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Payroll Recordkeeping Checklist

Keep the records now. Skip the scramble later.

Maintain complete employee payroll records
Keep employee information, pay rates, hours worked, wages, and payroll history. ☐

Save payroll and tax reports
Keep payroll registers and tax returns, including IRS Forms 941 and California wage and tax reports (DE 9 and DE 9C). ☐

Maintain timekeeping records
Keep accurate records of hours worked, overtime, and applicable paid time. ☐

Keep deduction and benefit documentation
Maintain records supporting insurance, retirement, garnishments, and other payroll deductions. ☐

Document payroll changes
Keep a record of pay-rate changes, bonuses, commissions, deductions, and payroll adjustments. ☐

Keep records organized and accessible
Use a consistent system so payroll documents can be easily located when needed. ☐

Protect sensitive payroll information
Secure Social Security numbers, banking information, and other confidential employee data. ☐

Limit access to payroll records
Make sure sensitive payroll information is available only to authorized individuals. ☐

Follow record retention requirements
Know how long federal, state, and applicable local payroll records must be kept. ☐

THE BENEFIT: Organized records, easier reporting, and payroll information ready when you need it.

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