

# Payroll Processing Checklist

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**Department:** Human Resources / Payroll

**Prepared by:** \_\_\_\_\_

## Purpose

To standardize and ensure accuracy in payroll processing for each pay period. This checklist must be completed during every payroll cycle.

## Payroll Processing Checklist

Task	Completed (✓/—)	Comments
Collect all employee time sheets and attendance records		
Verify all new hires, terminations, and status changes		
Confirm approved overtime and leave records		
Update salary adjustments and deductions (e.g., loans, advances)		
Input/Import payroll data into payroll system		
Review payroll register for accuracy		
Obtain management approval for payroll		
Process payroll disbursement (bank transfer/checks)		
Generate and distribute pay slips		
Remit statutory deductions (taxes, benefits, etc.)		
Backup payroll data and file supporting documents		

## Important Notes

- This checklist must be completed and signed off for every payroll cycle.
- Maintain confidentiality of all payroll documents and data.
- Always verify compliance with current laws and company policy before processing payroll.
- Keep records for audit and statutory requirements as per company retention policy.