

Weekly Payroll Checklist

#	Task	Completed	Notes
1	Collect employee timesheets		
2	Verify hours worked and approvals		
3	Input hours into payroll system		
4	Calculate overtime, bonuses, and deductions		
5	Check tax withholdings		
6	Verify employee bank details		
7	Process payroll payments		
8	Distribute pay slips		
9	File payroll records		
10	Review payroll for errors		

- Ensure all payroll data is verified and approved before processing.
- Maintain confidentiality of employee payroll information.
- Keep detailed records for compliance and auditing purposes.
- Review payroll legislation and tax updates regularly.