Payroll Voucher Detail

Better known as the
“PVD”

✔ What is it?
✔ Why is it used?
The PVD is designed to show how the net pay is determined for each employee by listing all deductions from gross pay and to show the benefits paid on behalf of each employee by the employer.
PVD’s are sorted by *Account* number

- 02-111111
- 02-222222
- 02-333333

Therefore, *if* you have employees sourced with more than one account, these employees will be listed on the appropriate PVD for *each* account utilized.
Employees not eligible for benefits will have only the mandatory deductions listed.
Overtime payments will be on a separate PVD. Overtime is paid with an overtime object code.

Hours paid for each employee should be verified.
The PVD should be compared to the payroll source documents such as the Electronic BVD or Time Sheets to verify that the payments are correct.

Matching the PVD to the paycheck or retainer is *not* a valid comparison because the payroll record that created the check *ALSO* created the PVD.
Payroll Voucher Detail Reports

Can be retrieved at your convenience:

- For both Monthly & Biweekly Payroll.
- By logging into the Division of Finance Document Imaging.
  - [http://imgweb.tamu.edu/finance_dept/](http://imgweb.tamu.edu/finance_dept/)

For availability dates of reports and other payroll schedules, see the Payroll Processing Calendar at [http://payroll.tamu.edu/calendar.asp](http://payroll.tamu.edu/calendar.asp)
Departments should conduct a thorough review of each PVD in a timely manner following receipt. If questions or problems are identified, Payroll Services should be contacted immediately.
By examining the PVD in a timely manner, errors and omissions may be able to be corrected before payday. However, when these challenges aren’t identified until the last minute, corrections can be delayed which may cause undue stress for the employee.
For more information, contact:

Payroll Services
General Service Complex, Suite 1201
(979) 845-2711
payrollprocessing@tamu.edu
Or visit: http://payroll.tamu.edu/