

# 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.