

Using the Payroll Audit Reports in TDX to Support Payroll Pre-confirm Validation

A. Overview

The TDX Payroll Audit Reports are intended to be used in conjunction with your PeopleSoft Payroll Pre-confirmation Report that is found in the MyU Reporting Center. This report is available during the payroll close, (Thursday and Friday of payroll close week) and shows the gross pay of your unit's employees for the most recent completed pay period.

The TDX RRC Reports - Payroll Audit Reports: Staffing Operations, and WFDM, show the TDX tickets with transaction effective dates during the most recently completed pay period.

You will use the TDX Payroll Audit Report to review transactions requested with an effective date during the payroll period being processed. Compare these requests to the PeopleSoft Payroll Pre-confirmation Report to validate that the expected change is accurately represented in the employee's pay.

If the expected change is not reflected in the employee's pay, determine if a Payroll Update needs to be submitted to correct their pay. Coordinate with Data Management to confirm who will submit the Payroll Update.

B. Report Locations

PeopleSoft Payroll Pre-confirmation Report

The screenshot displays the PeopleSoft Reporting Center interface. At the top, a dark red navigation bar contains the 'MyU' logo and links for 'Key Links', 'Campus Info', 'Resources', and 'Mental Health & Wellbeing'. Below this, a breadcrumb trail shows 'Home / Key Links / Reporting Center'. The main heading is 'Reporting Center'. A horizontal tab bar includes 'REPORT CATALOG' (selected), 'MY REPORTS', 'REPORTING RESOURCES', and 'NEED ASSISTANCE?'. A welcome message states: 'Welcome to the Reporting Center: This catalog shows all enterprise-wide reports, indexed by data area.' It lists four bullet points: browsing categories, the 'My Reports' tab, finding resources, and a link to a 'QuickStart guide'. A search box labeled 'Find a report:' with the placeholder 'Enter a keyword' is present, along with a link 'Tips for using the filter'. A category tree on the left shows 'Finance' expanded, 'Human Resources' expanded, 'HR Operational' expanded, 'HR/Benefits' expanded, and 'Payroll' expanded. Under 'Payroll', several reports are listed with document icons, information icons, and star icons. The report 'Payroll Pre-Confirmation' is circled in red. Other reports include 'Employees With Change of Job Data in Pay Period', 'I9 Needed', 'Non-MN Employee Data and Taxing Audit', and 'Payroll Prior Pay Earnings'. Further down, 'Time and Absence' and 'Talent Management' are also listed.

MyU Key Links Campus Info Resources Mental Health & Wellbeing

Home / Key Links / Reporting Center

Reporting Center

REPORT CATALOG MY REPORTS REPORTING RESOURCES NEED ASSISTANCE?

Welcome to the Reporting Center: This catalog shows all enterprise-wide reports, indexed by data area.

- Browse the categories below or use the 'Find a report' filter option.
- The My Reports tab includes My Favorite Reports and PeopleSoft Pushed Reports.
- Find resources and information related to data and reporting on the Reporting Resources and Need Assistance? tabs.
- New to the Reporting Center? View the [QuickStart guide](#).

Find a report:

[Tips for using the filter](#)

> Finance

▼ Human Resources

▼ HR Operational

> HR/Benefits

▼ Payroll

- Employees With Change of Job Data in Pay Period ⓘ ☆
- I9 Needed ⓘ ☆
- Non-MN Employee Data and Taxing Audit ⓘ ☆
- Payroll Pre-Confirmation ⓘ ☆**
- Payroll Prior Pay Earnings ⓘ ☆

> Time and Absence

> Talent Management

TDX contains two Payroll Audit Reports:

- RRC Report - Payroll Audit Report - Staffing Ops
- RRC Report - Payroll Audit Report - WFDM

Each report lists transactions from its corresponding request type.

TDX RRC Report - Payroll Audit Reports

University of Minnesota

 Desktop My Work U of M Tickets **HR & Finance Tickets**

 Refresh  Edit HR & Finance Tickets Desktop + Service Request

▾ **RRC Reports**

- RRC Report - All open Service Request for Employment Changes
- RRC Report - All open Service Request for Hiring Changes
- RRC Report - All Pending Response Service Requests
- RRC Report - All Request Summary Bar Chart
- RRC Report - All Resolved Service Request
- RRC Report - HR Approval Needed
- ~~RRC Report - HR Open Request Stage~~
- RRC Report - Payroll Audit Report - Staffing Ops**
- RRC Report - Payroll Audit Report - WFDM**
- RRC Report - Ticket Count By Requestor (Last 7 Days)
- TEST RRC Report - All open Service Request for Employment Changes (Co...

▾ **UNIT HR Reports**

- Board Of Regents- HR Approval Needed

Desktop My Work U of M Tickets **HR & Finance Tickets** Search

Refresh Edit HR & Finance Tickets Desktop + Service Request Form + New + Report Reports ID / Search

WFDm-Payroll Audit Report-Hire
WFDm-Payroll Audit Report-Mass Request
WFDm-Payroll Audit Report-Modify Appt/ Reclassification Request
WFDm-Payroll Audit Report-POI
WFDm-Payroll Audit Report-Suspended Employee Request

Actions Run Report Hide Prompts Print

Export to Excel
Show Details
Copy

HR_Employee_Start_Dt greater than or equal to 11/22/2024 6:07 PM
HR_Employee_Start_Dt less than or equal to 12/05/2024 6:07 PM
* HR_Effective_Dt greater than or equal to 11/22/2024 6:07 PM
* HR_Effective_Dt less than or equal to 12/05/2024 6:07 PM
* HR_Effective_Date 2 greater than or equal to 11/22/2024 6:07 PM
* HR_Effective_Date 2 less than or equal to 12/05/2024 6:07 PM
* HR_Addl_Pay_Begin_Dt greater than or equal to 11/22/2024 6:07 PM
* HR_Addl_Pay_Begin_Dt less than or equal to 12/05/2024 6:07 PM

RRC Reports
RRC Report - All open Service Request for Employment Changes
RRC Report - All open Service Request for Hiring Changes
RRC Report - All Pending Response Service Requests
RRC Report - All Request Summary Bar Chart
RRC Report - All Resolved Service Request
RRC Report - HR Approval Needed
RRC Report - HR Open Request Stage
RRC Report - Payroll Audit Report - Staffing Ops
RRC Report - Payroll Audit Report - WFDm
RRC Report - Ticket Count By Requestor (Last 7 Days)
TEST RRC Report - All open Service Request for Employment Change...

UNIT HR Reports

These reports must be copied and filtered for the appropriate RRC in order to work.

Click on Copy, scroll down to the Rtrnd_RRC_Code field and enter your RRC Code, create a new name for the report and save it to your desktop. .

Click on Save and Run. The copied report will remain in your menu and can be run again without having to copy the report.

Save **Save and Run** Copy Help

23	Remove	Title	contains	Mass		☐ Required
24	Remove	HR_Start_Lve/Wrk	greater than or equ	the run date	minus 17 day(s)	☒ Prompt ☒ Required
25	Remove	HR_Start_Lve/Wrk	less than or equal to	the run date	minus 4 day(s)	☒ Prompt ☒ Required
26	Remove	Resp Group (Curr	is one of	WFDm		☐ Prompt
27	Remove	Created	greater than or equ	a specific date	12/04/2023 12:00 AM	☐ Prompt
28	Remove	Rtrnd_RRC_Code	contains	**fill RRC here**		☐ Prompt

C. Running, Filtering, and Sorting the Payroll Audit Report

You can see the data prompts for the Payroll Audit Report listed here. When you run this report on the Thursday of payroll close week, the date parameters will have defaulted to the pay period begin and end dates of the most recently completed pay period. You can modify the date parameters according to your needs, though for the purpose of payroll verification, these date parameters will be appropriate in most cases.

▼ Actions 📄 Run Report ▼ Hide Prompts 🖨 Print	
* HR_Effective_Date 2 greater than or equal to	11/08/2024 12:22 PM
* HR_Effective_Date 2 less than or equal to	11/21/2024 12:22 PM
* HR_Addl_Pay_Begin_Dt greater than or equal to	11/08/2024 12:22 PM
* HR_Addl_Pay_Begin_Dt less than or equal to	11/21/2024 12:22 PM
* HR_Addl_Pay_End_Dt greater than or equal to	11/08/2024 12:22 PM
* HR_Addl_Pay_End_Dt less than or equal to	11/21/2024 12:22 PM
* HR_Last_Date_Worked greater than or equal to	11/08/2024 12:22 PM
* HR_Last_Date_Worked less than or equal to	11/21/2024 12:22 PM
* HR_Death_Date greater than or equal to	11/08/2024 12:22 PM
* HR_Death_Date less than or equal to	11/21/2024 12:22 PM
* HR_POI_End_Dt greater than or equal to	11/08/2024 12:22 PM
* HR_POI_End_Dt less than or equal to	11/21/2024 12:22 PM
* HR_Expected_Return_Dt greater than or equal to	11/08/2024 12:22 PM
* HR_Expected_Return_Dt less than or equal to	11/21/2024 12:22 PM
* Created greater than or equal to	11/08/2024 12:22 PM
* Created less than or equal to	11/21/2024 12:22 PM
* HR_Start_Lve/Wrk_Brk_Dt greater than or equal to	11/08/2024 12:22 PM
* HR_Start_Lve/Wrk_Brk_Dt less than or equal to	11/21/2024 12:22 PM

Pay Period Begin Date

Pay Period End Date

[Actions](#)
[Run Report](#)
[Hide Prompts](#)
[Print](#)

Export to Excel

Show Details

Edit

Move

Copy

Delete

Dt greater than or equal to 11/22/2024 6:19 PM
 Dt less than or equal to 12/05/2024 6:19 PM

Payroll Audit Report - WFDM Duluth (59)

ID	Title	Created	Requestor	Priority	HR_Full_Legal_Name	HR_Employee_Text	HR_Employee_Name_ID	HR_Emp_Rcd	HR_Employee_Dept	Acct/Dept	Rtrnd_RRC_Code	Resp Group	Responsibility	Status	HR_Effective_Dt	HR
1841873	Person of Interest	Thu 12/5/24 3:42 PM	Jennifer Gilles	4 - Low	Cheryl Riana Reitan	1636452				D Academic Administration (10315)	UMDOX	WFDM	Jie Gooder	Resolved	Thu 12/5/24	
1841318	Modify Appointment	Thu 12/5/24 1:19 PM	Sanna Shields	4 - Low			Eric Gibson (5529441)	0	10443 D Civil Engineering	D Civil Engineering (10443)	UMDOX	WFDM	Jie Gooder	Resolved		Thu
1840633	Mass Requests	Thu 12/5/24 10:18 AM	Karen Haedtke	4 - Low					D ITSS Dept Administration (10318)	UMDOX	WFDM	Deborah Wilder	Resolved			
1838994	Modify Appointment	Wed 12/4/24 11:41 AM	Karen Haedtke	4 - Low			Abigail Inman (5763778)	1	10325 D Learning Technology Svcs	D ITSS Dept Administration (10318)	UMDOX	WFDM	April Finkenhofer	Resolved	Mon 12/2/24	Mo
1838944	Modify Appointment	Wed 12/4/24 11:30 AM	Jennifer Gilles	4 - Low			Sanita Pookmont (5144417)	0	12127 D Registrar, Office of the	D Academic Administration (10315)	UMDOX	WFDM	Deborah Wilder	Resolved		

The report output will show at the bottom of the page.

Click on Export to Excel to sort and organize the data for analysis.

File Home Insert Page Layout Formulas Data Review View Automate Help Table Design

Get Data Refresh All Queries & Connections Properties Edit Links Get & Transform Data

Organization Stocks Sort Filter Clear Reapply Text to Columns What-If Analysis Forecast Outline

Sort & Filter

Filter (Ctrl+Shift+L)

Turn on filtering for the selected cells.

Then, click the arrow in the column header to narrow down the data.

Tell me more

ID	Title	Created	Requestor	Priority	HR_Full_Legal_Name	HR_Employee_Text	HR_Employee_Name_ID	HR_Emp_Rcd	HR_Employee_Dept	Acct/Dept	Rtrnd_RRC_Code	Resp Group	Responsibility	Status
1828626	Modify Appointment	11/25/2024 12:29	De'Jha Pontoo	4 - Low			Brian Gatter (5832672)	1		D School Human Resources (10787)	LAWXX	WFDM	Mary Zosel	Resolved
1828337	Modify Appointment	11/25/2024 10:53	Lisa Harris	4 - Low			Rosston Kopel (8004829)	0		D Finance Office (10645)	UMDOX	WFDM	Amy Stangl	Resolved
1828332	Modify Appointment	11/25/2024 10:50	Lisa Harris	4 - Low			Villem Vavra (4719574)	0		D Finance Office (10645)	UMDOX	WFDM	Amy Stangl	Resolved
1826015	End Appointment	11/22/2024 9:47	Gabrielle Stoa	4 - Low		5674765	Lucas Schotter (5674765)	0		D Finance & HR (10050)	QITXX	WFDM	Gen Meisner	Resolved
1825841	Modify Appointment	11/22/2024 8:47	Dawna Carlberg	4 - Low			Eric Freiberg (5568167)	0		D PM Office (12029)	UMDOX	WFDM	April Finkenhofer, Sarah Neuman	Resolved
1825245	Modify Appointment	11/21/2024 14:23	Katie Boche	4 - Low			Lea Morey Finstrom (8014097)	1		D Human Resources (10452)	UMDOX	WFDM	Kimberly Hurst	Resolved
1825219	Modify Appointment	11/21/2024 14:15	Stacey Vertmann	4 - Low			Nathan Doeringfeld (5699044)	1		D Biology (10340)	UMDOX	WFDM	Kimberly Hurst	Resolved
1825147	End Appointment	11/21/2024 13:54	Gabrielle Stoa	4 - Low		5697664	Meghana Anirreddy (5697664)	0		D IT Svc/Compt Mgmt Svc Alignment - 10071	QITXX	WFDM	Amy Stangl	Resolved
1824888	Modify Appointment	11/21/2024 12:20	Hannah Miles	4 - Low			10010 Sponsored Financial Reporting	0		D University Finance HR (12353)	AWFFN	WFDM	Mary Zosel	Resolved
1824818	Person of Interest	11/21/2024 11:56	Susan Morrison	4 - Low			10996	0		D Chancellor's Office (10696)	UMDOX	WFDM	Mayah Varnado	Resolved
1824758	Person of Interest	11/21/2024 11:31	Susan Morrison	4 - Low			10996	0		D Chancellor's Office (10696)	UMDOX	WFDM	Mary Zosel	Resolved
1824626	Mass Requests	11/21/2024 10:53	Kayenne Denaull	4 - Low			Lacy Jorgensen (5999413)	0		D Human Resources (10669)	UMDOX	WFDM	Kimberly Hurst	Resolved
1824521	Modify Appointment	11/21/2024 10:52	Kayla Padgett	4 - Low			Elie Helvorsrud (5767904)	0		D Financial Aid Administration (12069)	UMDOX	WFDM	April Finkenhofer	Resolved
1824585	Modify Appointment	11/21/2024 10:40	Stacey Vertmann	4 - Low			Andy Baldeschwieler (8020224)	0		D Biology (10340)	UMDOX	WFDM	April Finkenhofer	Resolved
1824478	Modify Appointment	11/21/2024 10:06	Diane Yavetz	4 - Low			Kara Wolf (5566390)	0		D HHH Financial Services (10737)	HHHXX	WFDM	Amy Stangl	Resolved
1824405	Modify Appointment	11/21/2024 9:40	Bonnie Williams	4 - Low			Karin Hezel (5971652)	0		D Psychology (10386)	UMDOX	WFDM	Kimberly Hurst	Resolved
1824395	Modify Appointment	11/21/2024 9:34	Bonnie Williams	4 - Low			Maddie Bouthell (5531776)	0		D Psychology (10386)	UMDOX	WFDM	Deborah Wilder	Resolved
1824389	Modify Appointment	11/21/2024 9:32	Bonnie Williams	4 - Low			Jack Van Kempen (5608731)	0		D Psychology (10386)	UMDOX	WFDM	Kimberly Hurst	Resolved
1823979	Modify Appointment	11/20/2024 16:44	Sanna Shields	4 - Low			Svea Smetstad (5744649)	0		D Civil Engineering (10443)	UMDOX	WFDM	Kimberly Hurst	Resolved
1823972	Modify Appointment	11/20/2024 16:41	Sanna Shields	4 - Low			Matt Seurer (5701977)	0		D Civil Engineering (10443)	UMDOX	WFDM	Deborah Wilder	Resolved
1823964	Modify Appointment	11/20/2024 16:38	Sanna Shields	4 - Low			Kylie Pesik (5774050)	0		D Civil Engineering (10443)	UMDOX	WFDM	Deborah Wilder	Resolved
1823952	Modify Appointment	11/20/2024 16:33	Sanna Shields	4 - Low			Dillon Huss (5748141)	0		D Civil Engineering (10443)	UMDOX	WFDM	Deborah Wilder	Resolved
1823941	Modify Appointment	11/20/2024 16:29	Sanna Shields	4 - Low			Zach Huffaker (5759860)	0		D Civil Engineering (10443)	UMDOX	WFDM	Deborah Wilder	Resolved
1823936	Modify Appointment	11/20/2024 16:27	Sanna Shields	4 - Low			Evan Eslinger (5778581)	0		D Civil Engineering (10443)	UMDOX	WFDM	Kimberly Hurst	Resolved
1823930	Modify Appointment	11/20/2024 16:24	Sanna Shields	4 - Low			John Devries (5778475)	0		D Civil Engineering (10443)	UMDOX	WFDM	Kimberly Hurst	Resolved
1823912	Modify Appointment	11/20/2024 16:21	Sanna Shields	4 - Low			Harley Code (5608282)	0		D Civil Engineering (10443)	UMDOX	WFDM	Deborah Wilder	Resolved
1823908	Modify Appointment	11/20/2024 16:14	Sanna Shields	4 - Low			Jen-L Burnett (5779633)	0		D Civil Engineering (10443)	UMDOX	WFDM	April Finkenhofer	Resolved
1823899	Modify Appointment	11/20/2024 16:12	Sanna Shields	4 - Low			Chase Boyer (5731054)	0		D Civil Engineering (10443)	UMDOX	WFDM	Deborah Wilder	Resolved
1823892	Person of Interest	11/20/2024 16:10	Kayenne Denaull	4 - Low		Brandon Kresl	Andrew Bantz (5460718)	0		D Human Resources (10669)	UMDOX	WFDM	Kimberly Hurst	Resolved
1823886	Modify Appointment	11/20/2024 16:08	Sanna Shields	4 - Low			Daniel Houseaga (3098590)	0		D Civil Engineering (10443)	UMDOX	WFDM	April Finkenhofer	Resolved
1823786	Modify Appointment	11/20/2024 15:35	Kayenne Denaull	4 - Low			Laura Fairchild (8019226)	0		D Human Resources (10669)	UMDOX	WFDM	Kimberly Hurst, Shelby Honorable	Resolved
1823777	Modify Appointment	11/20/2024 15:33	Kayenne Denaull	4 - Low				0		D Human Resources (10669)	UMDOX	WFDM	Kimberly Hurst, Sarah Neuman	Resolved

Highlight all data cells and click on Data – Filter

This will allow you to sort and filter the data based on any of the column fields.

Column Headers for RRC Report - Payroll Audit Report - Staffing Ops	Column Headers for RRC Report - Payroll Audit Report - WFDM
• Title • Created • Requestor • Priority • HR_Full_Legal_Name • HR_Employee_Text • HR_Employee_Name_ID • HR_NEW_Employee_ID_Text • HR_Student_ID_Text • HR_Postn_No • HR_Postn_No_Job_Opn • HR_Job_Code • HR_Hire_Job_Opening_ID • HR_Employee_Dept • Acct/Dept • Rtrnd_RRC_Code • Resp Group • Responsibility • Status HR_Employee_Start_Dt • HR_Expected_End_Dt • HR_Employee_Class • HR_Emp_Class_prepopulated • HR_Pay_Grp_Frq • HR_Hourly_Rate • HR_Annual_Rate • HR_Addl_Pay_Begin_Dt • HR_Addl_Pay_End_Dt • HR_Hire_Addl_Pay_Type • HR_Addl_Pay_Amount • HR_Addl_Details	• ID • Title • Created • Requestor • Priority • HR_Full_Legal_Name • HR_Employee_Text • HR_Employee_Name_ID • HR_Emp_Rcd • HR_Employee_Dept Acct/Dept • Rtrnd_RRC_Code • Resp Group • Responsibility • Status HR_Effective_Dt • HR_Effective_Date 2 • HR_Addl_Pay_Begin_Dt • HR_Addl_Pay_End_Dt • HR_End_Employment_Reason • HR_Last_Date_Worked • HR_Death_Date • HR_Expected_Return_Dt • HR_POI_End_Dt • HR_Employee_Start_Dt • HR_Start_Lve/Wrk_Brk_Dt • HR_Employee_Class • HR_Emp_Class_prepopulated • HR_Std_Hrs • HR_Annual_Rate • HR_Updated_Stdndr_Hrs • HR_Compensation_Chng_Type • HR_Comp_Frequency • HR_Mass_Comp_Changes • HR_Leave_Comp_Descr • HR_Mod_Appt_Fields • HR_Mod_Addl_Pay_Options • HR_Addl_Pay_Amount • HR_Addl_Details

Note that the items in the Title field are hyperlinked. Clicking on this link will take you directly to the TDX request. If your request was a mass request, be sure to review the data submitted in the spreadsheets with your request.

ID	Title
1818702	Person of Interest
1818260	Modify Appointment
1817243	Modify Appointment
1816982	Person of Interest
1816975	End Appointment
1816873	Mass Requests
1816484	Modify Appointment
1816415	Modify Appointment
1816286	Person of Interest
1816281	Person of Interest
1816277	Person of Interest
1816264	Person of Interest

Also note that the HR_Addl_Details column provides notes on the request.

HR_Addl_Details
Please update compensation and process retro payments via additional pay (Earning code: retro pay RGT) 56.75 hours x \$0.33. Should have been brought up to the new wage floor of \$20/hr on 7/1/2024. Thank you Kronos Stability Pay Report 11/25/2024 Kronos Stability Pay Report 11/25/2024
Change Dept ID from 10474 to 10472 and change EFS to 1000-10472-21074 effective 11/18/2024. 9-month, 100% time P&A, Job Data was set up as paid 9 over 12 when empl is in fact 9 over 9 (Job Data has now been fixed with TDX 1820963). This resulted in empl being paid the wrong rate for 8/12 - 11/3/24 hours (paid at 9 over 12 Hourly Rate of \$26.90625 instead of 9 over 9 Hourly Rate of \$35.875). 456 hours worked/paid for 8/12 - 11/3/24.

D. A Few Examples of Using the TDX Audit Report for Payroll Validation

1. New Appointment - TDX Requests were submitted to hire an employee or begin a new appointment for these employees. Review the Payroll Pre-confirm Report to validate that the employees are receiving the correct amount of pay starting on the correct date.

ID	Title	Created	HR_Full_Legal_Nam	HR_Employee_Start_Dt	HR_Emp_Class_prepopulated	HR_Pay_Grp_Frq	HR_Hourly_Rate
1830428	Mass Requests	11/26/2024 13:44		11/25/2024	Student Employee (UND)	Hourly	15.25
1829004	Hire an Employee	11/25/2024 14:41		12/2/2024	Student Employee (UND)	Hourly	15.25
1826330	Hire an Employee	11/22/2024 11:29		12/2/2024	Academic Professional (ACP)	Salaried (Annual Bi-Weekly)	17.25
1823485	Hire an Employee	11/20/2024 14:10		11/29/2024	Student Employee (UND)	Hourly	16.25
1823428	Hire an Employee	11/20/2024 13:52		11/27/2024	Student Employee (UND)	Hourly	17.25
1822982	Hire an Employee	11/20/2024 11:33		11/27/2024	Student Employee (UND)	Hourly	17.25
1822967	Hire an Employee	11/20/2024 11:29		11/23/2024	Student Employee (UND)	Hourly	16.25
1814756	Hire an Employee	11/13/2024 14:47		11/23/2024	Student Employee (UND)	Hourly	15.25
1814661	Hire an Employee	11/13/2024 14:08		11/23/2024	Student Employee (UND)	Hourly	15.25
1814653	Hire an Employee	11/13/2024 14:05		11/23/2024	Student Employee (UND)	Hourly	15.25
1812098	Hire an Employee	11/12/2024 8:33		11/25/2024	Civil Service (CVL)	Exception Hourly	24.00
1811314	Hire an Employee	11/11/2024 13:24		12/2/2024	Civil Service (CVL)	Exception Hourly	28.85
1808176	Hire an Employee	11/7/2024 15:20		11/25/2024	Civil Service (CVL)	Exception Hourly	20.19
1797373	Hire an Employee	10/30/2024 8:29		12/2/2024	Civil Service (CVL)	Exception Hourly	33.65
1796934	Hire an Employee	10/29/2024 15:20		12/2/2024	Academic Administrative (ACA)	Salaried (Annual Bi-Weekly)	

2. End of Appointment – TDX Requests were submitted to terminate an appointment for these employees. Review the Payroll Pre-confirm Report to validate that the employees are not receiving pay for dates following their last date worked.

Title	Created	Requestor	Priority	HR_Employee_ID	HR_Employee_Name	HR_Employee_Dept	Acct/Dept	Rtrnd_Pac	HR_End_Employment	HR_Last_Date_Worked
821006 End Appointment	11/19/2024 12:26	David H. Smith	4 - Low	5854468	Wagner, Andrew (5854468)	D Rec Sports/Outdoor Progs - 10452	D Sl Auxiliary Services (10482)	UMDXX	End Appointment	11/15/2024
806190 End Appointment	11/6/2024 12:43	David H. Smith	4 - Low	5832959	Shaw, Mary (5832959)	Law School General Academic - 10806	Law School Human Resources (10787)	LAWXX	End Appointment	11/15/2024
806190 End Appointment	11/6/2024 12:42	David H. Smith	4 - Low	4784211	Audrey Hutchinson (4784211)	Law School General Academic - 10806	Law School Human Resources (10787)	LAWXX	End Appointment	11/19/2024
820448 End Appointment	11/19/2024 9:28	David H. Smith	4 - Low	2101077	John Bryson (2101077)	HHH Dean's Office - 10736	HHH Financial Services (10737)	HHHXX	End Appointment	11/17/2024
819276 End Appointment	11/18/2024 11:57	David H. Smith	4 - Low	5891730	Kathryn Alpinier Gaddes (5891730)	Women and Public Policy - 10752	HHH Financial Services (10737)	HHHXX	Resignation	11/17/2024
826015 End Appointment	11/22/2024 9:47	David H. Smith	4 - Low	5674765	Lucas Schottler (5674765)	OIT Svc/Compt Mgmt Svc Alignmt - 10071	OIT Finance & HR (10050)	OITXX	Resignation	11/21/2024
825147 End Appointment	11/21/2024 13:54	David H. Smith	4 - Low	5697664	Meghana Anandey (5697664)	OIT Svc/Compt Mgmt Svc Alignmt - 10071	OIT Finance & HR (10050)	OITXX	Resignation	11/15/2024
813959 End Appointment	11/13/2024 9:52	David H. Smith	4 - Low	5765812	Vasanth Tirunav (5765812)	OIT Svc/Compt Mgmt Svc Alignmt - 10071	OIT Finance & HR (10050)	OITXX	Resignation	11/12/2024
820837 End Appointment	11/19/2024 11:28	David H. Smith	4 - Low	8023224	Rajar Bharadwaj (8023224)	M Finance Office - 10645	M Human Resources/Payroll (10646)	UMMXX	Resignation	11/15/2024
816975 End Appointment	11/15/2024 9:35	David H. Smith	4 - Low	5826892	Ronja Case (5826892)	D Learning Technology Svcs - 10325	D ITSS Dept Administration (10318)	UMDXX	End Appointment	11/13/2024
821583 End Appointment	11/19/2024 14:32	David H. Smith	4 - Low	4759130	Ethan King (4759130)	C Dining Services - 10694	C Human Resources (10669)	UMCXX	Resignation	11/17/2024
814319 End Appointment	11/13/2024 11:56	David H. Smith	4 - Low	5879470	Gabriella Thygeson (5879470)	D Housing - General & Admin - 10491	D Sl Auxiliary Services (10482)	UMDXX	Termination	11/12/2024
803087 End Appointment	11/4/2024 13:15	David H. Smith	4 - Low	5649790	Daniel Sandborn (5649790)	D Large Lakes Observatory - 10351	D Large Lakes Observatory (10351)	UMDXX	Termination	11/15/2024
815308 End Appointment	11/14/2024 8:41	David H. Smith	4 - Low	4255086	Barbara Anderson (4255086)	D Ath Sports Medicine - 10515	D Ath Bus & Ticket Sales (10511)	UMDXX	Resignation	11/18/2024

3. Additional Pay Validation – TDX Requests were submitted to add additional pay for these employees with the effective dates and amounts noted. Review the Payroll Pre-confirm Report to validate that this pay is present for these employees.

HR_Employee_Name_ID	HR_Employee_Dept	HR_Addl_Pay_Begin_Dt	HR_Addl_Pay_End_Dt	HR_Mod_Addl_Pay_Options	HR_Addl_Pay_Amount
Kara Wolf (5366390)	10386 D Psychology	11/4/2024	11/17/2024	Retro Pay	110 hours @ \$0.65/hour
Martin Hazel (5971652)	10386 D Psychology	11/4/2024	11/17/2024	Retro Pay	110 hours @ \$0.65/hour
Maddie Boutwell (5537176)	10386 D Psychology	11/4/2024	11/17/2024	Retro Pay	110 hours @ \$0.65/hour
Mat Gilderan (8000403)	10366 D LSBE Dean's Office	11/4/2024	11/17/2024	Outstanding Service / Teach Award	250.00

4. Compensation Change - TDX Requests were submitted to make a compensation change for these employees. Review the Payroll Pre-confirm Report to validate that the employees' pay reflects these changes.

ID	Title	Created	Requestor	Priority	HR_Employee_Name_ID	HR_Effective_Date	HR_Effective_Date 2	HR_Compensation_Chng_Type	HR_Mod_Appt_Fields	HR_Mod_Addl_Pay_Options	HR_Addl_Pay_Amount	HR_Addl_Details
1811630	Modify Appointment	11/11/2024 15:26	David H. Smith	4 - Low	[REDACTED]	11/25/2024	11/18/2024	Market Adjustment	Base Pay - Annual Rate			Resubmitting tix
1828626	Modify Appointment	11/25/2024 12:29	David H. Smith	4 - Low	[REDACTED]	11/25/2024	11/25/2024	Market Adjustment	Base Pay - Hourly Rate	Retro Pay	18.73	Please update c \$20/hr on 7/1/24
1814921	Modify Appointment	11/19/2024 15:46	David H. Smith	4 - Low	[REDACTED]	11/4/2024	11/4/2024	Market Adjustment	Base Pay - Hourly Rate	Retro Pay	19.14	Please update c \$20/hr on 7/1/24
1795619	Modify Appointment	10/31/2024 13:15	David H. Smith	4 - Low	[REDACTED]	8/12/2024	8/12/2024	Incentive Increase	Base Pay - Annual Rate	Retro Pay	857.78	Budget Journal I can you please
1820523	Modify Appointment	11/19/2024 10:05	David H. Smith	4 - Low	[REDACTED]	11/18/2024	11/18/2024	Ment Increase	Base Pay - Hourly Rate			Please update P hours.
1812761	Modify Appointment	11/12/2024 12:09	David H. Smith	4 - Low	[REDACTED]	10/21/2024	10/21/2024	Step/Progression	Base Pay - Hourly Rate (Labor R Retro Pay		191.20	