



# Payroll Processing Verification

## Employee Data Verification

Ensures accuracy of employee information used for payroll calculation.

### Employee Status Verification

- ☐ Active
- ☐ Inactive
- ☐ Terminated
- ☐ Leave of Absence

### Employee ID Validation

Write something...

### Legal Name Verification

Write something...

### Social Security Number (SSN) Check Digit

Enter a number...

### Address Confirmation

- ☐ Matches Records
- ☐ Requires Update
- ☐ No Address on File

### Bank Account Verification

- ☐ Verified via Micro-Deposit
- ☐ Matches Records
- ☐ Requires Update
- ☐ Direct Deposit Not Setup

### Date of Hire Verification

Enter date...

## Hours Worked & Attendance

Confirms accuracy of employee hours, including overtime, tips, and comp time.

### Total Regular Hours Worked

Enter a number...

### Total Overtime Hours Worked

Enter a number...

### Total Tip Amount Received (if applicable)

Enter a number...

### Comp Time Accrued/Used (if applicable)

Enter a number...

### Attendance Record Source

- ☐ Time Clock
- ☐ Manual Timesheet
- ☐ Other (Specify)

### Notes on Attendance Discrepancies (if any)

Write something...

### Date of Timesheet Approval

Enter date...

### Timesheet Approval Status

- ☐ Approved
- ☐ Pending
- ☐ Rejected

## Wage & Salary Calculation

Validates correct calculation of gross pay based on hourly rates, salaries, and applicable bonuses.

### Hourly Rate Verification

Enter a number...

### Salary Amount Verification

Enter a number...

### Overtime Hours Calculation

Enter a number...

### Bonus Amount Verification

Enter a number...

### Pay Frequency (e.g., Weekly, Bi-Weekly, Monthly)

- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Semi-Monthly
- ☐ Monthly

### Correct Pay Group Assignment

- ☐ Yes
- ☐ No

### Comments/Notes on Wage Calculations (if any)

Write something...

## Tax Withholding & Reporting

Verifies accurate calculation and withholding of federal, state, and local taxes, and ensures proper reporting.

### Federal Income Tax Withholding Amount

Enter a number...

### State Income Tax Withholding Amount

Enter a number...

### Local Income Tax Withholding Amount (if applicable)

Enter a number...

### Social Security Tax Withholding Amount

Enter a number...

### Medicare Tax Withholding Amount

Enter a number...

### Form 941 Filed and Submitted?

- ☐ Yes
- ☐ No
- ☐ Pending

### Form 940 Filed and Submitted?

- ☐ Yes
- ☐ No
- ☐ Pending

### Date of Last Tax Filing (Form 941)

Enter date...

### Upload copy of Form 941 (if applicable)

 Upload File

## Deductions & Contributions

Confirms accuracy of employee and employer contributions to benefits, retirement plans, and other deductions.

### Total Employee 401k Contributions

Enter a number...

### Total Employer 401k Matching Contributions

Enter a number...

### Total Health Insurance Premiums - Employee Portion

Enter a number...

### Total Health Insurance Premiums - Employer Portion

Enter a number...

### Total Workers Compensation Contributions

Enter a number...

### Union Dues Deduction Applied?

☐

Yes

☐

No

### Total Union Dues Deducted (if applicable)

Enter a number...

### Which voluntary deductions are included?

☐

Life Insurance

☐

Disability Insurance

☐

Flexible Spending Account

☐

Legal Services

☐

Other (Specify in Long Text)

### Specify other voluntary deductions (if 'Other' selected)

Write something...

## Payment Processing & Distribution

Validates the method of payment, ensures accurate amounts are paid to employees, and addresses direct deposit verification.

### Payment Method Used:

- ☐ Direct Deposit
- ☐ Paper Check
- ☐ Pay Card

### Total Number of Employees Paid:

Enter a number...

### Total Gross Pay Amount:

Enter a number...

### Total Net Pay Amount:

Enter a number...

### Payment Issue Date:

Enter date...


### Notes/Comments on Payment Processing:

Write something...

### Direct Deposit Verification Status:

- ☐ Verified Successfully
- ☐ Needs Verification
- ☐ Failed - Investigate

### Payment File/Record Backup:

 Upload File

## Compliance & Regulatory Adherence

Confirms adherence to relevant labor laws, wage and hour regulations, and industry-specific compliance requirements (e.g., tip pooling rules).

### Confirm compliance with federal minimum wage laws.

- ☐ Compliant
- ☐ Not Compliant
- ☐ N/A

### Verify compliance with state minimum wage laws.

- ☐ Compliant
- ☐ Not Compliant
- ☐ N/A

**Confirm adherence to tip pooling agreements (if applicable).**

- ☐ Compliant
- ☐ Not Compliant
- ☐ N/A

**Verify compliance with overtime regulations (FLSA).**

- ☐ Compliant
- ☐ Not Compliant
- ☐ N/A

**Date of last compliance audit.**

Enter date...

**Summary of any compliance issues identified and corrective actions taken.**

Write something...

**Number of employee complaints regarding wage/hour issues received this period.**

Enter a number...

**Confirm compliance with applicable pay transparency laws (if any).**

- ☐ Compliant
- ☐ Not Compliant
- ☐ N/A

# Record Keeping & Documentation

Reviews completeness and accuracy of payroll records and supporting documentation for audit trails.

## Last Payroll Cycle End Date

Enter date...

## Total Number of Paychecks Issued

Enter a number...

## Summary of any unusual payroll adjustments/corrections made

Write something...

## Payroll Register Export (e.g., CSV, Excel)

 Upload File

## Were all timekeeping records reconciled to payroll?

☐ Yes

☐ No

☐ N/A

## Explanation for any discrepancies found during reconciliation (if applicable)

Write something...

**Are tip records retained as required by law?**

☐ Yes

☐ No

☐ N/A

**Date of last audit of payroll records**

Enter date...