|  |  |
| --- | --- |
|  |  |
| **CLIENT DETAILS** |  |
| BUSINESS NAME: |       |
| BUSINESS OWNER NAME/S: |       |
| MAIN CONTACT PERSON: |       |
| DATE REVIEWED: |       |
|  |  |
| **GENERAL PAYROLL REVIEW**  |  |
| NUMBER OF EMPLOYEES: |       |
| EMPLOYEE DETAILS FORM HELD: |       |
| WORKERS COMPENSATION INSURANCE EXPIRY: |       |
| SUPER CHOICE FORM HELD: |       |
| TFN DECLARATION HELD: |  |
| FAIR WORK INFORMATION STATEMENT PROVIDED: |       |
| AWARD OR AGREEMENT: |       |
| EMPLOYEE RECORDS COMPLETE: |       |
| EMPLOYEE RECORDS SECURE: |       |
| CONTRACTORS: |       |
| FRINGE BENEFITS PROVIDED: |       |
| DIRECTOR PAYMENTS: |       |
|  |  |
| **PAYROLL SOFTWARE** |  |
| EMPLOYEE DETAILS COMPLETE: |       |
| PAYROLL CATEGORIES USED:ORDINARY EARNINGS LOADINGS/PENALTIESALLOWANCESDEDUCTIONSSALARY SACRIFICEAWARD PAYMENTS |                                     |
| TIMESHEETS USED: |       |
| PAY CYCLE/S: |       |
| ENTITLEMENTS SETUP CORRECT: |       |
| ENTITLEMENT BALANCES CORRECT: |       |
| SUPER PROCESSED FROM SOFTWARE OR ATO SBSCH: |       |
| SUPERANNUATION CURRENT: |       |
| SUPER FOR CONTRACTORS: |       |
| VOLUNTARY WITHHOLDING FOR CONTRACTORS: |       |
| W1 AND W2 REPORTED ON BAS: |       |
| TERMINATION PAYMENTS CORRECT: |       |
| ETP PAYMENTS CORRECT: |       |
| EMPLOYEE PHONE APPS USED: |       |
| CHILD SUPPORT SETUP CORRECT: |       |
| PAID PARENTAL LEAVE SETUP CORRECT: |       |
| WAGES PAYABLE OR CLEARING ACCOUNT CORRECT: |       |
| PAYROLL RECONCILIATION COMPLETED: |       |
|  |  |
| **PERMISSIONS** |  |
| EMAIL PAYSLIPS: |       |
| DISCUSS BASIC QUERIES WITH EMPLOYEES: |       |
| PROVIDE REPORTS TO EMPLOYEES: |       |
| FILE STP: |       |
| ANNUAL STP DECLARATION REQUIRED: |       |
|  |       |
| **OTHER** |  |
|  |       |
|  |       |
|  |       |