

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)