

Weekly Payroll Audit Checklist for Accuracy

Ensure your **weekly payroll audit** checklist covers all essential accuracy checks to prevent errors and discrepancies. This process includes verifying employee hours, overtime calculations, and tax deductions systematically. Regular audits help maintain compliance and foster financial transparency within your organization.

Payroll Audit Checklist

- Verify all employee names and identification numbers.
- Confirm the correct pay period dates.
- Check regular employee hours worked against timesheets or clock-in data.
- Audit any overtime hours and verify proper calculation of overtime rates.
- Ensure all approved leave (sick, vacation, unpaid) is accurately recorded.
- Review new hires, terminations, and employee status changes for correct pay adjustments.
- Confirm bonuses, commissions, and other variable pay are properly entered and authorized.
- Validate tax withholdings (federal, state, local) are correctly computed.
- Check all statutory deductions (e.g., Social Security, Medicare) and voluntary deductions (retirement, insurance).
- Reconcile gross and net pay for each employee.
- Verify direct deposit details and bank account information.
- Check for duplicate payments or anomalies within the payroll batch.
- Confirm all payroll changes have proper documentation and approvals.
- Ensure payroll reports match with accounting records and bank transactions.
- Document all findings, corrections, and communicate discrepancies for resolution.

Tip: Conduct weekly audits at a consistent time and keep detailed records for compliance and future reference.