UPP / PRODUCTION RESOURCES

Payroll submission checklist

Make the handoff to payroll easier to review: approved inputs, supporting references, open exceptions, and a named sender.

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

Project / production: **Pay period:**

Prepared by: **Payroll contact / cutoff:**

01 Confirm the submission scope

Done	Review item	Owner or reference
☐	Match the worker roster to the project, pay period, and work locations.	
☐	Confirm required onboarding review and approved engagement references.	
☐	Identify additions, departures, and changes since the previous submission.	

02 Reconcile the inputs

Done	Review item	Owner or reference
☐	Match time records to approvals and resolve missing or overlapping entries.	
☐	Attach references for allowances, expenses, adjustments, and their approval.	
☐	Ask payroll to review rate, classification, jurisdiction, and agreement exceptions.	

03 Send a reviewable package

Done	Review item	Owner or reference
☐	Confirm the submission cutoff and the owner of funding or payment questions.	
☐	List unresolved items with the affected reference, owner, and next action.	
☐	Send through the approved channel and record receipt and revision history.	

Open action and handoff

Action / reference:

Owner: Due: Reviewed by / date:

Completing this checklist does not approve payroll, guarantee payment timing, or establish statutory deadlines. Use the payroll team's confirmed schedule.

Official sources, where applicable: Form W-4 | TD1 personal tax credits returns | Québec source deductions return