

PAYROLL RUN READINESS SETUP CHECKLIST

Company Name:

Pay Period:

Pay Date:

Run ID / Reference:

1. EMPLOYEE MASTER DATA UPDATES

DONE	TASK DESCRIPTION	ASSIGNED TO	DATE COMPLETED	NOTES / REFERENCE
☐	Process and verify new hire profiles, tax setup, and direct deposit details.	-----	-----	-----
☐	Input employee terminations, calculate final payouts, and set inactive status.	-----	-----	-----
☐	Update profile changes (address updates, tax withholding/W-4 modifications).	-----	-----	-----
☐	Apply approved compensation adjustments (promotions, salary increases, demotions).	-----	-----	-----

2. TIME AND ATTENDANCE INTEGRATION

DONE	TASK DESCRIPTION	ASSIGNED TO	DATE COMPLETED	NOTES / REFERENCE
☐	Collect, reconcile, and approve all employee timesheets.	-----	-----	-----
☐	Verify and apply Paid Time Off (PTO), sick leave, and bereavement hours.	-----	-----	-----
☐	Review and confirm calculated overtime and double-time hours.	-----	-----	-----

3. DEDUCTIONS & BENEFITS ADJUSTMENTS

DONE	TASK DESCRIPTION	ASSIGNED TO	DATE COMPLETED	NOTES / REFERENCE
☐	Reconcile health, dental, vision, and life insurance deductions.	-----	-----	-----
☐	Verify retirement contribution files (401k/HSA/FSA employee selections).	-----	-----	-----
☐	Process active statutory court-ordered garnishments and child support.	-----	-----	-----

4. VARIABLE PAYMENTS & SYSTEM TRIAL RUN

