How to Do Payroll Checklist

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

