

# Payroll Checklist

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# Getting Started

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Collect, sort, and check all payroll/HR input documents

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Check that you are in the correct pay period.  
Take note of the following for all pay periods being processed:

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.
    - a. Monthly
    - b. Weekly
    - c. Bi-weekly
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# Employee Information

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Add all new employees' information

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Change existing employee information where necessary



# Payroll Input

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Apply increases – if applicable

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Process all payroll-related input

- Earnings
  - Deductions
  - Company Contributions
  - Taxable Benefit – Perks
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## Leave

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Process all leave transactions

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Reconcile integrated leave transaction

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## Terminations

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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.

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**11**

Ensure all leave taken is processed and remaining balances are encashed.

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**12**

Generate the UI-2.7 and UI-19 for the employee.

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## Check Processing

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**13**

Reconcile the payroll for the pay period to be processed.

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## Payslips and Report

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Print or submit all payslips electronically for the pay period processed.

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**15**

Print all reports for the pay period processed that will be used for reconciliation.

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# Payslips and Report

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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
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## Payments and Submission

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Process all salary payments to all employees for the applicable pay period.

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The following submissions need to be made every month:

- Payments made to SARS/UIF
  - Payments made to any third party, such as Pension, Provident or Medical Aid payments
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## Exports

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Export the General Ledger file

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**Export the UIF  
Submission file**

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**Export any other export  
files required by your company**

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## **Submissions**

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**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.**

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**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
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# General

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If applicable, make a backup of your payroll
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If applicable, roll over to the next processing period
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Make a note of important dates on the Payroll Calendar
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Get in touch

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