

Weekly Payroll Processing

1. Document Information

Company Name		Payroll Prepared By	
Payroll Period Start Date		Department or Business Unit	
Payroll Period End Date		Document Version	
Scheduled Pay Date		Effective Date	
Payroll Cycle	Weekly	Approved by	

2. Purpose

This Weekly Payroll Processing Template establishes a structured internal process for preparing, reviewing, approving, and documenting weekly payroll for eligible employees, contractors, or other authorized payees of _____ ("**Company**").

This document is intended for payroll administration, internal control, record-keeping, and approval purposes. It does not create an employment contract, guarantee continued employment, or modify any compensation arrangement unless expressly incorporated into a separate written agreement signed by authorized representatives of the Company.

3. Scope

This template applies to weekly payroll processing for individuals who are paid through the Company's payroll system or approved payment process, including full-time employees, part-time employees, hourly employees, temporary employees, and other payees designated by the Company.

This template should be completed for each weekly payroll cycle and retained in accordance with the Company's payroll record retention requirements.

4. Payroll Processing Responsibilities

The following individuals or departments are responsible for completing and approving the weekly payroll process:

Role	Responsible Person or Department	Responsibility
Payroll Preparer		Collects payroll data, enters payroll information, and prepares payroll for review.
Department Approver		Reviews hours, leave, adjustments, and department-level payroll information.
Payroll Reviewer		Verifies payroll accuracy, deductions, taxes, and payment totals.
Finance Approver		Confirms payroll funding, accounting allocation, and final payment authorization.
HR Representative		Confirms employee status, employment changes, leave records, and payroll-related HR updates.

5. Payroll Data Collection

Before payroll is processed, the Payroll Preparer shall collect and verify all payroll-related information required for the applicable weekly pay period. This information may include time records, attendance records, approved overtime, paid leave, unpaid leave, commissions, bonuses, reimbursements, payroll deductions, wage adjustments, employee status changes, and new hire or termination information.

All payroll data must be obtained from approved Company systems, authorized managers, or official Company records. Payroll information should not be processed based on informal communications unless confirmed by an authorized person.

6. Employee and Payee Information

The Payroll Preparer shall confirm that all employees and payees included in the weekly payroll are properly authorized for payment.

Employee/Payee Name	Employee ID	Department	Employment Type	Pay Type

7. Time and Attendance Verification

For hourly or time-based employees, all hours must be reviewed and approved before payroll is finalized. The Department Approver shall confirm that submitted time records accurately reflect hours worked, paid leave, unpaid leave, holiday pay, overtime, and any schedule-based exceptions.

Employee Name		
Regular Hours		
Overtime Hours		
Paid Leave Hours		
Unpaid Leave Hours		
Holiday Hours		
Approved By		

Any discrepancy between submitted hours and approved records must be resolved before payroll submission. Corrections must be documented in the Payroll Adjustments clause.

8. Payroll Adjustments

All payroll adjustments for the weekly payroll period must be documented and supported by appropriate approval. Adjustments may include retroactive pay, corrections from prior pay periods, approved bonuses, commissions, shift differentials, reimbursements, deductions, garnishments, or other authorized changes.

Employee Name		
Adjustment Type		
Amount		
Reason for Adjustment		
Supporting Approval		

No adjustment may be included in payroll unless it has been reviewed and approved by the appropriate Company representative.

9. Deductions and Withholdings

The Payroll Reviewer shall verify that all applicable deductions and withholdings are properly reflected in the payroll system. These may include taxes, benefit contributions, retirement contributions, wage garnishments, authorized employee deductions, repayments, and other required or approved deductions.

The Company shall process deductions and withholdings based on applicable law, employee authorizations, benefit elections, court or agency orders, and Company payroll records. Any deduction that is unclear, disputed, or unsupported must be escalated before payroll is finalized.

10. New Hires, Separations, and Status Changes

The HR Representative shall confirm any new hire, separation, leave of absence, role change, pay rate change, department transfer, or other employment status update affecting the weekly payroll.

Employment or pay status changes must be supported by Company-approved records before being entered into payroll.

11. Payroll Summary

The following summary shall be completed after payroll data has been entered and reviewed:

Payroll Category	Amount
Total Regular Gross Pay	
Total Overtime Pay	
Total Bonus or Commission Pay	
Total Reimbursements	
Total Gross Payroll	
Total Employee Deductions	
Total Employer Taxes and Contributions	
Total Net Payroll	
Total Payroll Funding Required	

The Payroll Reviewer shall compare the payroll summary against prior payroll cycles, approved payroll reports, and expected payment amounts to identify unusual variances or potential errors.

12. Review and Reconciliation

Before payroll is submitted for payment, the Payroll Reviewer shall complete a reconciliation of payroll entries against approved source records. The review should confirm employee eligibility, pay rates, hours, adjustments, deductions, bank or payment information, and payroll totals.

Any discrepancy identified during review must be corrected before payroll is approved. If a correction cannot be completed before the scheduled pay date, the issue must be documented, escalated to the appropriate Company representative, and resolved in accordance with Company payroll procedures.

13. Payroll Approval

Payroll may be submitted for payment only after all required reviews and approvals have been completed. Approval confirms that the payroll information has been reviewed for accuracy based on available Company records and that payment may proceed for the applicable weekly payroll period.

Approval does not waive the Company's right to correct errors, recover overpayments where permitted, issue supplemental payments, or make lawful payroll adjustments in a later pay period.

14. Payroll Submission and Payment

After approval, payroll shall be submitted through the Company's authorized payroll system or payment process. The Payroll Preparer shall confirm submission details, including submission date, payment date, payment method, and confirmation number where available.

Payroll Submission Date:

Payroll Submitted By:

Payroll System or Payment Method:

Submission Confirmation Number:

Scheduled Pay Date Confirmed:

15. Error Correction

If a payroll error is discovered before payment is issued, the Payroll Preparer shall correct the error before final submission whenever reasonably possible. If an error is discovered after payment has been issued, the matter shall be reviewed by Payroll, Finance, and HR as appropriate.

Corrections may include supplemental payment, corrected deduction, adjustment in a later pay period, repayment arrangement, or other lawful corrective action. All corrections must be documented and retained with payroll records.

16. Confidentiality

Payroll records contain confidential employee and Company information. Individuals involved in payroll processing shall access, use, disclose, and store payroll information only as necessary for authorized business purposes.

Payroll information shall not be shared with unauthorized persons. Any suspected unauthorized access, disclosure, loss, or misuse of payroll information must be reported promptly to _____.

17. Record Retention

The completed weekly payroll processing record, supporting approvals, payroll reports, time records, adjustment documentation, and related communications shall be retained in accordance with the Company's record retention policy and applicable legal requirements.

Records must be maintained in a manner that supports auditability, confidentiality, and accurate payroll administration.

18. Internal Control Certification

By signing this document, the responsible reviewers and approvers certify that, to the best of their knowledge based on available Company records, the weekly payroll information has been reviewed, reconciled, and approved for processing.

This certification is an internal administrative control and does not limit the Company's ability to conduct further review, request additional information, or correct payroll errors.

19. Amendment and Use of Template

The Company may amend, replace, or discontinue this template at any time. Any modification to this template should be approved by _____ before use.

Completed payroll records should not be altered after approval except to correct an error, document an authorized payroll change, or comply with Company record-keeping requirements. Any post-approval correction should identify the person making the correction, the date of correction, and the reason for the change.

20. Signatures

By signing below, the undersigned confirm that they have completed their assigned payroll review or approval responsibilities for the weekly payroll period identified in this document.

Payroll Preparer

Name

Date

Signature

Department Approver

Name

Date

Signature

Payroll Reviewer

Name

Date

Signature

HR Representative

Name

Date

Signature

Finance Approver

Name

Date

Signature



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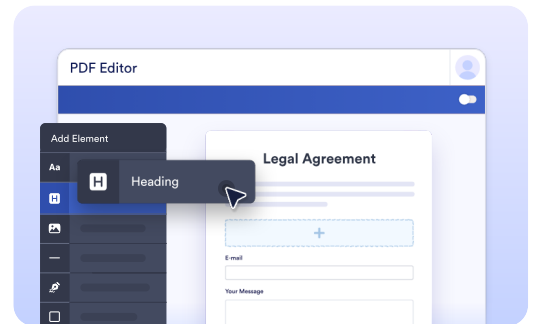
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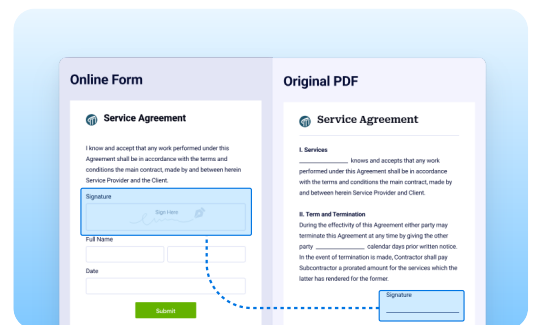
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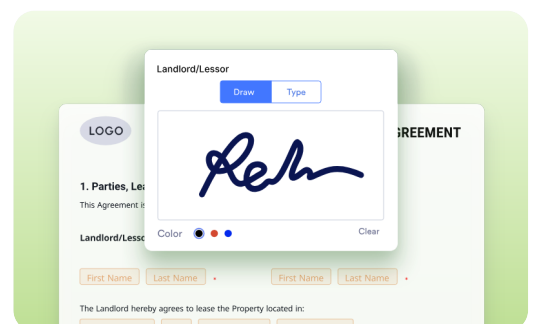
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