

# Payroll Compliance Assessment

## Company Information

Company Name: ABC Solutions Ltd.

Assessment Date: 2024-06-14

Assessor: John Doe, HR Specialist

Assessment Period: Jan 2023 - Dec 2023

## Assessment Overview

This document assesses the company's payroll processes against statutory and policy requirements to ensure compliance and identify areas for improvement.

## Payroll Compliance Checklist

Compliance Area	Requirement	Status	Comments
Minimum Wage	All salaries meet or exceed legal minimum wage	Compliant	Verified for all payroll records
Overtime Pay	Overtime payments comply with statutory rates	Compliant	Random sample, all records accurate
Working Hours	Maximum weekly working hours adhered to	Partially Compliant	2 instances exceeded regulatory limits
Social Security Contributions	All mandatory contributions paid and filed on time	Compliant	Receipts and filings confirmed
Tax Withholding	Accurate deduction and timely remittance	Compliant	No discrepancies found
Leave Management	All leave entitlements and payments compliant	Non-Compliant	Annual leave payment missed for 1 employee

## Findings & Recommendations

- Implement tighter controls to monitor working hour limits.
- Ensure leave entitlements and payouts are processed for all employees.
- Continue quarterly internal audits to maintain high compliance levels.

## Assessor's Declaration

I confirm that the findings above are true and accurate to the best of my knowledge as of the assessment date.

Assessor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- This assessment should be kept confidential and used for compliance monitoring purposes.
- Regular reviews and updates may be required due to changing legal requirements.
- The assessment relies on the accuracy of internal records and documentation provided.
- Non-compliance areas should be addressed promptly to avoid potential penalties.

