**Payroll Processing Checklist**

| **Company name** |  |
| --- | --- |
| **Payroll period** |  |
| **Payroll processing date** |  |
| **Pay date** |  |

# Verify employee information

| **Employee payroll information check** |
| --- |
| *␧* | Lodge new hire information into the payroll system |
| *␧* | Assign and verify employee pay rate |
| *␧* | Check employee work classification |
| **Time and attendance review** |
| *␧* | Verify and submit timesheets |
| *␧* | Calculate overtime hours  |
| *␧* | Verify PTO, sick leave, and holidays |
| *␧* | Apply shift differentials |

# Review earnings and deductions

| **Wages and other earnings** |
| --- |
| *␧* | Calculate regular wages |
| *␧* | Calculate overtime pay |
| *␧* | Calculate bonuses, commissions, and incentives |
| *␧* | Process reimbursements |

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| **Deductions and withholdings** |
| --- |
| *␧* | Calculate federal and state taxes, FICA contributions, etc. |
| *␧* | Apply employee benefits deductions  |
| *␧* | Process wage garnishments and other legal deductions |
| **Employer contributions** |
| *␧* | Calculate employer tax liabilities (FICA, FUTA, and SUTA) |
| *␧* | Apply 401(k) or benefits contributions |

# Approve and process payroll

| **Pre-processing review** |
| --- |
| *␧* | Generate payroll preview and double check |
| *␧* | Resolve discrepancies before processing |
| **Final payroll approval** |
| *␧* | Get HR and payroll approval |
| *␧* | Verify payroll funds for direct deposits or checks |
| **Submit payroll** |
| *␧* | Submit direct deposit file to the bank |
| *␧* | Print and sign physical checks  |
| *␧* | Generate paystubs and distribute to employees |

# Post payroll tasks

| **Payroll reports and tax filings** |
| --- |
| *␧* | Schedule payroll tax deposits (federal, state, and local) |
| *␧* | Submit employee benefits payment |
| *␧* | Generate payroll reports for finance and accounting |
| **Record-keeping and compliance** |
| *␧* | Save payroll records for compliance (W-2, W-4, I-9) |
| *␧* | Log errors or adjustments for future corrections |

# Payroll confirmation

| **Payroll processed by:** |
| --- |
| *Name and signature* | *Date* |
|  |  |
| **Payroll approved by:** |
| *Name and signature* | *Date* |
|  |  |