

PAYROLL BUSINESS RESOURCE

Payroll Information Checklist

Use this checklist each payroll period to collect the information needed for accurate, timely, and organized payroll processing.

BEFORE PAYROLL

Collect changes before processing payroll. Late information can result in corrections and amended records.

Employee Details

- ☐ Confirm each employee's full name, identification details, address, bank/payment information, and employment details are current.
- ☐ Keep signed employment agreements and relevant personnel documentation on file.

Hours & Earnings

- ☐ Provide regular hours or days worked for the payroll period.
- ☐ Provide overtime, commissions, bonuses, tips, allowances, reimbursements, or other variable earnings.
- ☐ Confirm any salary or wage-rate changes and the effective date.

Leave & Absence

- ☐ Record vacation/annual leave taken during the period.
- ☐ Record sickness, unpaid leave, special leave, or other absences that affect payroll.
- ☐ Provide supporting approvals or documentation where required.

Deductions & Benefits

- ☐ Provide authorized employee deductions or changes to recurring deductions.
- ☐ Confirm employer benefits or contributions that need to be reflected in payroll.
- ☐ Keep written authorization/support for non-standard deductions.

GOOD PAYROLL HABIT

Set an internal payroll cut-off date. Ask managers and employees to submit approved hours, leave, bonuses, deductions, and employee changes before that date.

Payroll Changes & Final Review

Use this page to capture employee movements, payroll changes, and the final checks before payroll is approved.

New Employees

- ☐ Confirm the employee's start date, job title, agreed salary/wage, working schedule, and payment details.
- ☐ Collect the identification, tax/payroll, banking, and employment information required for the employee file.
- ☐ Confirm whether benefits, allowances, deductions, or probation arrangements apply.

Employees Leaving

- ☐ Confirm the employee's final working date and reason/status of termination.
- ☐ Provide final hours, unused leave information, outstanding earnings/deductions, and any other amounts requiring payroll treatment.
- ☐ Keep termination/resignation documentation and final payroll support on file.

Changes During Employment

- ☐ Record promotions, salary changes, working-hour changes, department changes, allowances, or other employment amendments.
- ☐ Confirm the effective date of every payroll-related change.
- ☐ Keep written approval or amended employment documentation supporting the change.

Final Payroll Review

- ☐ Review employee names and payment details before payroll is finalized.
- ☐ Compare gross pay, deductions, employer costs, and net pay with the prior payroll and investigate unusual movements.
- ☐ Confirm payroll-related taxes, premiums, and other liabilities are recorded and scheduled for filing/payment.
- ☐ Save the payroll register, payslips, payment support, filings, and relevant reports in the correct payroll period.

NOTES / PAYROLL CHANGES

IMPORTANT

This checklist is a general payroll-administration aid for businesses in Curaçao. Payroll, tax, social-insurance, employment, and recordkeeping requirements can vary by employee and employer circumstances. Verify the requirements applicable to your business before processing or filing.