Headcount Payroll Reconciliation Template

Period: January 2024

Department	Employee ID	Employee Name	Status (Start/End)	Payroll System Headcount	HR Records Headcount	Variance	Comments
Finance	00123	Jane Doe	Active	1	1	0	
Finance	00124	John Smith	Left 15 Jan	0	1	-1	Resigned mid-month
Operations	00245	Maria Garcia	New Joiner	1	0	+1	Payroll updated, HR pending
IT	00301	Alan Lim	Active	1	1	0	

Summary

Total Employees (HR)	Total Employees (Payroll System)	Total Variance
4	3	-1

Important Notes

- Ensure all new joiners and leavers are updated in both HR and payroll systems before reconciliation.
- Investigate and document any variances found during reconciliation.
- Verify that all data entries are accurate and up to date for the period being reconciled.
- Keep supporting documents for any manual adjustments made.
- Regular reconciliation helps prevent payroll discrepancies and ensures compliance.