Monthly Payroll Health Check

Ensure payroll accuracy and compliance before every payroll run

Employee & Data Validation

- Employee master data updated (new hires, leavers, changes)
- Correct statutory category assigned (age band, contribution class)
- Bank account details validated
- Active vs inactive employees reviewed

Salary & Pay Components

- Fixed salary components verified
- Variable pay, bonuses, and incentives reviewed
- Allowances classified correctly for statutory treatment
- Unpaid leave and salary adjustments checked

Statutory Contributions & Tax

- Contribution rates applied correctly (CPF, EPF, SSS, BPJS, MPF, etc.)
- Salary ceilings and caps applied correctly
- Tax calculations validated against current rules
- Employer vs employee portions reviewed

Attendance & Leave

- Attendance data finalised and approved
- Overtime calculations verified
- Leave balances accurate and aligned with payroll deductions

Payroll Validation

- Net pay variance check vs previous month
- Abnormal salary changes flagged and reviewed
- Rounding differences checked
- Payslip preview reviewed

Submission & Payment Readiness

- Payroll approval completed
- Bank file generated and verified
- Statutory submission deadlines confirmed
- Payroll reports archived for audit trail

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