UPP / PRODUCTION RESOURCES

Production wrap and payroll closeout checklist

Close the production with a record of final inputs, outstanding corrections, document ownership, and follow-up after wrap.

Mark completed items. Record an owner or reference; carry unresolved items into the action record.

Project / production: **Wrap date:**

Closeout owner: **Review date / version:**

01 Collect the final records

Done	Review item	Owner or reference
☐	Confirm the last work dates and identify any missing time submissions.	
☐	Reconcile final expenses, per diem, rentals, and approved adjustments.	
☐	Assign unresolved engagement, work-location, or payroll questions for review.	

02 Follow the remaining outcomes

Done	Review item	Owner or reference
☐	Record which payroll items were submitted, approved, and confirmed paid.	
☐	Assign returned payments, corrections, and worker inquiries to named owners.	
☐	Reconcile outstanding vendor invoices and purchase-order commitments.	

03 Leave a usable record

Done	Review item	Owner or reference
☐	Identify the approved storage location and access owner for final records.	
☐	Confirm who handles later tax-document, employment, or audit requests.	
☐	Record remaining actions, target dates, and the next closeout review.	

Open action and handoff

Action / reference:

Owner: Due: Reviewed by / date:

Wrap does not end outstanding pay, reporting, or recordkeeping obligations. Responsible teams must confirm applicable requirements and deadlines.