

# Monthly Payroll Checklist

Date

Does the Payroll Match Current employees ?	YES/NO
Are there discrepancies that need attention?	YES/NO
New Starters ?	YES/NO
Leavers ?	YES/NO
Discretionary Leave deductions ?	YES/NO
Other Deductions ?	YES/NO

Queries brought forward from previous month


Queries carried forward to next month


Checked By.....Date.....

Authorised By.....Date.....