

Preparing Payroll

1. A finance or HR staff person prepares the Payroll Calculation Sheet two or three days before pay day. He or she signs the sheet to certify that he or she has prepared it. (if there are multiple pages, he/she signs each page.)
2. Based on the information in the sheet, the finance or HR person prepares a piece of paper (a "Pay Slip") for each person on the list. The Pay Slip should list:
 - a. Employee's full name
 - b. Employee's ID number
 - c. The pay period
 - d. The base pay
 - e. Any overtime
 - f. Each allowance or benefit (the name of the allowance or benefit and the amount)
 - g. Each tax (the name of the tax and the amount)
 - h. Any other additions or subtractions (write what each is for and the amount)
 - i. Final amount to be paid

(Note that these are the columns in the spreadsheet that the finance person used to prepare the payroll.)

He or she attaches each slip to the appropriate timesheet.

3. He or she puts the summary sheet with the timesheets and pay slips and gives them all to the Team Leader (or delegate).
4. The Team Leader reviews the calculations, and, if everything is correct, approves them by signing the bottom of the sheet summary sheet (if there are multiple pages, the TL should sign each page.)
5. The Team Lead then signs each pay slip, making sure each matches what is on the summary sheet.

Finance can now prepare checks or a list of bank transfers for each person.