Payroll Audit Program Format Salary and Wages Verification

1. AUDIT OBJECTIVE

To verify the accuracy and completeness of salary and wage payments, ensuring compliance with company policy and statutory regulations.

2. AUDIT SCOPE

- Salary and wage payments for the selected audit period
- Relevant employee records and payroll documentation
- Compliance with government and internal policies

3. DOCUMENTS TO BE REVIEWED

- Payroll register
- Timesheets/Attendance records
- Employee master files (contracts, personal details)
- Bank transfer statements or payment records
- Statutory deductions and remittance records
- Payroll adjustment records (overtime, bonuses)

4. AUDIT PROCEDURES

Step	Procedures	Reference
1	Obtain payroll register and reconcile totals with general ledger.	
2	Verify employee names, designations, and payment details with employment contracts.	
3	Check for proper authorization of payroll, adjustments, and overtime.	
4	Review deductions for statutory compliance (tax, social security).	
5	Match payments with bank transfers or payslips issued.	
6	Sample test for any ghost employees or duplicate records.	
7	Examine terminated and newly joined employees' payments.	
8	Check compliance with minimum wage and overtime laws.	

5. FINDINGS & RECOMMENDATIONS

[To be completed upon audit conclusion]

IMPORTANT NOTES

- This program must adapt to changes in statutory regulations and company policies.
- Confidentiality of employee data should be strictly maintained throughout the audit.
- Evidence should be sufficiently documented for any exceptions or discrepancies found.
- Timeliness of payroll processing affects audit accuracy and employee satisfaction.