Payroll Process Flow Audit Checklist

Audit Date: _____

Department: _____

Auditor: _____

Process Owner: _____

Checklist Items

Checklist Area	Audit Question	Yes / No	Remarks
Payroll Input Collection	Are employee attendance and overtime records received on time and verified?	_____	
Data Accuracy	Is payroll data (salaries, deductions, benefits) recorded accurately in the system?	_____	
Authorization Process	Are all payroll changes adequately approved and documented?	_____	
Processing & Calculation	Is payroll processed in accordance with company policies and statutory requirements?	_____	
Review & Validation	Are payroll results reviewed and discrepancies resolved prior to disbursement?	_____	
Payroll Disbursement	Is payroll payment timely and properly authorized?	_____	
Record Keeping	Are payroll records & reports securely maintained & backed up?	_____	
Tax & Statutory Compliance	Are statutory deductions remitted promptly and accurately?	_____	
Confidentiality	Is payroll information access restricted to authorized personnel?	_____	

Observations / Recommendations

Important Notes

- This checklist should be customized to align with the organization's payroll procedures and statutory requirements.
- All responses and remarks must be supported by relevant evidence or documentation.
- Timely completion of the checklist supports effective risk management and control of payroll errors.
- Confidentiality of payroll information must be preserved throughout the audit process.