

Payroll Reconciliation Checklist

- Check your payroll register and make sure it matches the payroll ledger
- Make sure all employees' personal information is correct
- Ensure that payroll accounts are linked correctly to each pay item
- Check the working hours of each employee
- Check if any employee worked overtime or needs the following: paid time off, unpaid time off, vacation pay, sick leave,
- Double-check salaries
- Check deductions and withholdings
- Check that benefits are paid
- Verify transaction in accounts related to payroll (if applicable)
- Create journal entries
- Record in your general ledger
- Submit payroll