TANDEM HR

Payroll Review – Client Checklist

All hours and client-entered changes should be finalized and/or reported to Tandem HR no later than three (3) business days prior to pay date (e.g., submission on Tuesday if Friday is pay date). If client submits changes to Tandem HR for entry, changes should be submitted no later than one (1) week prior to pay date.

Hours:

- ☐ Have all hours been reviewed and approved?
- ☐ Do any employees have missing hours?
- ☐ Do any employees have unusual overtime?
- ☐ Do all eligible employees have the accurate number of holiday hours, and are they on the correct date?
- ☐ Do any employees on vacation, out sick, or on leave have the intended amount of paid time off reported?
- ☐ Are there any active employees with <u>no</u> hours reported? Is this accurate?
- ☐ Are there any inactive employees <u>with</u> hours? Is this accurate?

Changes:

- ☐ Have all new hires been reported? Did they complete their onboarding and are their first hours accurate?
- ☐ Have all terminations been reported? Are the final hours and any time off payout accurate?
- ☐ Have all intended pay changes been reported and processed? Is any retro pay due?
- ☐ Have any status changes been reported?

Miscellaneous:

- ☐ Have any bonuses, commissions, or other pay been added to payroll as appropriate?
- ☐ If on a client-sponsored benefit or retirement plan, have all enrollment additions, terminations, and changes been reported to Tandem HR and processed?
- ☐ Do any changes need to be made to the General Ledger/Journal Entry structure?
- ☐ Has there been any change to the bank account Tandem pulls payroll from?

After clients complete the above tasks, Tandem HR will ensure:

- ✓ Processed hours match what was reported
- ✓ All reported new hires, terminations, and changes have been processed
- ✓ Pay changes look reasonable
- ✓ Overtime and unpaid employees appear reasonable and/or are reported to the client
- ✓ Any reported benefits changes have been implemented
- ✓ Audit and change reports have been reviewed