swatipay

# PAYROLL CHECKLIST

## GETTING STARTED

- ☐ Collect, sort, and check all payroll/HR input documents
- ☐ Make sure that you are in the correct pay period.
  *(Check an employees editable payslip to determine the month you are in)*

## EMPLOYEE INFORMATION

- ☐ Onboad all new employees

## PAYROLL INPUT

- ☐ Apply increases – if applicable
- ☐ Process all payroll-related input or monthly changes
  - *Earnings*
  - *Deductions*
  - *Company Contributions*

## LEAVE

- ☐ Process all leave transactions
- ☐ Reconcile all employee self-service generated leave transactions

## TERMINATIONS

- ☐ Terminate employees who will no longer be in your service. Ensure you add the correct termination date, i.e. the last day of employment.
- ☐ Ensure all leave taken is processed and tick the leave encashment to pay out leave due (make sure the balance is correct)
- ☐ The system automatically prorates values if mid month termination – Check you are satisfied with the proration.

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## CHECK PROCESSING

- [ ] Reconcile the payroll for the pay period being processed.

*Summary component variance report (1st day of previous month and last day current month) – check global variances*

*Component variance (1st day of previous month and last day current month) – check individual variances*

*Payroll reconciliation report – check component and employee totals*

## FINAL PAYSLIPS AND REPORTS

- [ ] Print or submit all payslips electronically for the pay period processed.
- [ ] Print all reports for the pay period processed that will be used for reconciliation, namely:
  - *Payroll reconciliation report*
  - *Payslips*
  - *Net payment listing*
  - *Salary bank file*

## RECONCILIATION

- [ ] It is advisable to reconcile the following payments every month:
  - *Payments made to PAYE and ENPF*
  - *Payments made to any third party,such Medical Aid payments etc*

## PAYMENTS AND SUBMISSION

- [ ] Process all salary payments to all employees for the applicable pay period.
- [ ] The following submissions need to be made every month:
  - *To ERS – Upload Monthly PAYE Reconciliation and payment https://taxease.ers.org.sz*
  - *To ENPF – email ENPF upload file and payment to accounts@enpf.co.sz*
  - *Any submission that the benefit fund might require.*

## GENERAL

- [ ] Your payroll will automatically roll over to the next month on the 2nd of each month. It is imperative that when you pay your employees you don't do any further changes if you need to roll over sooner please contact support@amcon-group.com or the support desk on 7602 0652 for assistance