**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.

If you have any questions or notice any discrepancies, please contact Margaret Hayward by calling ext. 7220 or by emailing [mmhayward@muw.edu](mailto:mmhayward@muw.edu).

**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.

If you have any questions or notice any discrepancies, please contact Colleen Jernigan by calling ext. 7758 or by emailing [cajernigan1@muw.edu](mailto:cajernigan1@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 will be coming from [HRInfo@muw.edu](mailto:HRInfo@muw.edu).