

# Payroll Checklist



**PAYSPACE**

The Payroll and HR Benchmark



## Getting Started

1. Collect, sort, and check all payroll/HR input documents
2. Check that you are in the correct pay period. Take note of the following for all pay periods being processed:
  - Pay Period End Date,
  - Calendar Month,
  - Pay Period in Calendar Month, and
  - Pay Period in the Tax Year.
    - c. Monthly
    - d. Weekly
    - e. Bi-weekly



## Employee Information

3. Add all new employees' information
4. Change existing employee information where necessary



## Payroll Input

5. Apply increases – if applicable
6. Process all payroll-related input
  - Earnings
  - Deductions
  - Company Contributions
  - Taxable Benefit – Perks



## Leave

7. Process all leave transactions
8. Reconcile integrated leave transaction



## Terminations

9. End the employment of the employees who will no longer be in your service. Ensure you add the correct termination date, i.e. the last day of employment.
10. Process the employee's final payroll inputs. Remember to pro-rata, payments if the employee did not work for a full month.
11. Ensure all leave taken is processed and remaining balances are encashed.
12. Generate the UI-2.7 and UI-19 for the employee.



## Check Processing

13. Reconcile the payroll for the pay period to be processed.



## Payslips and Report

14. Print or submit all payslips electronically for the pay period processed.
15. Print all reports for the pay period processed that will be used for reconciliation.



## Reconciliation

16. It is advisable to reconcile the following payments every month:
  - Payments made to SARS/UIF
  - Payments made to any third party, such as Pension, Provident or Medical Aid payments



## Payments and Submission

17. Process all salary payments to all employees for the applicable pay period.
18. The following submissions need to be made every month::
  - EMP201 to SARS
  - UIF submission file to the Department of Labour
  - Any submission that the benefit fund might require.



## Exports

19. Export the General Ledger file
20. Export the UIF Submission file
21. Export any other export files required by your company



## Submissions

22. **Submit your EMP201** and the payment, if applicable, within 7 days after the end of each month, e.g. by the 7th of each month.
23. **Submit UIF Declarations to the Department of Labour.** There are two options to submit the UIF declarations:
  - By using the Department’s uFiling website or;
  - By using your payroll software’s built-in functionality to submit directly to the Department



## General

24. If applicable, make a backup of your payroll
25. If applicable, roll over to the next processing period
26. Make a note of important dates on the **Payroll Calendar**

