

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 Time tracking 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 Calculation and 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 Types of Employee Benefits	Subtract: ___ employee deductions ___ from gross pay.
5	Provide Net Pay Link to a Free Paystub Generator	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)



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