

Appendix 12: Control List - Payroll

Payroll	Yes / Done	To Do	No
Staff who prepare the pay are qualified, trained and supervised.			
Staff who prepare the pay are independent from the hiring and termination functions and are not responsible for approving the timesheets.			
Restrictions exist for accessing and modifying employee folders and information in the accounting and payroll system.			
Written authorization is required before adding new employees into the pay system.			
Written authorization exists in employee folders for all amounts related to salary (hourly rates, etc.).			
Written authorization is required for all changes to salary, employment status, and benefits.			
Employee folders are kept current and up to date.			
All the timesheets are approved before being sent to the payroll staff.			
Payments for supplementary amounts (overtime hours, retroactive salary increases, etc.) are approved and authorized before being entered into the pay system.			
All calculations for approved supplementary payments are reviewed by a second person such as payroll supervisor.			
No cash payments are made for payroll amounts.			
Procedures exist for making an employee file inactive after the issuance of the ROE.			
Settings, codes, and configurations in the Payroll System are reviewed and administered by the COO/CFO to ensure compliance with Government Regulatory Agencies and with the approved Benefit Plan of the organization.			
Period end accruals for pay and vacation are reviewed and recalculated.			
Payroll remittances are reported and paid by the due date.			
Payroll remittance accounts are reconciled monthly and at the time of payment.			
Payroll cheques (or automatic deposits) are prenumbered and the sequence is controlled.			
A documented payroll reconciliation is done of the total net pay to the total of the individual cheques or the direct deposit total.			
Payroll reports are generated for each pay and given to the CAO and the COO/CFO for review before the distribution (final submission) of pays.			
Payroll expenses (including benefits) are reviewed and compared to budgets (by division, project, department) and a follow up is done for variances.			
The COO/CFO takes action in a timely manner for shortfalls in the above control procedures.			

Action Plan for To Do / No items:

Responsible : _____ **Deadline :** _____

Signature : _____