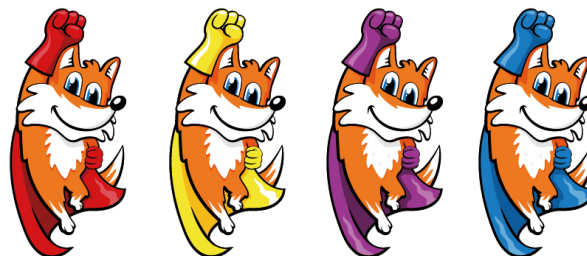


STAFF PAY CHECKLIST

Here are some things that you might want to remember to do when you are preparing staff payslips.



1. Enter staff attendances for the pay period up to and including your intended pay date.
2. Check for holidays taken during the pay period, calculate the holiday pay and add it to the staff member's Timesheet / Register with the date you wish to pay them for the holiday.
3. Now that you've entered all that data **make a backup!**
4. Create the pay slip batch for your intended pay date.
5. Skim through the on-screen pay slips and check for gross errors. (If necessary delete the pay slip batch, correct the errors and start again from 3.)
6. Print the pay slips.
7. Calculate the payroll deductions and write them in the pay slip deductions area.
8. Pay your staff and pay PAYE and NI to HMRC as appropriate.
9. Enter the staff wages paid and the PAYE and NI paid as 'Staff Costs' revenue expense setting transactions.
10. Now that you've done all that **make a backup!**
11. Wages are usually the main setting expense, so run the Cash Flow and/or other financial management reports to see how things are going.