

Payroll Check List

Pay Interval:	Date of payroll: / /	Responsible:
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	Updated	Checked
1 Add any new pay or deduction elements	<input type="checkbox"/>	<input type="checkbox"/>
2 Any additions or amendments to pension schemes	<input type="checkbox"/>	<input type="checkbox"/>
3 Update Employees for leavers and starters	<input type="checkbox"/>	<input type="checkbox"/>
4 New starter with no P45, prepare P46	<input type="checkbox"/>	<input type="checkbox"/>
5 Employee detail changes	<input type="checkbox"/>	<input type="checkbox"/>
6 Employee PAYE and NIC Table Changes	<input type="checkbox"/>	<input type="checkbox"/>
7 Enter details of any new/changes to student loans	<input type="checkbox"/>	<input type="checkbox"/>
8 Employee Pension changes	<input type="checkbox"/>	<input type="checkbox"/>
9 New starter prior pay details	<input type="checkbox"/>	<input type="checkbox"/>
10 Add or Change Employee Pay information	<input type="checkbox"/>	<input type="checkbox"/>
11 Add or Change Employee Deduction information	<input type="checkbox"/>	<input type="checkbox"/>
12 Enter details of any new/changes to loans	<input type="checkbox"/>	<input type="checkbox"/>
13 Enter details of any new/changes to court orders	<input type="checkbox"/>	<input type="checkbox"/>
14 Set payroll	<input type="checkbox"/>	<input type="checkbox"/>
15 Calculate payroll	<input type="checkbox"/>	<input type="checkbox"/>
16 Print & review payslips, payroll summary, P11	<input type="checkbox"/>	<input type="checkbox"/>
17 Finalise payroll	<input type="checkbox"/>	<input type="checkbox"/>
18 Prepare P45 for any leavers	<input type="checkbox"/>	<input type="checkbox"/>
19 Pay net pay	<input type="checkbox"/>	<input type="checkbox"/>
20 Pay Inland Revenue PAYE/NIC/Student Loans	<input type="checkbox"/>	<input type="checkbox"/>
21 Pay other deductions	<input type="checkbox"/>	<input type="checkbox"/>
22 File all printouts and received notices	<input type="checkbox"/>	<input type="checkbox"/>
If this is the last payroll run for the year:		
23 Close PAYE Year (updates the current PAYE year on the business profile and archives previous/prior pay details)	<input type="checkbox"/>	<input type="checkbox"/>
24 Prepare and submit PAYE Online Filing	<input type="checkbox"/>	<input type="checkbox"/>