


PERIOD: Februari 2023

MONTHLY PAYROLL CHECKLIST			
CLIENT NAME:		PT. Aukh Solus Informatica	
PIC 1 (Inputter):	Ah	Target Date:	23 Februari 23
PIC 2 (Peer Review):	Lisni	Review Date:	23 Februari 23
PIC 3 (Senior Checker):	Inmja	Send Date:	23 Februari 23
Data Verification		Yes/No	Notes (if No)
All employee data (NPWP, work start date, resign date, PTKP status, etc) are updated with actual conditions		✓	
Salary data in the working paper is the same as the salary data sent by the client		✓	
BPJS Data in the working paper is the same as the BPJS Payment Data		✓	
The Income Tax Art 21 in the working paper is the same as the Income Tax Art 21 in Monthly Tax working paper		✓	
Employee attendance data in the working paper is the same as the employee timesheet		✓	
Calculation Review		Yes/No	Notes (if No)
All client-specific regulations regarding payroll (deduction, non fixed allowance, etc) have been accommodated in the working paper		✓	
There are no errors in all the formulas in the working paper		✓	
All the information and data in the payslips that are made are the same as the data on the working papers		✓	
Delivery and Documentation		Yes/No	Notes (if No)
Email salary calculation only to PICs who have the right to access salary data		✓	
All payroll related data are well documented on the server		✓	

Mi	
An	