

# Manager Approval Payroll Checklist

| Department  | Payroll Period |
|-------------|----------------|
| Prepared By | Date           |
| Reviewed By | Date           |

## Checklist

| Item                                    | Completed (✓/✗) | Remarks |
|---|-----------------|---------|
| Timesheet entries reviewed and verified |                 |         |
| Leave records validated                 |                 |         |
| Overtime hours approved                 |                 |         |
| Deductions & allowances reviewed        |                 |         |
| Payroll calculations checked            |                 |         |
| Employee list finalized                 |                 |         |

## Signature Block

---

Prepared By  
Date:

---

Reviewed By (Manager)  
Date:

---

Approved By (HR/Finance)  
Date:

## Important Notes

- This document must be completed and signed for each payroll period.
- Ensure all checklist items are reviewed before submitting for approval.
- Maintain completed checklists for audit and compliance purposes.
- Only authorized personnel may sign in respective blocks.
- Discrepancies should be resolved prior to final approval.