



Payroll preparation checklist

Use this before each payroll to gather changes, review hours, and resolve questions with your payroll contact.

Reviewed: October 7, 2026

- ☐ **Confirm the pay period and cutoff**
Check the dates covered, payday, submission cutoff, and any holiday or bank-processing adjustments with your payroll provider.
- ☐ **Gather employee changes**
Review new hires, departures, pay-rate changes, address updates, and approved withholding or deduction changes. Flag final-pay questions promptly.
- ☐ **Review hours and time off**
Check timesheets for missing entries, corrections, overtime, and approved paid or unpaid leave. Resolve discrepancies with the appropriate supervisor.
- ☐ **Collect other pay details**
Gather approved bonuses, commissions, tips, reimbursements, and other adjustments that apply. Confirm how each item should be treated before submission.
- ☐ **Review and approve**
Check the payroll preview, employee count, rates, and totals. Confirm funding requirements and who gives final approval.
- ☐ **Save the completed records**
Keep the approved payroll report and supporting records in a secure location. Note corrections or questions to resolve with your provider.

An organizing aid for your regular payroll process. It does not calculate wages or determine tax treatment. Confirm unusual payments and applicable requirements with your payroll or tax adviser.

Official sources and online guide

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