

8

steps to process payroll

2 Create a payroll policy

Write down your payroll strategy, including pay dates and payment methods.

4 Set up direct deposit

Set up direct deposit through your business's bank or your payroll software for fast, convenient payroll.

6 Collect employee timesheets

Add up the time tracked, check for mistakes, and import or transcribe those employee hours to run payroll.

8 Report and update payroll records

Keeping up-to-date records of employee payroll may protect your business from any future audits. It's also required by law.

1 Choose a payroll system

Will you process payroll by hand, use a payroll software, or outsource the job to someone else?

3 Gather employee information

To process payroll, you'll need information from your employees' W-4s, I-9s, and other forms.

5 Establish a time tracking system

Track employee work hours for more accurate payroll and for record-keeping requirements.

7 Approve and submit employee payroll

If everything looks accurate, it's time to issue payment.