Payroll hand-off checklist

Set the hand-off

- [ ] Confirm the pay period and payroll cut-off
- [ ] Name the HR owner and payroll recipient
- [ ] Confirm the approved secure transfer route

People joining or leaving

- [ ] Starters: start date, pay, hours and starter information
- [ ] Leavers: final day, final pay notes and remaining leave treatment
- [ ] Check every effective date against this pay period

Changes and exceptions

- [ ] Pay, role, hours and working-pattern changes
- [ ] Approved unpaid leave, sickness and statutory family leave
- [ ] Pension, benefit and other payroll-relevant changes
- [ ] Missing evidence or decisions still awaiting approval

Close the loop

- [ ] Complete a second-person review where your process requires it
- [ ] Send only the information payroll needs
- [ ] Record receipt and resolve payroll questions before finalisation