

Payroll Disbursement Approval Checklist

Document Details

Payroll Period _____ Date _____
Department _____ Prepared By _____

Checklist

Item	Yes	No	Remarks
All employee work hours have been accurately recorded and approved	—	—	_____
Salaries and wages are calculated as per company policy	—	—	_____
Overtime and allowances approved and verified	—	—	_____
Statutory deductions applied accurately (e.g., tax, social security)	—	—	_____
Payroll reconciliation completed and discrepancies resolved	—	—	_____
Management approval obtained for disbursement	—	—	_____

Date & Signature (Prepared by)

Date & Signature (Reviewed by)

Date & Signature (Approved by)

Important Notes

- This checklist must be completed and signed before releasing payroll funds.
- Ensure all supporting documents are attached where applicable.
- Any discrepancies identified must be resolved prior to approval.
- Maintain records of all payroll approval checklists for auditing purposes.