ΡAYROLL / PERSONNEL
PAYROLL BATCH CONTROL
UPAY647 (R3/91)

COMPLETE ONE OF THE FOLLOWING FOR EACH BATCH SUBMITTED:

■ **PAYROLL TIME REPORTING WORKSHEETS:**

							USE FOR BATCHING OF EXPANDED TIME REPORTING WORKSHEETS	
BATCH ID.	BATCH NUM.	BATCH ORIGIN	INPUT TRANS COUNT	TOTAL REGULAR TIME	TOTAL OVERTIME / LEAVE TIME	TOTAL OVERTIME / LEAVE TIME	TOTAL OVERTIME / LEAVE TIME	TOTAL OVERTIME / LEAVE TIME
(10-12)	(13-15)	(16-18)	(19-21)	(22-31)	(32-41)	(42-51)	(52-61)	(62-71)
B A T								

■ **PAYROLL ADJUSTMENT SHEETS:**

BATCH ID.	BATCH NUM.	BATCH ORIGIN	INPUT TRANS COUNT
(10-12)	(13-15)	(16-18)	(19-21)
B A A			

■ **PAYROLL CORRECTIONS:**

BATCH ID.		BATCH ORIGIN
(10-12)		(16-18)
B A C		

PREPARED BY:	DATE
AUTHORIZED BY:	DATE

RETN: ACCOUNTING: UNTIL ACTION TAKEN