

Payroll reconciliation worksheet

Make differences visible before they become a mystery. Compare the payroll register with your accounting and payment records, then document the follow-up.

Business / team

Pay period / reporting period

Employee / prepared by

Reviewer / date

Category	Register total	Posted / paid	Difference	Follow-up

Review notes / reference

A comparison worksheet, not an accounting journal or a tax calculation. Categories can overlap; the workbook deliberately does not sum them into a grand payroll total.