

Corrective Action Plan for Payroll Compliance

Organization Name: _____

Department: _____

Date of Report: _____

Prepared By: _____

1. Compliance Issue(s) Identified

Description e.g., Overtime payments not calculated per legal requirements.

Date Identified _____

Responsible Party _____

2. Root Cause Analysis

Analysis Describe the root cause of the compliance issue.
e.g., Lack of updated training on payroll regulations.

3. Corrective Action(s) Required

Action Step	Responsible Person	Target Date	Status
e.g., Update payroll policy and procedures	_____	__/__/____	Not Started/In Progress/Completed
e.g., Conduct staff training on payroll compliance	_____	__/__/____	Not Started/In Progress/Completed

4. Monitoring & Verification

How will effectiveness be measured? e.g., Regular payroll audits, team meetings, review of payroll records.

Follow-up Date(s) __/__/____

5. Management Approval

Name & Title: _____

Signature: _____

Date: _____

Important Notes:

- This document should be reviewed and revised regularly to ensure ongoing compliance.

- All corrective actions should be specific, measurable, achievable, relevant, and time-bound (SMART).
- Documentation of actions and follow-up is vital for audit and regulatory purposes.
- Confidentiality and data integrity must always be maintained throughout the process.