SECTION LINE
BOOKKEEPING & PAYROLL

What to gather before payday

Set payday and a deadline for approved hours and changes. Leave time to review the pay run and meet your payment provider's cutoff.

Pay period _____

Collect hours and changes

- [ ] Gather approved hours and flag overtime, holidays, time off and corrections.
- [ ] Confirm pay rates, bonuses, benefits and other changes with their effective dates.
- [ ] Check setup and final-pay requirements for anyone joining or leaving.

Review and approve the pay run

- [ ] Check the draft for the right pay dates, employees, hours and rates. Review gross and take-home pay.
- [ ] Investigate unexpected changes and check the cash needed before approving payment.

Confirm payment and save records

- [ ] Confirm payment. Save approvals, the payroll register and payment confirmation in a restricted folder.
- [ ] Check the applicable remittance due date. Save confirmation once paid.

Hours, changes or corrections to follow up

Regular remitters usually pay by the 15th of the month after payday. Check your CRA schedule.

Print reference: search Canada.ca for the CRA titles below.

Set up and manage employee payroll information When to remit (pay)

Want help with this? Visit the Contact page on the Section Line website.