

Because data input to the Pay Distribution Panels is used to charge payroll to the departments' accounts, all data input must be audited to insure accuracy. After each payroll has been confirmed, you will receive an email that the RSA Check and Account Code Validation is ready for review.

If data has been incorrectly entered, contact Payroll immediately. If you have submitted a request for Other Nonrecurring Payment, the account to be charged will not be reflected in the RSA Check, but is in Paycheck Data under 'additional data link'. In addition, payment requests such as retroactive, overtime, overload, etc., that are to be charged to an account other than where the employee is currently distributed will also be located in the Paycheck 'additional data' area.

### **Accessing the Pay Distribution Panels**

After logging into GEMS, go to:

#### **Set Up HRMS > Product Related > Budget Information**

From here you can access the RSA Check, Account Code Validation, Chartfield Transaction Table and the Department Budget Table USA. Fill in the fields with your search criteria and click on search. Be sure to use dashes for the appropriate department (X-XXXX-XXX). At this point you will have accessed the pages that are used for the implementation of Pay Distribution.

### **Auditing Departmental Ledgers**

It is important to audit Departmental Ledgers on a monthly basis. Run Payroll Registers and compare the totals from your register to your Departmental Ledger to complete the monthly audit.

For additional information, contact a Payroll Specialist.