. IDOCs for new hired and separated employees and salary action changes are given to employees. The BRC preparer reviews the request for payroll action and gives it, along with the supporting documentation package and IDOCs, to the BRC mandatory reviewer.

PANs are received by a BRC mandatory reviewer and must be reviewed within 2 business days. The BRC mandatory reviewer compares the information on the PAN with (1) the request for payroll action and the supporting documentation package and (2) the data that was entered into EDB for completeness, accuracy, and compliance with policy.

If the data entered into EDB does not agree with the data reflected on the request for payroll action and the PAN, the BRC mandatory reviewer returns the payroll action documentation to the BRC preparer, who corrects and resubmits the data.

If the data that was entered into EDB agrees with the data reflected on the request for payroll action and the PAN, the BRC mandatory reviewer initials and dates the request for payroll action to indicate the data was entered accurately and completely.

The BRC analyst does a final review to ensure that the BRC preparer and reviewer have both initialed the request for payroll action; the analyst logs the request as completed, and files the payroll action documentation in the employee's payroll file.