

# **Payroll Reconciliation Reports**

**ALL PAYROLL RECONCILIATION REPORTS SHOULD BE  
RECONCILED WHEN RECEIVED VIA EMAIL.**

## **Monthly Payroll Reconciliation Reports**

The monthly reconciliation report will be emailed to approved budget managers following each monthly payroll. This report will provide your department with the information needed to reconcile your monthly payroll with what is approved and budgeted for each monthly paid employee.

The department should verify that all of the information is correct on the report for the previous payroll, sign, and date the report.

## **Biweekly Payroll Reconciliation Reports**

The biweekly reconciliation report will be emailed after each biweekly payroll if you have employees on the biweekly payroll. This report will provide your department with the information needed to reconcile your biweekly payroll with what is approved and reported for each biweekly employee.

The department should verify that all of the information is correct on the report for the previous payroll, sign, and date the report.

## **For Questions or to Report Discrepancies**

Contact Human Resources 662-329-7222 or by emailing [HRinfo@muw.edu](mailto:HRinfo@muw.edu).

## **Maintenance of Monthly and Biweekly Payroll Reports**

The reconciled reports should be maintained in your department for 3 years from the date of the payroll and should be available for audit reviews as requested.

## **Who Receives the Reconciliation Reports?**

Only the approved budget manager will receive the reconciliation reports.

## **Who sends the reports?**

The emailed reports are generated in ARGOS and are emailed from [HRInfo@muw.edu](mailto:HRInfo@muw.edu).