

How to Do Payroll Checklist

Step	What To Do	Details
1	Collect Employee Data Link to more information on New Hire Checklist	Gather: employee name, address, zip code, tax withholdings (W-4), employment verification (I-9), pay rate, and employee's employment status
2	Gather Hours Worked Link to more information on Timekeeping and Break time laws	Determine: hours worked per pay period, paid and unpaid breaks, overtime
3	Calculate Gross Pay Link to more information on Overtime Rules	Multiply: pay rate by hours worked <i>Overtime is paid at 1.5x hourly pay rate</i>
4	Process Deductions Link to more information on Payroll Taxes or Employee Benefits	Subtract: employee deductions from gross pay
5	Provide Net Pay Link to more information on Paystubs or Business Checking Accounts	Pay employees with: paper check or paystub, direct deposit, or pay card, and make sure to fund your payroll account!
6	Document Results Link to more information on Payroll Record Retention	Keep: timecards, pay stubs and any pay change information (raises or bonuses)