pinkpayroll

PAYROLL DEDUCTIONS CHECKLIST

Get every deduction right before payroll goes out.

CHECKLIST ITEMS	✓
Identify all payroll deductions Determine which deductions are required and which are voluntarily elected by the employee.	☐
Get authorization for voluntary deductions Make sure required employee authorization is on file before making the deduction.	☐
Set up deductions correctly Confirm the deduction amount, frequency, and effective date are entered accurately.	☐
Confirm whether deductions are pre-tax or after-tax Make sure each deduction is set up with the correct tax treatment.	☐
Review benefit deductions Make sure insurance, retirement, and other benefit deductions match the employee's elections.	☐
Review required deductions and garnishments Make sure legally required deductions are calculated and processed correctly.	☐
Check deduction limits Make sure deductions do not exceed applicable legal or plan limits.	☐
Update deductions when changes occur Adjust deductions when benefits, contribution amounts, or employee elections change.	☐
Make sure deductions are paid by ACH, check, 401(K) login, or another applicable method Keep a checklist if needed to make sure they are paid or funded.	☐
Verify deductions before processing payroll Review deduction amounts and employee net pay for accuracy before submitting payroll.	☐

Accurate deductions, fewer payroll corrections, and more confidence in every paycheck.

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