pinkpayroll

# Before You Run Payroll: 7 Things to Check

## A quick check now can save a payroll correction later.

- [ ] **REVIEW EMPLOYEE HOURS**

  Make sure regular, overtime, sick, vacation, and other hours are complete and accurate. Check for possible premium pay.

- [ ] **CHECK FOR MISSING TIMECARDS**

  Confirm all employees who should have hours have submitted them.

- [ ] **REVIEW NEW HIRES AND TERMINATIONS**

  Make sure new employees are set up and terminated employees are handled correctly in payroll.

- [ ] **VERIFY PAY CHANGES**

  Check for raises, bonuses, commissions, reimbursements, or other one-time payments.

- [ ] **REVIEW DEDUCTIONS AND BENEFITS**

  Confirm any new or changed deductions, garnishments, benefits, or retirement contributions.

- [ ] **LOOK FOR UNUSUAL PAYROLL AMOUNTS**

  Watch for unusually high or low gross pay, unexpected overtime, duplicate payments, or employees with no pay.

- [ ] **CONFIRM THE PAY DATE AND PAYROLL FUNDING**

  Verify the check date and make sure sufficient funds will be available for payroll, taxes, and direct deposits.

**ONE LAST LOOK.**

**Hours checked. Changes entered. Funding confirmed. Now you're ready to process.**

Contact us at pinkpayroll.com/quote to get started or get more info