

Payroll-run checklist

A repeatable check before every payday. Keep approved hours, employee changes, payment instructions and your final review in one place.

Business / team

Pay period / reporting period

Prepared by

Review / target date

Before you calculate

- ☐ Confirm the pay period, payday and internal approval cutoff.
- ☐ Review new starters, departures, pay changes and approved leave.
- ☐ Collect and approve timesheets, reimbursements and adjustments.
- ☐ Confirm changes to payment details through your secure process.

Before you approve

- ☐ Compare employee count, gross pay, deductions and net pay with the prior run.
- ☐ Check unusual amounts, missing hours and duplicate entries.
- ☐ Reconcile totals to the payroll register and confirm funding is available.
- ☐ Obtain the authorized payroll approver's sign-off.

After approval

- ☐ Submit payment instructions and confirm processing status.
- ☐ Issue pay statements through a secure channel.
- ☐ Record remittance obligations and the applicable due dates.
- ☐ Save the register, approvals and payment confirmations; resolve exceptions.

Outstanding actions / reviewer

A process checklist, not a payroll calculation or a determination of your remittance deadlines. Adapt it to your province, payroll provider and payment cutoffs.