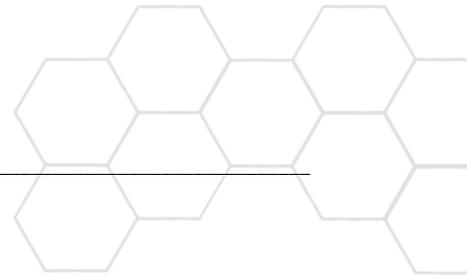




PEOPLE HIVE
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS
PAYROLL SETUP CHECKLIST



SALARY STRUCTURE FINALIZED

Confirm that salary components, grades, and allowances are clearly defined and consistently applied across roles, as unclear or inconsistent structures lead to internal inequity and disputes; good practice is documenting a simple, transparent salary framework aligned with roles, responsibilities, and market benchmarks.

PAYROLL CYCLE DEFINED

Verify that payroll frequency and fixed pay dates are formally set and communicated to employees, as inconsistent payment timing undermines trust and may cause compliance issues; good practice is establishing a predictable payroll calendar and adhering to it strictly.

ATTENDANCE & OVERTIME RULES SET

Ensure that working hours, overtime eligibility, approval requirements, and calculation methods are clearly defined, as ad-hoc approvals result in payroll errors and employee dissatisfaction; good practice is documenting rules and applying them uniformly.

BANK DETAILS COLLECTED

Check that employee bank details are accurately collected, verified, and securely stored before payroll processing, as incorrect details cause delayed or failed salary payments; good practice is validating bank information at onboarding and reconfirming changes in writing.

WPS COMPLIANCE CHECKED (IF APPLICABLE)

Assess whether the organization is required to comply with the Wage Protection System and confirm registration and process readiness, as non-compliance may result in penalties or blocked operations; good practice is aligning payroll processes with WPS requirements where applicable.

PAYSLIP FORMAT PREPARED

Ensure that payslips clearly show salary components, deductions, and net pay, as lack of transparency creates confusion and mistrust; good practice is issuing standardized payslips with each salary payment.

EOSB AWARENESS DOCUMENTED

Confirm that end-of-service benefit obligations are understood, tracked, and factored into payroll planning, as EOSB represents a long-term financial liability; good practice is maintaining accurate records and periodically reviewing EOSB calculations.

-END-

PEOPLE HIVE HUMAN RESOURCES CONSULTANCIES LLC

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Users are responsible for adapting this template to their jurisdiction and organizational requirements.

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