

Checklist

Payroll Check List

1. [New Starts](#)
2. [Leavers](#)
3. [National Minimum Wage Changes / Living Wage Changes](#)
4. [Wage Changes](#)
5. [Holidays / Sick Days](#)
6. [Create Pay Run](#)
7. Hours Change
8. Overtime
9. Bonuses
10. Get Management Sign Off
11. Post and Send Payslips
12. Make Any Amendments
13. Upload to Bank
14. Add NI and Tax Payment to Bank
15. [OPTIONAL] Send P45's
16. Send Nest File

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