Revised 4/5/22

WV Division of Administrative Services

Pay Period End Review

Submit this to the **DASHR Request Form** by **Close of Business Monday of payroll cutoff week**

Pay Period: _____ **Check Date:** _____

Facility: _____

This Section To Be Completed by DAS Payroll

New Hires

Please list all employees who were hired during the dates listed in Pay Period above

	Employee's Name	Hire Date	Did Employee Start		Temp or Permanent		Received/ Entered Direct Deposit / Paycard Info	Received Entered W-4 and State Tax Forms	Address Confirmed from Employee Personnel Information Form	Reviewed PERS on Payroll Detail Report
			Yes	No	Temp	Perm				Permanent-entered. Temps-No PERS or PEIA
1										
2										
3										
4										
5										
6										
7										
8										

Temp to Permanent

Please list all employees who went temp to permanent during the dates listed in Pay Period above

	Employee's Name	Temp to Perm Date	Reviewed PERS on Payroll Detail Report
1			
2			
3			

Employees NOT in Kronos

Please list employees who were not in Kronos during this pay period who need time manually entered

		Timesheets sent to DAS Payroll	Received and Entered Time on TADJ
1			
2			

EMPLOYEE SEPARATIONS

Please list all employees who separated employment during the dates listed in Pay Period above

	Employee's Name	Resigned, Dismissed or Transferred	Last Day Worked	Resignation / Dismissal / Transfer Date	Received Separation Packet	Annual Payout / Severance Pay Entered
1						
2						
3						
4						
5						
6						

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Pay Period: _____ **Check Date:** _____

Leaves of Absences and Leave Returns

If you have any employees at your facility who will come off the payroll or remain off the payroll, **for any amount of time** in either week in the pay period above, please list them below. If an employee has returned from a Leave of Absence, please list them as well. Also list any employees who are on Suspension pending an investigation and have elected to use their annual leave.

Leave Type:	Kronos Code
Leave of Absence - **FMLA (Self)** Unpaid	**LV-FMLA-Self Medical Tracking**.
Leave of Absence - **FMLA (Family)** Unpaid	**LV-FMLA-Eligible FamilyTracking**
Leave of Absence - **MEDICAL**	**LV-MLWOP-Medical LWOP**
Leave of Absence - **PERSONAL**	**LV-Personal Unpaid**
Leave of Absence - **UNAUTHORIZED**	**ULWOP-Unauthorized PY**
Workers Comp (being paid by WC)	**Workers Comp for ANN Leave**
Suspension Without Pay	**LV-Suspension**
Suspension Pending Investigation and **Employee opts to use their Annual Leave**	Enter **Annual leave** hours and then add a second row to the same day and enter **LV-Suspension** (for tracking)
LOA **Military UNPAID** (Part A or B)	**LV-Military LWOP**

Employees Off the Payroll (for any amount of time in pay period)

	Employee's Name	Type of Leave	Date off Payroll	Has Employee been notified		Does Employee want to self-pay	
1				Yes	No	Yes	No
2				Yes	No	Yes	No
3				Yes	No	Yes	No
4				Yes	No	Yes	No
5				Yes	No	Yes	No

Employees who RETURNED from a Leave of Absence

	Employee's Name	Type of Leave	Date Returned
1			
2			

Employees on PAID Suspension (using Annual Leave)

	Employee's Name	Date Suspension Began	Date Annual Leave Exhausts
1			
2			

Comments _____

_____

HR Manager or Designee Signature _____ **Date** _____