ChecklistGuro

Payroll Processing & Compliance Checklist

Pre-Payroll Preparation

Steps to gather all necessary data, time logs, and variable inputs before initiating the payroll run.

Payroll Period Start Date

Enter date...

Payroll Period End Date

Enter date...

Approved Timesheet Summaries

Upload File

Required Inputs Collected

- [ ] Overtime Logs
- [ ] Commission Reports
- [ ] Bonus Documentation
- [ ] Unpaid Leave Requests

Payroll Cycle Type

- [ ] Weekly
- [ ] Bi-Weekly
- [ ] Monthly

Notes on Pending Adjustments

Write something...

Employee Data & Record Updates

Verification of new hires, terminations, changes in salary, and updated tax withholding information.

Effective Date of Change

Enter date...

Update Type

- [ ] New Hire
- [ ]
- [ ] Salary Adjustment
- [ ] Tax Information Update
- [ ] Bank Detail Change

Employee Full Name

Write something...

New Salary/Wage Amount

Enter a number...

Supporting Documentation (e.g., Contract or Tax Form)

Upload File

Notes on Employee Status Changes

Write something...

HR/Payroll Manager Approval

Time and Attendance Verification

Reviewing approved timesheets, overtime hours, unpaid leave, and sick leave adjustments.

Pay Period Start Date

Enter date...

Pay Period End Date

Enter date...

Verified Hours Components

- [ ] Regular Hours
- [ ] Overtime Hours
- [ ] Holiday Pay
- [ ] Paid Time Off (PTO)
- [ ] Unpaid Leave

Approved Timesheet Logs

Upload File

Discrepancies or Adjustments Notes

Write something...

Payroll Supervisor Approval

Deductions and Contributions Audit

Validation of benefits deductions, retirement contributions, garnishments, and loan repayments.

Deduction Types Reviewed

- [ ] Health Insurance Premiums
- [ ] Retirement/401k Contributions
- [ ] Garnishments
- [ ] Union Dues
- [ ] Other Voluntary Deductions

Total Value of Deductions Verified

Enter a number...

Benefit Plan Update Documentation

Upload File

Discrepancy Notes

Write something...

Auditor Approval Signature

Payroll Calculation & Processing

The execution of the payroll run, including gross-to-net calculations and-tax computations.

Payroll Run Date

Enter date...

Pay Period Type

- [ ] Weekly
- [ ] Bi-Weekly
- [ ] Semi-Monthly
- [ ] Monthly

Total Gross Pay Amount

Enter a number...

Calculated Components Verified

- [ ] Base Salary/Wages
- [ ] Overtime Pay
- [ ] Bonuses & Commissions
- [ ] Holiday Pay
- [ ] Shift Differentials

Payroll Summary Report

Upload File

Payroll Officer Approval

Compliance & Tax Withholding Review

Ensuring all statutory obligations, local/state/federal taxes, and regulatory requirements are met.

Tax Jurisdictions Reviewed

- [ ] Federal Tax (IRS/National)
- [ ] State/Provincial Tax
- [ ] Local/Municipal Tax
- [ ] Social Security/Insurance Contributions
- [ ] Unemployment Insurance

Review Completion Date

Enter date...

Tax Computation Summary Report

Upload File

Compliance Status

- [ ] Fully Compliant
- [ ] Discrepancies Found
- [ ] Pending Further Review

Discrepancy Notes & Resolution Steps

Write something...

Compliance Officer Verification

Post-Processing Review & Funding

Verification of final payroll amounts, bank transfer authorizations, and direct deposit accuracy.

Payroll Execution Date

Enter date...

Total Net Payroll Amount

Enter a number...

Funding Method Used

- [ ] ACH Transfer
- [ ] Wire Transfer
- [ ] Manual Check
- [ ] Internal Bank Sweep

Funding Approval Status

- [ ] Pending Approval
- [ ] Approved
- [ ] Rejected

Bank Transfer Confirmation Receipt

Upload File

Payroll Manager Approval Signature

Payroll Reporting & Distribution

Generating payslips, distributing employee reports, and filing necessary payroll journals in the accounting system.

Payroll Run Date

Enter date...

Pay Period Type

- [ ] Weekly
- [ ] Bi-Weekly
- [ ] Semi-Monthly
- [ ] Monthly

Generated Payroll Register

Upload File

Distribution Channels Used

- [ ] Direct Deposit
- [ ] Physical Check
- [ ] Digital Paystub Email
- [ ] Third-party Payroll Portal

Distribution Confirmation Number

Write something...

Payroll Officer Approval

Post-Payroll Reconciliation

Reconciling payroll bank accounts and ensuring all liabilities are correctly recorded in the general ledger.

Reconciliation Completion Date

Enter date...

Total Payroll Amount Reconciled

Enter a number...

Discrepancies Identified

- [ ] Bank Transfer Mismatch
- [ ] Tax Withholding Error
- [ ] Unprocessed Deductions
- [ ] Incorrect Employee Hours
- [ ] None - All Cleared

Notes on Discrepancies or Adjustments

Write something...

Bank Statement / Reconciliation Report

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Accountant Reviewer Signature