Payroll close checklist for timesheets

Run it for each pay period before hours go to payroll. Tick each line or note why it doesn't apply.

Pay period		**Checked by / date**	

Before you export

☐	Pay period dates and workweek start match what payroll expects.	
☐	Everyone who worked is listed, including people who left or joined mid-period.	
☐	No open punches: every clock-in has a clock-out. An open punch can be counted up to the moment you export.	

Exceptions

☐	Rows with no scheduled shift: confirm each was real work, a duplicate or a mistake.	
☐	Rows assumed from the schedule (no punches): confirm the person actually worked those times.	
☐	Missing or very long breaks, and shifts longer than your usual maximum.	
☐	Every correction has who asked, who changed it, the reason and the evidence.	

Control totals

☐	Total paid hours in the export match the timesheet total for the same period.	
☐	Hours per person look right against the schedule; big differences are explained.	
☐	Small differences from rounding each row to two decimals are expected; know your rounding.	
☐	Overtime hours are where you expect them under the rules that apply to you.	

Hand off and keep

☐	Send the final file to whoever runs payroll and note the date and time.	
☐	Keep the final file and the correction log with the pay period's records.	
☐	If something is found after payday, correct it in the next run and record why.	

Control totals

	Timesheet total	**Export total**	**Difference explained by**
Paid hours			
Overtime hours			
People			

Pay people on time. A record you can't confirm by the cutoff is a question for your payroll provider or accountant under the rules where you operate, not a reason to hold someone's pay.

Free template from zchedule.app/resources. Adapt it to your team; it is not legal advice.