Payroll processing checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Pay run

Every pay run, before the payment cut-off

TASK	TIME	INITIALS
Collect		
☐ Collect approved timesheets and rosters for the period		
☐ Collect approved leave requests and sick leave notes		
☐ Collect new starter forms, tax declarations and bank details Verify any change of bank details by phone, never by email alone.		
☐ Note terminations, pay rises and allowance changes		
Process		
☐ Enter new starters, leavers and pay rate changes		
☐ Enter hours, overtime, allowances and leave taken		
☐ Calculate final pay for any leaver, including unused leave		
Review		
☐ Compare the draft pay run with the last one and explain big differences		
☐ Check tax withheld and retirement contributions look right		
☐ Check no one is paid below the minimum rate for their award or agreement		
☐ Get the pay run approved by the client or manager Keep the approval with the pay run.		
Pay and file		
☐ Upload the payment file and check the total matches the approved pay run		
☐ Send payslips to every employee		
☐ File the pay run with the tax authority if your system requires it		
☐ Record the payroll journal in the accounts		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____