

WiseWage Pre-payroll Checklist

Use this checklist before preparing or authorizing payroll to confirm employee data, payroll inputs, deductions, and review steps are ready.

Master data

- Confirm active employees, new joiners, leavers, departments, locations, grades, job titles, and staff IDs.
- Review payroll eligibility dates and exclude employees who should not be included in the run.
- Confirm bank details, pension details, tax identifiers, and statutory setup are complete.

Payroll components

- Review fixed earnings, allowances, deductions, pension settings, tax treatment, and recurring loans or advances.
- Confirm variable component files use the correct staff IDs and current payroll period values.
- Check claims, approved expenses, leave impacts, and salary advances before generating draft payroll.

Review and approval

- Generate draft payroll and review gross pay, taxable pay, statutory deductions, net pay, and employer liabilities.
- Download payroll reports and confirm totals against expected control figures.
- Resolve exceptions before authorization and keep the approved reports for the payroll record.

Area	Confirmation item	Status
Employees	Active employees, new joiners, leavers, eligibility, and profile records reviewed.	
Bank and pension	Bank accounts, pension records, and statutory identifiers confirmed.	
Components	Fixed and variable earnings, deductions, loans, advances, and claims reviewed.	
Reports	Draft payroll, bank schedule, payslips, PAYE, and summary reports checked.	
Approval	Exceptions resolved and authorization completed by the required approver.	