SAMPLE FORM

**Directions**: Enter events, changes, corrections as you are made aware of them. Review at the beginning of the respective payroll period. Review again against the Pre-Process Register. Ensure to transfer events to future payroll periods if needed.

Payroll Period: November 13 to November 26, 2022

Paycheck Date: December 2, 2022

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee | Event | Effective | Completed | Paycheck | Notes |
| Jane Doe | Correct Error: Reimburse Loan: $342 | Nov 4 & Nov 18 checks | End-dated deduction; | Dec 2 | **Need to reimburse in the batch: DL403B: -342** |
| Juan Garcia | Salary Increase | Nov 13 |  | Dec 2 | Internal Equity due to new hire. … **Need to issue document first** |
| David Smith | New Hire Health Plan Deduction | Dec 1 |  | Dec 2 | **Check that deductions populated from BenefitSolver** |
| Mary Ann | FMLA |  |  | Dec 2 | **Pull into batch** |
| Ann Jones | FMLA Maternity Bonus | Nov 15 |  | Dec 2 | Apply first 9 days |
| John James | Severance?? |  |  | Dec 2??? | Check to see if Separation & Release Agreement Executed. If so, begin payout per Agreement |
| Pierre Jean | Separation | Nov 18 | Nov 18 entered term date | Dec 2 | **(Pull into batch!)** Add vacation accrual hours for this paycheck |
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