

Payroll Checklist for New Employee Onboarding

A **payroll checklist** for new employee onboarding ensures accurate and timely processing of salaries by verifying essential information such as tax forms, bank details, and employment agreements. This organized approach helps streamline payroll setup and avoids delays in compensation. Implementing a comprehensive checklist enhances compliance and employee satisfaction from day one.

Checklist

- Confirm employee personal details (full name, address, date of birth)
- Obtain signed employment agreement/contract
- Collect completed tax forms (e.g., W-4 or relevant local forms)
- Record Social Security Number (or government-issued ID)
- Gather direct deposit information (bank name, account number, routing number)
- Set up employee profile in payroll system
- Enroll employee in benefits (health, dental, retirement, etc.)
- Assign employee ID number and job title
- Verify work authorization and eligibility to work
- Inform employee of pay schedule, payday, and salary details
- Review company payroll policies with employee
- Confirm completion of all onboarding paperwork

Tip: Use this checklist as part of your orientation materials to ensure a smooth and compliant payroll onboarding process for every new hire.